



## Office of Human Resources Airport Planner Principal - CE3122

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### General Statement of Duties

Performs specialized, professional airport planning work developing the vision for airport growth, land use, design, infrastructure development, airport's land, and resources at Denver International Airport, and serves as a program leader in a functional planning area.

### 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.

### Essential Duties

Guides, reviews, and evaluates planning initiatives for complex and multifaceted projects that are germane to the airport or region, give advice and direction, and recommends modifications to plans and projects, and provides alternative solutions.

Provides strategic planning advice on long-range and short-term planning initiatives; develops policy and strategic alternatives regarding planning goals and makes recommendations on highly visible or sensitive issues to planning staff, city officials, boards, commissions, the public, and other stakeholders.

Directs the development of a comprehensive airport plan, specific plans, and the development and implementation of planning standards and criteria, and develops airport policy for the development, growth, land use, transportation, natural resources, housing, and utilization of resources.

Serves as a technical advisor and consultant to commissions, City officials, and other stakeholders on airport goals, priorities, and regulations in the areas of land use, natural resources, conservation, municipal infrastructure, transportation, and the quality and livability of the City.

Performs complex research and analysis on planning, design, and development issues; solicits information from management to establish priorities, determine problems, develop proposals, and responds to community concerns by providing information and explaining the airport's role in addressing issues.

Keeps informed of new regulations, pending legislation, and planning trends that may impact airport projects, policies, and processes.

Coordinates effort to bring stakeholders together who have opposing views and interests to complete planning projects successfully.

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**

**Creative Thinking** – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

**External Awareness** – Identifies and understands economic, political, and social trends that affect the organization.

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

**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.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Strategic Thinking** – Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles the conflict.

### **Knowledge & Skills**

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

Knowledge of principles and methods for moving people and goods by air, rail, and/or road including costs and limits.

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

### **Level of Supervision Exercised**

By position, supervises planning professionals and staff.

### **Education Requirement**

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

### **Experience Requirement**

Six (6) years of professional 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.

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.):

Accommodation: Ability to bring objects into focus.  
Depth Perception: Ability to judge distances and space relationships.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Reaching: Extending the hands and arms or other device in any direction.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**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-817**  
**FLSA Code: Y**  
**Established Date: 2/24/2019**  
**Established By: BM**  
**Revised Date:**  
**Revised By:**  
**Class History:**