

## 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.



### **Garage Transportation Worker** Region Operations – Field Operations \$43,572 – \$53,628 annually

#### **Job Overview**

The Garage Transportation Worker plays a critical role in maintaining and preserving TDOT's fleet assets, ensuring safety, reliability, and operational efficiency. This position is responsible for assisting mechanics performing mechanical repairs, routine maintenance, diagnostics, and inspections on a wide array of TDOT vehicles and heavy equipment. These efforts are fundamental to ensuring the readiness and operability of the fleet, which directly supports TDOT's mission of delivering a safe and reliable transportation network. Responsibilities include operating heavy machinery, vehicles, power equipment, and standard hand tools to support the preventive maintenance, inspection, repair, and construction of roads, structures, and roadside features throughout the State's transportation system. These efforts help extend the life of assets and ensure responsible use of public resources.

Assist with stockroom operations by assisting with distributing tools, parts, and materials needed for maintenance and repairs. Help maintain accurate inventory levels by participating in routine counts and restocking processes. Track material usage in accordance with TDOT's Stockroom Operation Guidelines and communicate inventory needs to the Garage Foreman as needed.

The Garage Transportation Worker operates in alignment with departmental safety standards, standard operating procedures, and maintenance protocols, while also following directives from the Garage Team Lead to achieve desired outcomes. The role includes active participation in emergency response efforts, supporting vehicle recovery, assisting mechanics with roadside repairs, and communication with internal and external partners. This position fosters growth through continuous learning, supporting TDOT's commitment to professional development and operational excellence. As experience is gained, the worker will take on greater responsibilities and contribute to statewide maintenance goals.

#### **Essential Job Responsibilities of the Garage Transportation Worker 1, 2, and 3 include:**

Under intermittent direct supervision, assist mechanics performing scheduled maintenance and minor repairs on light-duty trucks, heavy machinery, and specialized equipment (e.g., forklifts, aerial platforms, pavers, loaders, strippers). Assist in the proper operation and basic maintenance of TDOT equipment such as dump trucks, trailers, pickups, loaders, tractors with mowers, sweepers, rollers, forklifts, skid steers,

excavators, and other machinery as needed. Perform pre- and post-operation inspections to ensure operational readiness and compliance with safety standards.

Support garage operations by transporting vehicles, equipment, and materials requiring a Commercial Driver's License (CDL) to and from job sites, vendor locations, and garage facilities. Ensure safe loading, unloading, and delivery of assets in compliance with state and federal transportation regulations and TDOT policies.

Participate in a defined ride-along period with an experienced team member to gain firsthand understanding of emergency response procedures, job site safety, and operational best practices. Assist with response to emergency roadside assist repair needs and coordinate with operations teams during incidents involving TDOT fleet assets. Assist with snow and ice removal, set up warning signs, and provide operational support during severe weather and emergency events such as floods, tornadoes, snowstorms, vehicle accidents, and hazardous material spills. Communicate effectively with foremen, peers, and emergency crews to ensure safety and efficiency.

Maintain a safety-focused work environment by adhering to Occupational Safety and Health Administration (OSHA) regulations, TDOT Policy 305-01, MUTCD standards, and PPE guidelines. Recognize hazards, assess risks, and apply preventive practices across all maintenance and transport tasks. Participate in all required safety training and comply with department safety protocols.

Ensure accurate and timely documentation of all work-related activities, including maintenance, repairs, timekeeping, material usage, equipment operation, emergency response, and transport logs. Utilize systems such as EDISON to track and report data consistently.

Assist in integrating quality management into maintenance activities in alignment with Asset Management goals. Support the use of appropriate technologies to improve efficiency and ensure work is completed to standard. Gain an understanding of team roles within projects and work well with other teams.

Participate in the Transportation Worker Proficiency Program by completing all required training and documentation. Maintain your Personal Advancement Log (PAL), submit necessary records on time, review module materials carefully, and prepare for scheduled exams and demonstrations. Engage actively in the program to develop your skills and advance in your role.

**Essential Job Responsibilities of the Garage Transportation Worker 2 and 3 include:**

Under general supervision, assist mechanics performing moderately complex scheduled maintenance and repairs on light-duty trucks, heavy machinery, and specialized equipment (e.g., pavers, loaders, stripers). Assist in the proper operation and basic maintenance of TDOT equipment such as dump trucks, trailers, pickups, loaders, tractors with mowers, sweepers, rollers, forklifts, skid steers, excavators, and other machinery as needed. Perform pre- and post-operation inspections to ensure operational readiness and compliance with safety standards.

