

MAJOR FUNCTION

This is advanced professional work in airport planning including development and implementation of the Tallahassee International Airport (TLH)'s various planning studies; and the Airport's Capital Improvement Program (CIP). An employee in a position allocated to this class receives general direction from the Airport Engineer but must be able to work with considerable independence under general guidelines; and will be required to exercise professional judgment in technical matters. Project lead responsibilities may be assigned to this position and the employee must be able to be responsible for balancing workload on multiple projects at the same time.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Development, implementation and management of TLH's various planning studies, and the Airport's Capital Improvement Program (CIP). Supporting the development and execution of TLH's CIP programs which include federally and state funded projects. The CIP program requires working closely with project managers/sponsors, the Federal Aviation Administration (FAA), and the Florida Department of Transportation (FDOT) to produce and process the documents needed to carry out the CIP, such as grant applications, project nomination forms, CIP data sheets, annual budget planning, and other associated reports and forms. Conducting planning research and technical work related to airport operations, airspace analysis, and land-use compatibility. Coordinating data entry and data maintenance in the FAA Airport Geographic Information System (AGIS). May be involved in expansion of asset/facilities management automation. Facilitating and coordinating implementation of planning studies such as the Part 150 Noise Compatibility Study, Ground Noise Study, Airport Master Plans, Sustainability Management Plan, and providing review and recommendation on other agency plans and TLH policy and development issues and proposals. Possess and maintain current knowledge about FAA and FDOT processes and procedures, including but not limited to the Airport Improvement Program, associated FAA Advisory Circulars, Grant Assurances, Airline Operating Agreements, and Airport Master Plans. Provide substantial assistance in the Airport's ongoing public information processes; in project specific public information campaigns; and in the review of Airport lease and building permit applications as they pertain to consistency with Airport planning studies. May be asked to review off-airport surrounding area development permit applications for consistency with aviation safety requirements. Interfacing with other Airport divisions to help determine and evaluate future project needs, including making recommendations on project prioritization, scheduling, budgeting and project interactions. Assisting the Airport Engineer and other Airport division managers as needed on other related Airport projects and work, particularly those related to development issues. May be asked to attend City Commission meetings and/or meetings of appointed planning boards or committees. May coordinate and supervise the work of interns, subordinates, or consultants. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, laws, and regulations relating to airport planning and design, including sustainable design. Intermediate to advanced MS Word, MS Excel, Adobe form completion, and GIS skills. Ability to manage consultant contracts for implementation of planning and design projects. Ability to conduct the review of consultant invoices for payment recommendation. Familiarity with reading and reviewing architectural drawings and site plan documents. Experience collecting diverse information, summarizing, and delivering succinct briefings. Familiarity with the FAA's Airport Improvement Program and related processes. Familiarity with the FDOT's Aviation and SIS related funding programs and related processes. Experience in capital program planning at federal, state, local, or other levels. Ability to manage multiple priorities and meet mandatory project timelines. Self-motivated, ability to work independently, and a self-teacher. Strong research and

analytical skills. Excellent verbal and written communication and problem solving skills. Ability to read, interpret, and apply laws and regulations to projects. Ability to maintain effective working relationships as necessitated by the work.

Minimum Training and Experience

Possession of a bachelor's degree in planning, an aviation related program, civil engineering, or a closely related field and two years of professional experience that includes planning; or possession of a master's degree in planning, aviation finance, transportation planning, economic planning and development, civil engineering, or a field related to the aforementioned areas or a closely related field and one year of professional experience that includes planning; or an equivalent combination of training and experience.

Necessary Special Requirement

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-25-19