



Office of Human Resources Airport Planner Senior - CE3121

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General Statement of Duties

Performs full performance level professional work developing airside and landside planning and project coordination work related to 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.

Level of Supervision Exercised

None

Essential Duties

Conducts long-range and short-term planning projects by modifying plans, policies, goals, guidelines, and project specifications. Ensures plans are consistent with Federal Aviation Administration (FAA), ASHTO and other transportation regulations, the Airport Master Plan and other relevant factors.

Negotiates and coordinates with FAA, contractors, airlines, airside operations, engineering, maintenance, tenants, and others to identify the needs of each group to optimize the planning of aircraft, airline, facility, and passenger operations.

Develops, prepares and implements changes in the Airport Master Plan. Reviews projects to ensure compatibility with the Airport Master Plan. Develops and makes updates to the Airport Layout Plan and the Airport Master Plan sufficient to maintain eligibility for Airport Improvement Program (AIP) grants. Develop, refine, and evaluate alternatives for passenger terminal, airfield, and landside facilities.

Designs and conducts research to collect and assemble original data from land use maps, plans, reports, and surveys, and analyzes data and creates simulations of data models.

Coordinates problem identification and resolutions with internal and external stakeholders including airport design, construction engineering, operations, and airlines.

Draft submittals, letters, position papers and reports. Supports planning studies by developing written reports, graphics, and presentations.

Serves as Project Manager on On-Call contracts enabling studies. Directs and coordinates consultant's work. Reviews finished product for adherence to professional standards and contract specifications.

Offers advice and direction to other planning, design, and development staff, airlines, tenants, city officials, other governmental jurisdictions and the public.

Serves as the technical lead over lower level planning staff. Reviews and guides staff on all planning projects.

Reviews project designs to determine technical competence and adherence to sound planning techniques and the goals of the airport's overall master plan. Monitors the progress and quality of the project and resolves problems as they become identified.

Performs other related duties as assigned or requested

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

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative to decide, draw conclusions, or solve a problem.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

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 policy 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 land use 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

Five (5) 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 requirement.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

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

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (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
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-815
FLSA Code: Y
Established Date: 2/24/2019
Established By: BM
Revised Date:
Revised By:
Class History: