



## CLASS SPECIFICATION

05/10/2018

### AIRPORT PLANNER, 7930

**Summary of Duties:** An Airport Planner performs professional planning work by identifying, analyzing, evaluating issues, reviewing and making recommendations on airport system, development and improvements; managing, researching, analyzing, presenting, or interpreting concepts and data pertaining to planning and implementation of airport-related plans, projects, and aviation-related laws and regulations; and may supervise an integrated project management team consisting of professional and sub-professional employees engaged in the airport planning process.

An Airport Planner provides guidance and expertise to airport sponsors, consultants, and the public on several elements in the planning and development of airport projects, including noise abatement, environmental issues, and the demands of aeronautical service and customer expectations. An employee in this class will assist in the coordination of planning, design, and development projects at the Los Angeles World Airports (LAWA) including master planning, conceptual design, land use planning, tenant development plan review, preparation and review of environmental documentation and entitlements; coordinate work with airlines, airport tenants, and user groups, neighboring communities, and airport planning and environmental consultants; ensure projects meet aviation and environmental regulations, including Federal Aviation Administration (FAA) guidelines and Los Angeles County Airport Land Use Compatibility Plan. The work of an incumbent may require a combination of experience in airport land use compatibility and aviation planning projects, and knowledge of Federal Aviation Regulations (FAR) and FAA Advisory Circulars, National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) regulations and protocols, state and county Airport Land Use compatibility regulations, and all areas of airport system planning, and terminal and landside planning.

**Class Characteristics:**

An Airport Planner conducts planning research and technical work related to airport operations, airspace analysis, and land-use compatibility; participates in reviewing proposals, economic feasibility and cost benefit studies, and evaluations of current and future airport development; monitors compliance with the applicable requirements and associated standards; and publicly represents airport agency throughout the required environmental clearances and entitlements.

An Airport Planner supervises or assists in the completion and delivery of large, complex Airport Master Plan, Airport Layout Plans, and Capital Improvement Programs, and the management of airport assets, utilities, communication networks and infrastructures; and performs journey level planning work requiring a broad knowledge of airport system planning, economic impact evaluations, land use studies, airfield planning, airport facility requirements analysis, and FAA Advisory Circulars and Orders. Incumbents in this position usually work independently; receiving instructions in general terms, and may be responsible for and lead one or more major City projects having a wide impact and significant cost.

An Airport Planner is distinguished from a City Planner in that the former is responsible for planning processes and efforts specific to the airport; the airport master plans, including aviation

activities, potential environmental effects, community compatibility, and financial feasibility; airport infrastructure development; airport system development and improvements; airport policies and operational standards, whereas the latter is responsible for a wide-variety of planning functions such as zone code studies, historic preservation, and Citywide general plan elements.

**Example of Duties:**

An Airport Planner:

- Provides professional assistance in the preparation of airport master plans, facility planning and programming, management of capital improvement program, and revisions to airport layout plans and environmental documents to support airport system development.
- Prepares request for proposals; recommends selection of consultants; meets with selected consultant firms to discuss fees and City contract requirements; and writes contract.
- Plans and directs the work of consultants and subcontractors; establishes project schedules; assists with cost estimates; and submits progress and summary reports to senior management.
- Reviews and evaluates the work performed by consultants; and monitors adherence to program requirements and the Airport Master Plan.
- Assists LAWA management in the monitoring of construction activities to ensure compliance with the specifications, FAA requirements, and airport operations.
- Recommends the approval of payment for consultant design services; participates in project completion and final acceptance inspections; performs position construction inspection to determine if planning objectives were achieved.
- Plans, supervises, coordinates, and reviews the work of a small unit engaged in professional airport and related facility planning and analysis; evaluates comprehensive studies for orderly airport development, construction, and environment enhancement.
- Reviews requests for the construction and/or renovation of Airport facilities; meets with requesting officials to determine functional and spatial requirements.
- Responds to telephone and written inquiries from, and interacts with airport tenants, local, state and federal agencies, private and public officials, and community interest representatives on airport planning and design issues, activities, projects, studies, and related matters.
- Supervises or personally performs the management of all facility spatial data including: as-built project drawings, airport layout plans, signage and marking plans, utility data, and planning studies for the airport system.
- Assists with project review of CEQA/NEPA related documents reviewing potential environmental affects and ensuring sufficient information and analyses have been submitted.
- Analyzes airport sites and facilities on planning for future needs and how to accommodate future airport growth.
- Reviews airport documents using expert knowledge of airport design and construction, including associated federal regulations of FAA policy related to airport planning capacity issues, airport grant compliance, environmental activities and wildlife hazard management at airports.
- Conducts studies relating to airport access, runways, terminal design, surrounding land uses and environmental factors.
- Monitors proposed changes in zoning and land uses in the vicinity of airports.
- Assists in the administration of site and facility planning, engineering and construction activities for LAWA.

