

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Project Delivery Senior Technical Specialist

Aeronautics Division – Project Development and Delivery Section, Project Delivery Team
\$75,204 annually

Job Overview

The Project Delivery Senior Technical Specialist provides advanced technical expertise and oversight in the delivery of aviation capital projects across Tennessee's system of public-use airports. This position ensures compliance with state and Federal Aviation Administration (FAA) standards while assisting the Project Delivery Team Lead and Statewide Technical Specialist in advancing projects identified in Airport Capital Improvement Plans (ACIPs). The Project Delivery Senior Technical Specialist supports project development through the review of scopes, schedules, cost estimates, consultant fees, invoices, change orders, and closeout documentation.

The Project Delivery Senior Technical Specialist collaborates frequently within the Aeronautics Division as Matrix Teams, FAA representatives, airport sponsors, consultants, and contractors to ensure accurate, timely, and compliant project delivery. In this matrixed role, the specialist may participate in field visits alongside team members to review and provide feedback on various project delivery elements, such as Airport Capital Improvement Plan (ACIP) estimates, construction and phasing feasibility, airport layout plan (ALP) reviews, and other related topics. Additionally, this position also contributes to process improvements, supports innovation, provides mentoring and technical guidance to junior staff, and helps ensure that Project Delivery Team deliverables are consistent, reliable, and aligned with statewide goals.

Essential Job duties of Senior Technical Specialist include:

Support the Project Delivery Team Lead with developing, implementing, and maintaining statewide processes that ensure compliance in project delivery activities. Actively engage in the review, interpretation, and application of updates to federal and state regulations, FAA Advisory Circulars, and TDOT policies to support project consistency and compliance. Train and mentor staff on the application of these requirements. Perform project delivery assignments as directed by the Team Lead or Statewide Technical Specialist, including participation in ACIP project reviews, consultant fee estimate evaluations, preparation of Independent Fee Estimates (IFE), Project Staff Reviews (PSRs), bid tabulation analyses, construction change order reviews, records retention, and oversight of project closeout documentation to ensure compliance with FAA and TDOT requirements.

Serve as a Subject Matter Expert (SME) for assigned moderate to complex project delivery topics and tools, as directed by the TDOT Project Delivery Team Lead. Collaborate with Aeronautics staff across functional areas to ensure accuracy, consistency, and timely updates. Areas of responsibility may include maintaining and

enhancing the Project Delivery Training OneNote, Funding Request Checklist, Capital Projects Tracker, Professional Services Airport Selection process, CAD Standards and Standard Drawings, Bid Tabulations, Life Cycle Cost Analyses, Bituminous and Fuel Data Tracker, and the Project Meeting Tracker.

Prepare and coordinate team deliverables under the direction of the Team Lead and SME including project scopes, schedules, cost estimates, bid documents, invoices, change orders, and closeout documentation. Ensure deliverables are accurate, consistent, and compliant with FAA and TDOT requirements to support efficient project advancement and reduce rework and/or potential project delays.

Review and monitor project schedules, budgets, and consultant invoices for accuracy and completeness. Participate in project meetings at airports during scoping, design, bidding, and construction phases. Provide presentations to the Tennessee Aeronautics Commission as required based on project criteria. Track contract tasks, review and approve invoice requests, and support financial accountability by coordinating with the Grants & Compliance Team to ensure alignment with FAA guidance and TDOT financial processes.

Collaborate with the Aeronautics Asset Management and Planning and Environmental Team to share project data and provide inputs that support performance tracking and systemwide reporting.

Participate in peer exchanges, fostering collaboration with internal and external partners to share ideas, skills, and insights to improve project delivery, including but not limited to Tennessee Aviation Association (TAA), National Association of State Aviation Officials (NASAO), FAA, American Association of State Highway and Transportation Officials (AASHTO), state and national committees, Transportation Research Board (TRB), and applicable industry partners. Support innovation by staying current on emerging technologies, tools, and best practices to enhance efficiency, reliability, and safety.

Provide mentoring and technical guidance to Transportation Engineering Specialists and other staff on project delivery processes, risk management, design standards, and compliance expectations. Assist in preparing and delivering training opportunities for TDOT staff and stakeholders.

Promote and encourage the pursuit of excellence for the Aeronautics Division. Assist with the development and execution of quality management procedures for the Project Delivery Team to ensure consistent, high-quality achievement and efficient project delivery. Ensure ongoing efforts to improve processes that support quality deliverables.

Provide exceptional customer service to both internal and external customers, including providing technical support to Project Team members, while coordinating with other disciplines as part of a matrix organization, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in aviation project management and delivery, or a related field.

OR

- Master's degree
- 2 years of demonstrated competency in aviation project management and delivery, or a related field.

Ideal Candidate

The Project Delivery Senior Technical Specialist is a detail-oriented and dependable professional who thrives in managing multiple assignments while maintaining accuracy and consistency. The ideal candidate demonstrates persistence, accountability, and strong follow-through to ensure tasks are completed correctly and on time. They are collaborative and solutions-focused, able to build trust with colleagues, airport sponsors, and partners through clear communication, patience, and professionalism. With strong organizational skills, adaptability, and a commitment to continuous improvement, they bring the initiative and resilience needed to support the successful delivery of aviation projects.