



Transportation Manager 1

Beautification Office, Community Outreach Section (1 Position)

The employee in this position will develop and manage the TDOT Environmental Community Outreach Section in the Beautification Office located in downtown Nashville. The Environmental Community Outreach Section is responsible for developing, marketing and sustaining multiple community environmental programs including litter prevention, scenic roadways, and community beautification. The Transportation Manager 1 (TM1) will accomplish this by providing technical assistance, grant funding, educational programming and program marketing to local governments, non-profit agencies, volunteer groups and internal TDOT customers. In addition, the TM1 will be responsible for managing the balance of funds and expenditures for grants and internal projects using State and Federal funding as allocated. This will include contracts management, budget preparation, purchasing, invoice payment and financial record keeping. The Transportation Manager 1 (TM1) will ensure that all efforts are developed and carried out in accordance with all State and Federal regulations and guidance in an ethical and transparent manner.

The TM1 will be responsible for providing technical expertise, managerial support, and direction to a modestly-sized headquarters staff that provides consultative, technical, and educational services to internal and external customers and stakeholders. The TM1 will develop and/or review staff performance documents, as well as other submitted documentation to ensure accuracy and completeness.

The TM1 will regularly communicate in the office and in the field with multiple divisions within TDOT, other State Departments, local government officials, and consultants to ensure that State Government and all Tennessee communities have the support they need to keep our roadsides clean, green and litter free. The TM2 often will work with TDOT upper management and report directly to Division Directors and Bureau Chiefs on high profile projects.

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.