

AIRPORTS PLANNING MANAGER

DEFINITION

Under administrative direction, administers FAA regulations, develops and manages programs related to facility planning, capital improvement projects, federal grant management, environmental planning, security requirements and noise abatement; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Airports Planning Manager coordinates and directs all activities and personnel involved in the implementation and completion of airports related projects and contracts including but not limited to design, scheduling, construction, business expansion or retention, legal procedures, budget, and construction compliance. This class is distinguished from Airport Project Supervisor in that incumbents of the latter perform less complex and highly technical work and may provide supervision to lower-level personnel. The increased responsibility and difficulty of assignments differentiate this class from Airport Project Supervisor. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Manages, organizes, coordinates, and monitors activities and functions in the design and development of capital improvement projects at Fresno Yosemite International Airport, Fresno Chandler Executive Airport, other areas on airport property and other services as may be necessary for airports operations including project determination, construction estimates, prioritization, compliance, and submittal; works in cooperation with other departments and outside agencies, contractors, and design professionals.

Analyzes and prepares written reports on program and project performance using qualitative analyses, diagrams and other project management techniques; develops program and project budgets, schedules, work plans, labor utilization, and cost estimates/projections; prepares reports to the City Council related to project administration and award of construction contracts.

Ensures all projects comply with current TSA regulations; coordinates safety plan amendments with TSA as necessary.

Supervises airports Noise Compatibility Program and assigned personnel involved in a wide variety of capital projects at City airport facilities.

Coordinates Federal Aviation Administration (FAA) Airport Improvement Plan (AIP) grant applications process including environmental assessments, consultant selection, design review, award of contract, FAA correspondence, construction, and grant close out.

Maintains Airport Safety and Security regulations current with FAA standards.

Works cooperatively with other City employees, consultants, contractors, and private organizations to facilitate project implementation and completion; manages, coordinates, and develops public capital improvement programs and private development projects; obtains necessary permits and clearances and ensures regulatory compliance at the federal, state and local levels.

Participates in the negotiation of development contracts with private developers, contractors, and design professionals; meets with community representatives and developers to review proposed projects and activities.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Plans, coordinates, supervises, trains, and evaluates the performance of airport technical and clerical personnel; assigns and reviews work assignments.

Prepares and recommends policy statements, administrative procedures, and code changes relating to engineering functions.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of an airport planning program.

The principles and practices of engineering, architecture, or related field.

The principles and practices of public administration, municipal and private sector budgeting, accounting, and finance methods.

Project development, scheduling, monitoring, control systems, and modern methods as they pertain to Public Works.

FAA airport criteria, design requirements, and familiar with FAA Advisory Circulars, and related State and City codes, policies, standards and practices.

Principles and practices of grant management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Computer assisted design and drafting software, Geographical Information Systems software, Database software, and Project Management software.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Oversee and participate in the management of a comprehensive airport planning program.

Oversee, direct, and coordinate the work of lower-level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Interpret information accurately and make decisions according to existing laws, regulations, and policies.

Carry out assignments given in general terms, exercise considerable independent judgment in the performance of assigned tasks, and apply acceptable economic development planning and evaluation techniques.

Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.

Research, compile, analyze, and draw sound conclusions from technical and other complex data.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials and to make clear and persuasive oral presentations.

Prepare and administer program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in business administration, urban planning, architecture, engineering, construction management, economics, or a related field.

Experience:

Four years of responsible supervisory experience in administering on and off airport capital improvement programs, FAA regulations, design and construction administration. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Licensed as an Architect or Registration as a Professional Engineer by the State of California is preferred.

Incumbents certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____