

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as Manager, Planning Department (Department) in the Office of Engineering (Office), Metropolitan Washington Airports Authority (Airports Authority). Acts as principal technical advisor to the Vice President for Engineering on physical planning for the Airports Authority Aviation Enterprise (Ronald Reagan Washington National Airport (DCA) and Washington Dulles International Airport (IAD)) and the Dulles Corridor Enterprise (Dulles Toll Road and associated items of the Dulles Corridor Metrorail Project). Manages all facets of comprehensive master planning for the physical development of both Enterprises. Performs related functions.

--Through subordinate organization, staff, and consultants, or personally, and in collaboration with the Deputy Vice Presidents for Aviation and Rail, Vice President for Engineering, Vice President and Airport Manager, DCA, Vice President and Airport Manager, IAD, and other executives and key staff throughout the Airports Authority:

Directs, coordinates and monitors the activities of the management team of planners comprised of a blend of aviation architects, engineers, airport management specialists and managers, and others employed by the Airports Authority's principal engineering management consultant and by the Airports Authority's planning contractors. Supports the Department in preparing, modifying and updating the Master Plans and other comprehensive planning studies and reports for near and long-term land use (e.g., sub-area plans and land to be reserved for future development), development and operation of the airports.

Develops policy guidance from a comprehensive planning perspective for land management, physical operation and master planning of the airports; develops pre-design data for Capital Construction Program (CCP) projects; negotiates pre-design program statements; prepares site development guidelines and sets standards to be used by the Airports Authority, the principal management consultant, contract designers, and airport tenants; reviews site plans and program statements to ensure overall conformity with Airports Authority guidelines, feasibility and accuracy.

Tracks current events to ensure timely/complete consideration of all broad spectrum issues, events, regulations and technological advances that would influence airport plans, policies and programs (e.g., developments in new commercial aircraft, Federal and state transportation policies, aviation economics and market demands, and environmental issues). Makes forecasts on future demand to plan future development.

Manages transportation planning and traffic engineering for projects involving airside or landside transportation; monitors off-airport transportation and land use plans and policies of the surrounding communities; represents the Airports Authority on regional ground transportation issues, including pre-design considerations of intergovernmental transportation projects that impinge on IAD or DCA; leads traffic engineering projects for IAD and DCA; and ensures that development plans at IAD and DCA are compatible, to the extent practicable, with the transportation concerns and considerations of the regional community (citizens

groups, governments, and other bodies) as a whole.

Manages (plans, budgets, schedules, and reviews) studies and planning projects of contract consultants. Schedules and leads coordination and review meetings. Reviews statements of qualifications or proposals of consultants and selects firm for contract award as the Airports Authority's contracting officer's technical representative (COTR). Coordinates the activities of contract firms, prepares technical aspects of contract change orders, and certifies invoices that signify acceptable completion of work for payment.

Reviews Capital, Operating and Maintenance Investment Program (COMIP) project proposals to ensure compatibility with the Master Plans, sub-area plans, and functional plans. Prepares or approves, subject to higher review, 5-year COMIP plans for IAD and DCA.

Responds orally or in writing to inquiries from citizens, developers, engineers, architects, attorneys and government officials about the Master Plans, sub-area plans and functional plans, regional transportation issues, and a variety of technical and nontechnical topics. Meets and interacts with civic organizations, representatives of the airlines, tenants, etc., to present facts, reconcile differences, or work out compromises. Makes presentations to the President and Chief Executive Officer (CEO) and/or the Airports Authority Board of Directors.

Administers most elements of state and Federal grant programs, e.g., the Federal Aviation Administration's (FAA's) Airport Improvement Program (AIP) including applications, grant forecasting, grant close-out, and Federal audits related to grants.

Ensures development and management of a computerized database for use in the formulation of plans and policies.

--Coordinates Department activities with the Office's Design and Construction Departments (when they concern broad planning perspectives or particularly sensitive or highly visible issues). Participates in the development of standard provisions for planning, design, and construction contracts; writes technical procedures; drafts/issues letters, reports and memoranda; makes technical drawings. Keeps abreast of local land use issues that may affect the airports and the latest advances in airport physical planning technology.

