

**TBI Airport Management, Inc.
Burbank Bob Hope Airport**

Job Description

Airport Planner

Reports to: Director, Engineering & Maintenance

Status: Exempt

General Description:

The Airport Planner is responsible for all planning functions related to the airport.

Essential Job Functions:

Typical Tasks

- Solicit input from all departments and stakeholders regarding desired Capital Improvement Projects. Develop project scopes and planning level cost estimates based on input received.
- Develop and maintain a systematic approach to prioritizing CIP projects
- Develop and maintain a 10-year lookahead planning schedule
- Develop and maintain a 5-year lookahead program schedule
- Develop and maintain the FAA 5-year NPIAS, 3-year ACIP, and Caltrans CIP
- Develop and maintain a 2-year lookahead project planning schedule
- Ensure appropriate level of review under the California Environmental Quality Act and the National Environmental Policy Act for airport projects and respond to requests for comments on project outside of the airport.
- Manage the procurement and contract administration of any planning or technical consultants
- Develop and maintain a project bid database and as-built cost history database
- Initiate the airport's Federal grant-in-aid and Passenger Facility Charge application processes
- Coordinate with the FAA ADO Planner
- Update and maintain the Airport Layout Plan
- Coordinate airport operations and demand forecasts with applicable outside agencies
- Maintain organized facility and site as-built drawings describing the current condition of the existing site and facilities
- Develop planning level life-cycle cost impacts of proposed projects and conduct project risk assessments
- Coordinate with the Environmental Department
- Prepare staff reports and present to the Airport Authority Commission.
- Frequent exposure to public, ranking officials, tenants, vendors and contractors while presenting a professional approach using tact, judgment and diplomacy to provide a high level of service and accurate information.
- Perform other duties as assigned.

Minimum Qualifications:

Employment Standards

- Two years' experience in a full-time role performing airport, transportation, community, or urban planning functions.
- Bachelor's degree in transportation, community, or urban planning, engineering, aviation management, or related field.
- Certification from American Planning Association's American Institute of Certified Planners

(AICP) is preferred, but not required.

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

Desired Qualifications

- Experience with AutoCAD, BIM, and GIS

Supplemental Information:

Knowledge of:

- Principles of transportation, community, or urban planning
- FAA Airport Improvement Program Handbook (Order 5100.38D)
- FAA Passenger Facility Charge (Order 5500.1)

Ability to:

- Read and write English, read technical documents and design drawings.
- Orally communicate via public speaking, tenant communications, and conducting meetings.
- Work well with others in a team setting and effectively communicate with Senior Staff, outside agencies and Airport Authority members.
- Maintain integrity and discretion necessary to safeguard confidential data handled or obtained as regular part of the job.
- Operate motor vehicles, and ability to walk around construction sites, exposure to weather conditions, working during all hours of the day; use of personal protective equipment and hand and arm dexterity to operate computers, printers and telephones.

Interested applicants may apply by clicking the link below:

<https://www.ondemandassessment.com/link/index/JB-YO7UILZQL?source=HB-Website&u=137146>