



Office of Human Resources  
Airport Planner Associate - CE3120  
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### 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.

### Essential Duties

Prepares the Airport Master Plan, facility planning and programming, and revisions to airport layout plans. Manage 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 related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### Level of Supervision Exercised

None

**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.

**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 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.):

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  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-10**

**FLSA Code: Y**

**Established Date: 2/24/2019**

**Established By: BM**

**Revised Date:**

**Revised By:**

**Class History:**