Environmental Mitigation Office (1 Position)

TDOT Environmental Division is seeking a Mitigation Manager to join our Environmental Mitigation Office. The ideal candidate for this position will apply their knowledge of stream and wetland mitigation practices and regulatory processes towards the coordination, design, and management of compensatory mitigation projects. As this will be a position that will be training internal staff as well as external customers, the ideal candidate should have strong verbal and written skills. Position responsibilities include:

- Manage compensatory mitigation projects to ensure that mitigation solutions are available to meet transportation project delivery schedules. Communicate mitigation project schedule and status with office management.
- Ensure that fieldwork on compensatory mitigation sites is completed and monitoring is achieved and documented in accordance with applicable state and federal regulations and guidance.
- Generate compensatory mitigation plans that are suitable for submission for regulatory approval. Write or review monitoring reports that properly document resources and meet all standards of TDOT and regulatory agencies.
- Manage consultants to ensure efficient utilization by staff, including ensuring completion of assigned tasks on schedule, as well as ensuring that consultant estimates, work orders, and invoices are approved to enable timely project delivery and compliance with State Finance requirements.
- Serve as the Point of Contact for the Environmental Mitigation Office for two Regions. This will include all scheduling for internal staff, Regional staff, and consultants.
- Supervise employees of the Environmental Mitigation Office, with tasks including development of job plans, performance of interim reviews, and completion of evaluations by specified time frames.
- Coordinate with TDOT Ecology, Permits, and Region employees to ensure that deliverables are submitted to the Office in timeframes that enable Department schedules to be met.

We are seeking an individual that has the desire to be a part of a successful team, and the ability to contribute to and support a pleasant harmonious work environment in a fast paced office.