General Statement of Duties

Directs a division of the Planning Office at Denver International Airport, which includes implementing work plans based on annual goals and the strategic plan, resolving citizen, operational, and management issues and achieving goals while ensuring resources are utilized appropriately.

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.

The Manager Airport Planning is a first level management class. The Manager Airport Planning oversees professional planning staff and may supervise first-line supervisors or individual contributors. A Manager Airport Planning position is operationally and functionally focused.

The Director Airport Planning is a mid-level management class. A Director Airport Planning oversees the planning division and is responsible for supervising managers, supervisors, and individual contributors. A Director Airport Planning position is operationally and functionally focused as well as strategically focused.

Guidelines, Difficulty, and Decision-Making Level

Guidelines are in the form of stated mission, vision, and objectives for the organization.

Work assignment is unstructured. Employee is responsible for developing, directing, and managing outcomes and multi-year strategies to achieve the objectives of the division/agency.

Duties performed involve weighing and evaluating multiple, complex factors requiring a high degree of judgment, analytical ability, and problem-solving.

Employee is responsible for managing multiple operations or functions, generally with city-wide responsibilities, that require developing and implementing strategies, business plans, and policies; determining required resources; defining and evaluating agency/division performance standards; and resolving complex business problems.

Level of Supervision Received & Quality Review

Under director direction, the employee is responsible and accountable for driving a business strategy and achieving results for a division/agency with multiple functions or units.
Work is reviewed for soundness of judgment and conclusions, fiscal accountability, and the attainment of goals and objectives of the organization.

**Interpersonal Communication & Purpose**

Communication at this level is internally and externally focused. Involves establishing and maintaining effective, collaborative working relationships with employees, peers, and other stakeholders including appointed and elected officials. Provides information and negotiates solutions to business issues that have major consequences or long-term significance.

**Level of Supervision Exercised**

Manages a workgroup(s) within a division by supervising supervisors or individual contributors.

**Essential Duties**

Directs the preparation and publication of the Airport Master Plan and the Airport Layout Plan.

Directs the review and design of construction projects to ensure work meets program requirements and are consistent with the Airport Master Plan and FAA-approved Airport Layout Plan.

Directs the development and submittal process of project justifications, plans, and plan modifications for Federal Aviation Administration (FAA) approval.

Directs the review of development initiatives from other airport divisions to ensure work meets program requirements, are consistent with the Airport Master Plan and the FAA-approved Airport Layout Plan.

Represents DIA with other public agencies and provides input for regional land use and transportation issues. Reviews and comments on proposed legislation affecting land use, airspace, and access to and from the airport.

Directs the analysis of regulatory, demographic, and technological factors affecting the facility development needs of the airport. Provides subject matter expertise for studies and decisions to senior airport executives.

Contributes to the development and implementation of section work plans based on annual and strategic plans. Recommends and assists in the implementation of goals and objectives.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

Monitors and directs daily operations to ensure that policies and procedures are being followed. Ensures that goals and objectives are met, services are being provided efficiently and effectively and takes corrective action when needed.

Ensures and utilizes staff and financial resources appropriately and shifts resources based on business needs within budget restraints.

Resolves operational and management issues and makes decisions that are inclusive of multiple perspectives and solves underlying problems.

Represents the work area(s)/division in meetings with elected or appointed officials and other city entities. Serves as a city representative on various committees. Fosters collaborative relationships that benefit the organization.

Creates and administers workgroup procedures and recommends and implements process improvements and policies for workgroup(s).
Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee and citizen complaints.

Selects, trains, develops and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates in the development of budget recommendations for operating and capital expenditures.

Performs other related 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**

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

None

**Education Requirement**

Bachelor’s Degree in Aviation Management, Engineering, Public Administration, or a related field.

**Experience Requirement**

Ten (10) years of professional airport planning experience, which must include two (2) years managing professional planners.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.
**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.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
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-821
FLSA Code: Y
Management Level: 4
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 02/24/2019
Revised By: Blair Malloy
Class History: 2019 – changed title and updated classification with creation of Airport Planning class series.
Changed pay grade based on market analysis.