



Office of Human Resources
Airport Planning Director - CE2779

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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.

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.

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

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

Level of Supervision Exercised

Directs a division of a department by supervising managers, supervisors, and other individual contributors.

Education Requirement

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

Experience Requirement

Five (5) years of professional experience in airport planning, which must have included management of subordinate supervisors.

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.):

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: EX-18

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/1/2024

Revised By: CW

**Class History: 2/24/19: Revised entire class spec and changed pay grade. Changed title of classification;
11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.**