

**CLASS SPECIFICATION**

05/10/2018

**SENIOR AIRPORT PLANNER, 7934**

**Summary of Duties:** A Senior Airport Planner performs complex professional planning work, managing the airport planning process addressing airport development, air traffic control, and land use needs; supervises the work of a large specialized section of the Los Angeles World Airports (LAWA) Environmental and Land Use Planning Division engaged in professional airport and aviation planning activities; develops, monitors, and maintains LAWA's capital improvement program, airport master plans, airport layout plans, and related plan updates and requests; conducts project feasibility studies; develops conceptual plans and layouts; evaluates alternatives; and prepares cost estimates for airport and airline facilities. An employee in this class will serve as an aviation/airport planning subject matter expert in the application of, implementation of, and compliance with the Federal Aviation Administration (FAA) design standards, policies, and requirements; recommend and develop, or direct the development of, studies, assessments, site analyses, concept designs, project definition booklets and presentations related to airport/aviation, environmental, land use compatibility, or regulatory compliance.

**Class Characteristics:**

A Senior Airport Planner is distinguished from a Senior City Planner in that the former is responsible for managing, overseeing, and/or evaluating airport planning processes and work emphasizing the conceptual development of facilities with expertise in airport/aviation planning.

A Senior Airport Planner supervises and performs duties that require higher level technical expertise in the field of airport/aviation planning and design; coordinates and monitors the development of comprehensive airport plans and programs for LAWA land use and facilities to ensure that objectives and goals specified for such plans and programs are accomplished in accordance with prescribed priorities, time limitations, and funding conditions; monitors the research conducted, review of proposals, economic feasibility and cost benefit studies, evaluations of current and future airport development, and compliance with airport policies and regulations; manages complex airport environmental clearance processes; and monitors the collection data and development of documents required for satisfying the requirements of National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).

A Senior Airport Planner may serve as an airport planning project manager reviewing and evaluating feasibility of short- and long-term airport development projects and issues involving land use, terminal, and roadway improvements and capacity; evaluates compatibility of proposed development with FAA guidelines and airport design standards; conducts extensive research into new technical developments, evaluating their suitability for LAWA use; investigates, evaluates, and analyzes planning problems and solutions; coordinates activities for airport planning programs and projects; researches emerging airport design and construction issues; prepares, distributes, and collects review comments on planning and engineering studies, reports, and presentations; oversees the completion and delivery of large, complex airport Capital Improvement and Master Plan programs; and manages airport assets, utilities, communication networks and infrastructures. An incumbent in this position supervises, plans, coordinates, and reviews the work of a large specialized section engaged in the development

and preparation of master plans and other planning projects, including inventory, demand/capacity analysis, airfield and terminal planning, facility requirements, and alternative analyses; oversees professional services contracts; and coordinates division meetings with the Mayor, City Council, Board of Airport Commissioners, airport agencies and contractors, as needed.

**Example of Duties:**

A Senior Airport Planner:

- Manages and directs allocated resources established for the design and development of airport property and facilities to effectively control the costs, quality, and timeliness of major improvements at LAWA.
- Directs and coordinates the performance of consultants engaged in preparing preliminary plans, reports, cost estimates, exhibits, and feasibility, traffic and environmental impact studies.
- Coordinates with airport senior management and a multi-discipline team of professional staff and outside professional firms in the planning, programming, conceptual design, and production of final design documents in fulfillment of project supporting the Airport Master Plan.
- Manages consultant contracts and activities, as assigned, related to surface transportation, airport planning and development, passenger forecasting, airspace analysis and other pertinent studies.
- Directs the establishment of design standards, codes, and criteria for LAWA facilities and responsible for the review and recommendation of all tenant development plans prior to submission of approval.
- Directs outreach and coordination with private developers, real estate brokers/agents, aviation and non-aviation users, and other interested parties regarding airport development and/or the impact of the airport operations on adjacent properties.
- Prepares complex memorandum, letters, reports, and presentations to senior management, the Board of Airport Commissioners, Airport Advisory Commission, City Planning Commission, City Council, and any other policy decision makers on airport related projects.
- Manages projects on CEQA/NEPA documents reviewing potential environmental affects and ensures sufficient information and analyses has been submitted.
- Assigns airport planning projects or studies related to airport construction, airport capacity and efficiency.
- Assists in developing, preparing and coordinating grants and contract applications; conducts project justification and eligibility analysis; works closely with internal/external customers on projects for grant funding.
- Provides management with recommendation for grant funding, and programming through grant issuance.
- Directs and coordinates the work of staff engaged in public outreach to the community, boards, other local and federal agencies or organizations, and in the development of collateral public outreach materials.
- Works with consultants conducting short- and long-range airport planning studies; develops study design and schedule; and monitors study progress.
- Develops and manages project scopes, schedules, and budgets.
- Develops and maintains department policies and procedures ensuring compliance and consistent administration.
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:****Knowledge of:**

- FAA Regulations, Advisory Circulars, and Orders;
- Local, state and federal requirements and regulations;
- FAA safety, environmental, airport improvement program (AIP), and passenger facility charge (PFC) requirements;
- Feasibility and environmental studies, specialized thresholds of significance relating to airport projects, and the preparation, review and approval of designs, specifications and cost estimates;
- Advanced principles and practices of planning techniques and procedures associated with large scale airport planning projects, policy, and program development, operation, implementation, and administration;
- Airfield and airport layout plans;
- Current aviation related federal laws, executive orders, rules, regulations, best practices, potential environmental impacts specific to airport projects and governing airport development;
- Noise, traffic, air quality, and other environmental study areas related to airport development;
- California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA);
- Americans with Disabilities Act Accessibility Guidelines (ADAAG);
- Environmental factors and issues relating to Airport planning and development;
- Socioeconomic factors likely to affect air transportation demand in the region;
- Principles and practices of local government, land use planning, and zoning;
- Current trends in local, state, and federal airport planning and legislation affecting the aviation industry;
- Urban and transportation planning principles, practices and methods;
- Terminology, principles, techniques, and sources of information applicable to the collection, compilation of airport development and improvement projects;
- Laws and regulations related to equal employment opportunity;
- Supervisory responsibilities as set forth in the City's Equal Employment Opportunity Program; and
- City Personnel rules, policies, and procedures.

**Ability to:**

- Provide technical evaluations in aviation planning including airport system plans, master plans, airport business plans, environmental reports and economic impact studies;
- Assemble full data, isolate and evaluate pertinent criteria, effectively critique assumptions and methods, and formulate valid conclusion;
- Develop and maintain project time schedules;
- Prepare comprehensive reports and presentations on airport planning issues;
- Convey complex, technical or other information to audiences of varied backgrounds;
- Effectively coordinate multiple projects with internal and external teams, groups, or organizations;
- Establish and maintain effective working relationship with associates, consultants, contractors, and departmental offices;
- Devise new approaches to problems encountered and coordinating various technical aspects of work;

- Effectively communicate project status and progress to both technical- and management-level personnel;
- Demonstrate time management skills and workload prioritization;
- Maintain work results of direct reports through coaching, planning, monitoring, and appraising job results; and
- Serve as mentor and recognized leader to other professional and technical staff.

**Requirements:**

1. Two years of full-time paid professional experience as an Airport Planner with the City of Los Angeles; **or**
2. a. Graduation from an accredited four-year college or university with a major in Aviation Management, Airport Planning, Urban Planning, Landscape Architecture, or related field; **and**
  - b. Six years of full-time paid professional experience in aviation or airport planning.

**License:** A valid California driver's license is required.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity to use drafting instruments; good speaking and hearing ability; and good eyesight, including normal color perception.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**