



Office of Human Resources
Airport Planner Staff - CE3119
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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.

Essential Duties

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

Prepares planning exhibits, maps and analysis materials for presentation before various stakeholder groups. Assist with Airport Master Plans, facility planning and programming and revisions to airport layout plans (ALP).

Maintain electronic data base 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 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 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.

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.

Level of Supervision Exercised

None

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.

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

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-08

FLSA Code: Y

Established Date: 2/24/2019

Established By: BM

Revised Date:

Revised By:

Class History: