

Posting title: AV Terminal Planner

Req ID:

Dept:

Location:

Salary range and grade:

Open date:

Close date:

PURPOSE:

Develop and analyze alternatives to provide operational solutions and capital project recommendations to accommodate growing airport activity with a high level of customer service.

ESSENTIAL FUNCTIONS:

This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to, the following:

Terminal Planning Studies Management:

- Develop scopes of work, procure consulting resources, negotiate fees, manage contracts, conduct stakeholder engagement, and document results.
- Lead terminal studies involving development and evaluation of alternatives for terminal operations and facilities.
- Terminal studies will consider functional relationships of facilities within the terminal as well as interface with landside and airside facilities and include both physical layouts and capacity/performance analysis of facilities using spreadsheet and microsimulation modeling of passenger and baggage processing.

Terminal Planning Point of Contact:

- Subject matter expert for terminal facility planning, coordinating with stakeholders to facilitate problem definition and scope planning efforts to resolve issues.
- Responsible for drafting of facility layouts to test and evaluate alternatives to resolve operational and capacity issues.
- Conduct gap analysis to determine facility requirements and conduct capacity/performance analysis of terminal facilities using spreadsheet and microsimulation modeling.

KNOWLEDGE, SKILLS & ABILITIES:

- Broad knowledge of airport and airline operations and facilities across all functional areas.
- Understanding of airport planning processes and project requirements.
- An understanding of the political landscape and often competing interests of airport stakeholder groups.
- Knowledge of functional roles of internal and external stakeholders, especially as they relate to planning for future facilities development and operational solutions.
- General understanding of the capital project development process, including facility planning, design development, and construction.
- Knowledge of environmental review requirements and processes for projects under NEPA and SEPA.
- Project management, negotiation, problem solving and analytical skills.
- Highly effective interpersonal skills. Strong oral, written, graphic and presentation communication skills.
- Proficient computer skills with the ability to effectively use MS office programs such as Project, Word, and Excel; as well as planning software programs, such as AutoCAD, GIS, and Tableau. Familiarity/proficiency with terminal modeling software such as ARCPORT, ARENA, & VISWALK.
- Ability to independently manage multiple projects and competing priorities.
- Ability to analyze complex data sets and interpret results.
- Ability to think critically and to make independent judgments and decisions.

- Ability to form effective working relationships with stakeholders and build consensus around projects involving complex and technical issues.
- Ability to synthesize information to effectively document planning analyses through technical report writing and to provide timely, accurate information with clear recommendations to decision makers.
- Ability to communicate complex information to a wide range of stakeholder groups with varying levels of topic area knowledge and expertise.
- Ability to weigh policy considerations when evaluating alternatives to provide comprehensive recommendations to decision makers.

QUALIFICATIONS:

Combination of education and experience demonstrative knowledge, skills and abilities equivalent to:

- Bachelor's Degree in Urban Planning, Architecture, Engineering, Aviation Management, or other related field; and
- Five (5) years of experience in airport facility planning/analysis, development, management, and policy with increased responsibility and complexity of work.

PREFERRED QUALIFICATIONS:

- Master's Degree in Urban Planning, Architecture, Engineering, Aviation Management, or other related field; and
- Eight (8) years of experience independently leading terminal facility planning studies involving multiple stakeholder groups.

ADDITIONAL INFORMATION:

Driver's License Requirement:

A valid Washington State Driver's License, or the ability to obtain one, is required.

Weekly Standard Hours:

Normal work schedule is Monday through Friday, 8:00 a.m. – 5:00 p.m. (40 hours per week).

Work Environment:

Will generally work in an office environment.