



Office of Human Resources
Airport Planning Manager – CE3123

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General Statement of Duties

Manages the Planning Division of Denver International Airport which includes the functional and operational airport planning, and which involve implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves 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 is responsible for supervising 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

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

Manages complex airport and aeronautical planning projects, conducting analysis, and performing simulations. Develops scope, manages, and monitors the performance of consultants conducting short and long-range airport planning studies. Oversight and management of Consultants including but not limited, to project scoping, estimating, fee negotiation, stakeholder collaboration.

Develops and manages of on-call contracts including the request for proposal, participates in consultant selections, monitors budget, and completes City Council presentations.

Analyze projects to ensure compatibility with the Airport's Master Plan and the 10-year Capital Improvement Project plan.

Manages professional workgroup and planning staff.

Contributes to the development and implementation of work plans based on annual and strategic plans. Recommends and assists in the implementation of goals and objectives. Applies strategic thinking to provide capital planning guidance and programming of current and future capital projects.

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 policies and procedures are correctly interpreted and followed. Ensures goals and objectives are met, services are being provided efficiently and effectively and takes corrective action when needed.

Ensures staff and financial resources are utilized 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). Approves or recommends for approval requested variances.

Establishes performance metrics for staff and work area(s). 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

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

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

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

Knowledge & Skills

None

Level of Supervision Exercised

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

Education Requirement

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

Experience Requirement

Three (3) years of experience at the type and level of functional or operational management, which must have included management of professional individual contributors.

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: EX-16
FLSA Code: Y
Established Date: 2/24/2019
Established By: BM
Revised Date: 7/1/2024
Revised By: CW
Class History: 10/21/2021 - Equivalency revised; 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.