General Statement of Duties

Performs intermediate level professional planning work including participating and assisting in developing airside and landside planning projects related to airport construction, capacity and efficiency at Denver International Airport.

Distinguishing Characteristics

The Airport Planner is a six (6) level classification series. Incumbents in these classes are responsible for developing airside and landside planning and project coordination work related to construction, capacity and efficiency at Denver International Airport with increasing responsibility and decision making at each level within the series:

- Airport Planner Staff
- Airport Planner Associate
- Airport Planner Senior
- Airport Planner Principal
- Manager Airport Planning
- Director Airport Planning

These classes are distinguished from the City Planning class series by the specialization of education and experience required for airport planning.

Guidelines, Difficulty, and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None
## Essential Duties

Prepares the Airport Master Plan, facility planning and programming, and revisions to airport layout plans. Manages all planning data and files structure including Airport Layout Plans, planning base maps, signage and marking plans, and planning studies. Ensures plans are consistent with the Airport Master Plan, Federal Aviation Administration (FAA) and transportation regulations, and other relevant factors.

Coordinates projects with consultants and stakeholders including the review of project submittals, feasibility studies, and phasing option. Provides planning solutions and ensures adherence to DEN and other regulatory requirements.

Ensures land-use compatibility and conformance with the master plan for proposed development adjacent to and on DEN.

Facilitates meetings and presentations to coordinate stakeholders in discussions of proposed planning initiatives, obstacles, opposing views and interests, and areas of support.

Serves as a technical consultant and advisor related to planning policies and standards, issues, processes, procedures, problems of zoning and rezoning, ordinance changes, and requirements.

Uses data to define issues, assess trends, make recommendations, and identify relationships among disparate data.

Interacts with FAA, DRCOG, local government jurisdictions, ad hoc committees and inter-governmental agencies.

Assists with long-range and short-term planning projects by modifying plans, policies, goals, guidelines, and project specifications. Prepares exhibits and presentation materials.

Conducts studies and planning research for airside and landside projects and prepares reports and recommendations.

Manages all planning data and files structure including Airport Layout Plans, planning base maps, signage and marking plans, and planning studies.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication – Expresses information to individuals or groups effectively; considering the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Project Management – Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources including technical performance.

**Knowledge & Skills**

Skill in formulating effective strategies consistent with the business and competitive strategy of the organization in a complex, fast-paced commercial, Part 139, international airport environment.

Knowledge of functions, principles, methods, and techniques of public planning including those related to community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, and exhibit planning and zoning.

Knowledge of functions, principles, methods, and techniques related to large-hub aviation planning.

Knowledge of functions, principles, methods, and techniques related to large hub airport planning.

Knowledge of principles and methods for moving passengers, people, and cargo by air, rail, or road.

Knowledge of the principles and tools relevant to airport land use planning, development, FAA regulations.

Knowledge of FAA Advisory Circulars, FAR’s, AASHTO and other transportation regulatory rules and regulations governing airport planning and design.

**Education Requirement**

Bachelor’s Degree in Aviation Planning, Airport/Aviation Management, or a related field.

**Experience Requirement**

Three (3) years of professional airport planning experience.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

This job requires driving. A valid Driver’s License is required as a condition of employment.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.
Subject to pressure from multiple calls and inquiries.
Subject to long irregular hours.
Level of Physical Demand

1-Sedentary Work (0 - 10 lbs.)

Physical Demands

(Physical Demands are a general guide, and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Sitting: remaining in the normal seated position.
- Reaching: extending the hand(s) and arm(s) in any direction.
- Handling: seizing, holding, grasping, or otherwise working with hands.
- Fingering: picking, pinching, or otherwise working with fingers.
- Talking: expressing or exchanging ideas by means of spoken words.
- Hearing: perceiving the nature of sounds by the ear.
- Near acuity: ability to see clearly at 20 inches or less.
- Depth Perception: ability to judge distance and space relationships.
- Accommodation: ability to adjust vision to bring objects into focus.
- Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

- Criminal Check
- Employment Verification
- Education Check
- Motor Vehicle Record

Assessment Requirement

None.

Probation Period

Six (6) months.

Class Detail

- FLSA Code: Exempt
- Management Level: 10 None/Incidental
- Established Date: 02/24/2019
- Established By: Blair Malloy
- Revised Date: 
- Revised By: 
- Class History:
  This is a new class.