- Reviews tenant permit applications to ensure compatibility with the LAWA's overall development program, and compliance with Airport engineering and architectural standards, applicable codes, and environmental and safety regulations; and provides assistance to tenants in obtaining required approvals and permits from City departments and agencies; and acts as department liaison with other City agencies.
- Prepares comprehensive reports and presentations on airport planning issues.
- Prepares planning exhibits, analyzing airspace surfaces and obstructions for impacts, and airport layout plans using AutoCAD, GIS, and other programs.
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

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

- Local, state and federal laws and regulations relating to airport planning, design, development, and operation;
- Principles, standards, and theory in the practice of Airport planning as applied to the design of capital improvement, construction and renovation projects for LAWA;
- Trends and statistics affecting airport planning;
- Architectural design, drafting and detailing; construction and building materials pertaining to airport structures and projects;
- Noise, traffic, air quality, and other environmental study areas related to airport development
- Aviation industry knowledge including laws, rules and regulations governing airport development;
- California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA);
- Americans with Disabilities Act Accessibility Guidelines (ADAAG);
- Environmental issues relating to Airport planning and development;
- Socioeconomic factors likely to affect air transportation demand in the region;
- FAA Regulations, Advisory Circulars, and Orders pertaining to airport planning, airport capital improvement planning, and environmental planning processes;
- FAA safety, environmental, compliance, airport improvement program (AIP), and passenger facility (PFC) requirements;
- Principles and practices of local government and Airport administration;
- Current trends in local, State, and Federal airport planning and legislation affecting the aviation industry;
- Feasibility and environmental studies, specialized thresholds of significance relating to airport projects, and the preparation, review and approval of designs, specifications and cost estimates;
- Urban and transportation planning principles, practices and methods;
- Land use planning and zoning principles and practices;
- Terminology, principles, techniques, and sources of information applicable to the collection, compilation of airport development and projects;
- Organization of the City and the functions of its various departments;
- 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:**

- Maintain cooperative relationships with other City departments, governmental agencies, civic and professional organizations, private and public officials, and consultants;
- Collect, analyze, interpret, and evaluate data relating to planning for airport development and airspace capacity;
- Assess projects in terms of energy, environmental sustainability and aesthetic impacts;
- Understand, interpret, and explain airport policies, county ordinances, and FAA rules and regulations;
- Prepare comprehensive reports and presentations on airport planning issues;
- Supervise a small number of professional and sub professional employees;
- Convey complex, technical or other information to audiences of varied backgrounds;
- Coordinate multiple projects with internal and external teams, groups, or organizations;
- Establish and maintain effective working relationship with associates, consultants, contractors, and departmental offices;
- Performs work with general instructions and has considerable latitude for independent initiative and judgment;
- Initiate, perform, and complete assigned project administration duties (prepare and monitor project schedules, prepares correspondence, maintain working administrative files for public records, and participate in general office duties) in a timely manner;
- Speak effectively before professional and civic groups, public gatherings, and in presenting reports and recommendations to governmental agencies; and
- Prepare planning exhibits and airport layout plans, and/or analyzing airspace surfaces and obstructions for impacts using AutoCAD software, GIS software, and/or other analytical tools.

**Requirements:**

1. Four years of full-time paid experience in aviation or airport related planning at the level of Planning Assistant 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. Four 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.**