--Operates a motor vehicle airside and landside, on and off airport complexes, to attend meetings, visit jobs sites and suppliers, and perform related functions.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as officials, executives, managers, supervisors, professionals, and support staff), consultants, tenant/airline managers and staff, Federal, state, and local government officials, public interest groups, airport users, and the general public.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data

(spreadsheets and databases), and research (includes Internet use to search out new products and technologies and keep up with advances in planning); (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, tracking/reviewing projects, and other functions; and (c) special systems/software used in the Department such as graphics and illustration software (such as AutoCAD, Microstation, Photoshop), aircraft movement software (such as AeroTURN or Autopath), airport and highway simulation software (SIMMOD, TAAM, CAST, Vissim), or statistical analysis software (such as SPSS or SAS), etc.

--Makes site visits to DCA and IAD and peer airports to view airport operations, inspect conditions, and confirm the practicality of ideas prior to initiating, or in the process of reviewing, project planning studies and programs.

--Maintains expertise in areas of technical responsibility by participating in associations, conferences, workshops, peer review panels and continuing education courses.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of Department operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review and control systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals and program results on periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or to modify program goals or operations, as appropriate.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in Aviation Planning, Airport Planning and Management, Urban, Regional or City Planning, Engineering, Architecture, Environmental Planning, or any other field which provides a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training that totals four years.
2. Nine years of progressively responsible experience directly related to the planning and design of facilities. Four of these nine years must include experience in (a) airport master planning (conceiving, planning, and organizing work, for engineering and planning/design/construction projects at commercial airports) and (b) at least two successful assignments as project manager or deputy project manager on large projects in the public sector.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these nine years of experience. For example a master's degree in any field that demonstrates ability to successfully perform the DUTIES in this job description may be substituted for two years of these nine years of experience.

3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Active membership in at least one association related to airports, engineering or planning such as Airports Council International - North America (ACI-NA), American Association of Airport Executives, Airport Consultants Council, American Society of Civil Engineers, Institute of Transportation Engineers, National Society of Professional Engineers, American Planning Association, or the Urban Land Institute.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to manage the operations and programs of the unit/team and to perform supervisory functions.
2. Comprehensive knowledge of the principles, practices, and procedures of airport planning and a good understanding of urban planning to plan and layout state-of-the-art airport facilities and supporting infrastructure and to ensure that Airports Authority plans complement regional plans, to the extent practicable. This body of knowledge includes air traffic rules, procedures and facilities, knowledge of physical airfield and aircraft characteristics, to plan and program airfield improvements at IAD and DCA, and knowledge of Federal regulations and standards involving airport facilities, especially Advisory Circular 150/5300-13, *Airport Design*, and *U.S. Standards for Terminal Instrument Procedures* (TERPS).
3. Knowledge of pre-development Federal, state, and local regulations that influence the planning and approval of projects, specifically: (a) knowledge of the National Environmental Policy Act (NEPA) as interpreted by FAA and other elements of the US Department of Transportation, (b), knowledge of historic preservation requirements administered by the Virginia State Historic Preservation Office (VASPHO) and the Advisory Council on Historic Preservation (ACHP), and (c) wetlands, stream and storm water regulations as administered by the US Army Corps of Engineers (USACE), the Environmental Protection Agency (EPA) and the Virginia Department of Environmental Quality (VDEQ) to effectively manage the Planning Department.
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information and making balanced recommendations and decisions, with utmost discretion. Examples include reviewing planning documents and baseline aspects of engineering/architectural designs; interpreting regulatory requirements affecting planning; assessing the planning needs of an airport; using a variety of mathematical formulae to solve planning issues; and estimating the time/cost of planning efforts.
5. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand and, in certain circumstances, be convinced or persuaded. This includes the ability to encourage oral communication by others such as members of the regional planning community regarding interface of airport infrastructure and local/state infrastructure. Examples include making informal and formal presentations, exchanging routine and non-routine operational and procedural information with co-workers, workers from other areas, and, as necessary, the public.
6. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and, in certain circumstances, be convinced or persuaded. This includes skill in the review of the written work of others including subordinates, peers, COTRs and contractors. Examples include developing guidelines, technical reports, memoranda,

proposed new standard clauses for contracts, proposals and routine/non-routine memoranda about contracting issues.

7. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), develop reports, and perform research (Internet use, as in searching for performance information and keeping up with technology); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, payroll, and other functions; and (c) special systems/software used in the Department such as graphics and illustration software (such as AutoCAD, Microstation, Photoshop), aircraft movement software (such as AeroTURN or Autopath), airport and highway simulation software (SIMMOD, TAAM, CAST, Vissim), or statistical analysis software (such as SPSS or SAS), etc.
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes interacting with business contacts in the local, state and Federal political and policy arenas to serve as a bridge between technical and policy matters.

RESPONSIBILITY Is responsible for planning, organizing, assigning and reviewing the work of the Department; for monitoring, advising, or assisting other Airports Authority Offices and Airports Authority senior management, consultants/contractors on airport planning issues. Work directly and significantly affects the success of development/redevelopment at DCA and IAD by providing for the most efficient use of land.

Reports to the Deputy Vice President for Engineering (Aviation) (Supervisor). Manages Department operations, resources (including contractors) and supervises staff independently on technical and managerial basis. Keeps Supervisor informed of the status of projects, critical policy issues, and matters that should be presented to the Vice President for Engineering, the President and Chief Executive Officer and/or the Airports Authority Board. Most work flows to the incumbent as a function of assigned responsibilities; other work is generated by technical proposals originating within the Department, by major changes in policies, laws, or regulations concerning land use, transportation, aircraft service requirements or engineering aspects of airport planning, or changing priorities and interests of higher echelons. Special projects may be assigned in terms of resources, priorities and deadlines, with the specific approach and method of execution left to the incumbent. The incumbent coordinates closely with a variety of internal and external parties such as the Office of Finance, other Airports Authority engineering units, air carriers and Federal agencies to fully understand and appropriately consider airfield and air space issues (including aviation and air traffic control technology), financial implications of CCP work, funding source issues, etc. The incumbent solves problems that involve multiple, complex technical and non-technical considerations and perspectives that effect airport planning, such as political and environmental sensitivities, ambiguities in the airline industry regarding air service growth, current/projected/planned airside, landside, and feeder road vehicular traffic, and urban planning/growth in areas adjacent to the airports. The Supervisor typically reviews work in terms of managerial effectiveness, operational efficiency, the Department's compliance with requirements

and special guidance (if any), trade-offs, customer service, teamwork, adherence to requirements, and other factors, including attainment of specified performance management goals and objectives.

Guidelines include but are not limited to FAA regulations and Advisory Circulars, state, county and regional plans and reports on demographics and traffic, the IAD and DCA Master Plans, the Airports Authority budget and previous Airports Authority planning efforts, Federal laws or other laws or standards on the environment, transportation and access (e.g., the ADA), and applicable Airports Authority administrative procedures (e.g., EEO principles and requirements, and performance planning goals and measures). The incumbent uses mature judgment and, at times, ingenuity in selecting, applying, adapting or creating some guidelines to/for varying situations.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to exchange information and coordinate work, and travels to other sites to attend meetings, make presentations and perform other job functions. Occasionally traverses areas of uneven terrain and unfinished construction to verify field conditions. Expresses oneself clearly in formal presentations before large audiences. While in the field, responds to alarms of backing vehicles. Regularly uses a computer to develop reports, analyze cost proposals and perform other tasks; operates other office equipment. Frequently reviews general management or planning reports, planning maps, blueprints and other documents which contain color-coded symbols, small print and notations; and uses drafting instruments to prepare sketches and final drawings. Frequently exchanges information by telephone. Regularly reviews contracts and regulations containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated, and temperature controlled office and conference rooms. May be exposed to some adverse weather conditions and dust/dirt when visiting field work sites. Wears hard hat and other personal protective equipment/clothing, as needed in the field. Is subject to job pressures and frustrations from constantly changing deadlines and priorities imposed by higher echelons, balancing the often competing interests of tenants, local governments, business associations, individual developers, public interest groups, and the Airports Authority and the need to manage overall Department operations within the context of complex funding issues/problems.

OTHER SIGNIFICANT JOB ASPECTS None