



<b>Job Title</b>	<b>Airport Planner</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>15204</b>

**Class Specification – Airport Planner**

<b>Summary Statement:</b>	
<p>The purpose of this position is to perform Journey level planning duties within the Airport Department. As the Airport Planner you will be responsible to coordinate all planning and development activities of the airport to include Business Park development and General Aviation development. Provide strategic and tactical planning, review and make recommendations on development, and evaluate infrastructure requirements. Initiate and lead activities at the Colorado Springs Airport, including master planning; working with other divisions, outside agencies, and the public to provide professional assistance; detailed and conceptual airfield and landside planning, rezoning, platting, development plan review, and coordination of development within the FAA guidelines. The Airport Planner will also act as the lead planner and point of contact for all private development plan submittals within the airport proper.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Prepare RFPs, recommend the selection of consultants, write contracts, and plan and direct the work of consulting architects, engineers, and subcontractors; and establish project schedules, assist with the cost estimates, and submit progress reports to senior airport management. This position will lead the review of airport tenant submittals under the City Development Review process, including participating on the Design Review Committee, documenting tenant submittals, performing pre-submittal conferences, and consolidating City agency comments. Establish and implement design standards, codes, and criteria for airport facilities; interact with airport tenants, Federal Aviation Administration, City, State, and Community groups concerning airport planning, noise issues, and related matters. In addition, work with private developers, real estate brokers, and aviation and non-aviation users. Write technical review letters and solve development problems; and present project proposals during public processes and review process for compliance within the FAA guidance and City ordinances.
25%	Perform site planning for all airport property and work with Marketing department to promote future development; research zoning, planning, development, utilities, and



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	drainage history for the airport. Support private development through the development processes of local jurisdictions. Facilitate efficient and cost effective development throughout the airport land planning process. Work with Colorado Springs Utilities to develop long term strategies for utility infrastructure in and around the airport.
25%	May assist with property lease and permit compliance writing correspondence to tenants, presents new rules and regulations, and assist with the development of new process to help stream line business. Respond to inquiries on the airport and support the airport administratively.

<b>Competencies Required:</b>	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in Public Planning, Public Administration, Aviation Management, Business Management, or a related field.

**Experience:** Three years of full-time professional experience in Aviation planning at a public use airport, or related field.

**Education and 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.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:** Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** This job title has no budgetary responsibility.



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**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office and Outdoors
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, Auto Cad, and GIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: March 2017