Office of Human Resources

Airport Planner Staff – CE3119

**General Statement of Duties**

Performs entry level professional airport planning work and aids higher-level airport planners in areas of research, data collection, and preparation of reports 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**

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

**Level of Supervision Received & Quality Review**

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

**Interpersonal Communication & Purpose**

Contacts with the public or employees where information relative to the organization or its functions is received, relayed, or service rendered according to established procedures or instructions.

**Level of Supervision Exercised**

None

**Essential Duties**

Performs routine planning studies and analyses and prepares reports and makes preliminary recommendations based on those studies. Gathers planning and engineering data and writes reports.

Prepares planning exhibits, maps and analysis materials for presentations before various stakeholder groups.

Assist with Airport Master Plans, facility planning and programming and revisions to airport layout plans (ALP).
Maintains an electronic database for all planning related drawings. Updates specialized databases used by planning staff such as the Electronic Airport Layout Plan and FAA 7460 applications database.

Performs field surveys of aircraft gate paint layout and maintain a current database of existing conditions. Assist with aircraft gate layout.

Prepares and submits new and routine renewal 7460 applications for the Federal Aviation Administration (FAA).

Coordinates and conducts FAA 7460 training classes.

Performs other 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**

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.

**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 the functions, principles, methods, and techniques related to large-hub aviation planning.

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

Knowledge of the 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

None

### 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
- 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.