

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

**For more information on this division, please see link below:**

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## Transportation Program Monitor 1\* (1 Position)

TDOT Multimodal Division Office of Public Transportation

Location: Nashville, TN

Compensation: \$3,958 (min.) to \$5,950 (max.) per month

## Overview

The Tennessee Department of Transportation is currently accepting applications for **one (1) full-time Transportation Program Monitor 1\*s** for the Multimodal Division Office of Mobility & Accessible Transportation located at the TDOT Headquarters in Nashville, TN, Davidson County. **The position will be responsible for the following functional areas:**

- Office of Mobility & Accessible Transportation – Mobility Coordinator (one (1) position)

The Multimodal Transportation Division supports mobility for all Tennessee residents through public transportation, bicycling and pedestrian infrastructure, complete streets and transportation demand management. The Division's Office of Public Transportation and Office of Mobility & Accessible Transportation administers state and federal transit grants, provides compliance oversight, and works in partnership with transit agencies to support ridership, mobility, and accessibility. In this effort, the positions are focused in the Multimodal Division's Office of Mobility & Accessible Transportation with the following responsibilities:

**Office of Mobility & Accessible Transportation:** Provides resources and expertise for expanding and improving accessible transportation and mobility across the state so that seniors, individuals with disabilities, and others who use accessible transportation are able to access important destinations such as health care, employment, and education. This position will work to expand mobility choices and improve accessible transportation through coordination and innovative service delivery, including but not limited to: stakeholder engagement, administering Mobility Management projects, project management with consultant support, reporting to state legislators and federal partners, and coordinating planning studies.

The position starts as a Transportation Program Monitor 1 and flex to Transportation Program Monitor 2 after one year of service with good performance.

The position is eligible for Alternative Workplace Solutions (AWS). AWS is an effort by state government to change the way many state employees work. This program creates flexibility and promotes a more efficient work environment. Selected candidates will be eligible to work from home up to three (3) days per week and must report to the office or job site a minimum of two (2) days per week. After a 3 week on-boarding program at the headquarters office for five days, employees will be eligible to work from home or mobile 3 days a week.

## Responsibilities

### Office of Mobility & Accessible Transportation – Mobility Coordinator

- Reports to Office of Mobility & Accessible Transportation – Transportation Programs Supervisor
- Ability to learn how to
  - Support mobility and accessible transportation in Tennessee by building and maintaining relationships with aging, transportation, and disability stakeholders.
  - Coordinate meetings, projects, and policy details with federal, state, and local agencies, including state agencies and other experts in disability, transportation, and aging.
  - Work to support the Office's implementation of a five-year strategic plan to enhance mobility and accessible transportation.
  - Prepare materials to provide a report about state accessible transportation to the TDOT Commissioner on an annual basis.
  - Work with consultants, university partners, transit agencies, and other stakeholders to coordinate planning studies and research projects, including serving on evaluation committees, coordinating between stakeholders, and tracking project-level schedules and compliance.
  - Administer mobility management program activities, including integration with other state programs, and provide technical assistance to grantees with mobility management programs
  - Serve as a liaison with internal and external customers, including drafting responses to public comments received by the Multimodal Division.
  - Provide technical assistance to TDOT staff, grantees, and aging and disability stakeholders as needed.

## Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree

**Applications must be submitted online in order to be considered for the position.**

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **TRANS PROGRAM MONITOR 1\***

**Job Posting Title:** TRANS PROGRAM MONITOR 1\*

**Job Opening ID:** 44268

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.