Coordinate and mentor junior Garage Transportation Workers in maintenance procedures, diagnostics, and safety practices to promote skill development and consistent performance standards.

Assist with maintaining inventory levels and tracking parts requisition through TDOT's Stockroom Operation Guidelines.

Provide exceptional customer service and support during both routine operations and emergency response. Represent the garage team professionally when working with internal staff, the public, vendors, and law

enforcement. Listen attentively, document accurately, respond promptly to requests, and maintain strong working relationships.

Assist the Garage Foreman and support the Garage Team Lead in scheduling maintenance activities and ensuring staff complete required safety and technical certifications, including Work Zone Safety, Traffic Incident Management, and Flagging Training.

Support timely and high-quality work completion within defined scopes, timelines, and budgets. Promote adherence to standards while identifying and addressing performance gaps.

**Essential Job Responsibilities of the Garage Transportation Worker 3 include:**

Under direct supervision, assist mechanics in conducting diagnostics, maintenance, and repairs on complex fleet systems and equipment. Support troubleshooting activities involving mechanical, hydraulic, and electrical systems, ensuring fleet reliability and performance.

Monitor fleet trends, identify recurring or systemic issues, and assist in preparing reports for leadership, including submissions related to Fleet Asset Management.

Assist with garage-based training initiatives and support staff development. Promote best practices in diagnostics, safety, and equipment operation, and lead quality assurance efforts to ensure high standards are maintained across maintenance activities.

Ensure compliance with all applicable state and federal environmental and safety standards and support the enforcement of TDOT's operational and regulatory protocols. Maintain a constant state of readiness for audits, inspections, and quality reviews by promoting good housekeeping practices, organizing tools and materials, properly labeling hazardous substances, and ensuring that safety equipment, signage, and documentation are up to date. Actively monitor the shop environment to identify potential compliance risks and work with team members to resolve issues before they become violations.

Assist other team members in the proper operation and care of TDOT equipment by supporting routine inspections, cleaning, and maintenance tasks. Help track equipment usage, report abnormal performance or damage, and ensure that documentation such as pre-trip checklists and maintenance logs are completed accurately.

Foster a collaborative, performance-driven, and safety-focused environment by mentoring team members, guiding project execution, and ensuring that work is completed within scope, schedule, and quality expectations.

**Qualifications**

**Education and Experience:** High school diploma; General Educational Development diploma.

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs.**

The progression requirements of the tiers of the Transportation Worker Proficiency Program are:

**Garage Transportation Worker 1:** Fundamental level Garage Transportation Worker. No prerequisites other than

High School Education or equivalent. Eligible for promotion to Garage Transportation Worker 2 upon satisfactory review and completion of the required skills and modules\* of the Garage Transportation Worker 1 level, including having obtained the appropriate level of Commercial Driver's License based on the employee's age (see Necessary Special Qualifications).

**Garage Transportation Worker 2:** Intermediate level Garage Transportation Worker. Must have successfully completed the required skills and modules\* of the Garage Transportation Worker 1 level. Eligible for promotion to Garage Transportation Worker 3 upon satisfactory review and completion of the required skills and proficiency modules\* of the Garage Transportation Worker 2 level.

**Garage Transportation Worker 3:** Experienced level Garage Transportation Worker. Must have successfully completed the required skills and modules\* at the Garage Transportation Worker 2 level.

\*Each level of the Garage Transportation Worker Series will have defined core and elective modules that must be completed for eligibility to move forward to the next level of the series.

**Necessary Special Qualifications**

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee.
- Possess and maintain, or obtain at their own expense and within 11 months of hire or promotion to this classification, a Class A Commercial Driver's License with an N endorsement without a Code O restriction (Code 52 restriction is allowable) that is valid in the State of Tennessee.

**Ideal Candidate**

The Garage Transportation Worker demonstrates a strong work ethic, values safety, and adapts well to evolving technology and emergency situations. They are an active and reliable team member who collaborates effectively with colleagues and communicates clearly with leadership to support maintenance priorities. With a focus on continuous learning and quality service delivery, they contribute to the efficiency, integrity, and success of TDOT's fleet operations.