



**JOB OPPORTUNITY
AIRPORT PLANNER
UNCLASSIFIED**

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Open To: The Public
Location: Bradley International Airport - Windsor Locks, CT
Job Posting No: CAA1601
Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.
Salary: Negotiable
Closing Date: January 29, 2016

Eligibility Requirement: N/A

Summary of Position:

As a member of the Connecticut Airport Management team, this position will under direction from the Director of Planning, Engineering and Environmental services initiate, coordinate and develop airport planning documents and programs for the Connecticut Airport Authority including but not limited to planning and coordination of long term comprehensive plans, master plans, airport layout plans, working closely with other CAA departments, airport tenants, governmental jurisdictions, serving as a liaison to the Federal Aviation Administration, participating in the establishment of priorities and timing for projects in the capital improvement program, and directing consultants in the preparation of planning documents and conceptual cost estimates.

Essential Duties and Responsibilities

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required including, but are not limited to the following:

- Manage the development, implementation and project management of Airport Master Plans, Airport Layout Plans, Land-Use and Noise Compatibility Studies, System-Planning Studies Benefit Cost analysis, Obstruction studies, Airfield and Terminal Modeling Studies and other related planning documents.
- Integrate CAA mission, vision, values and strategic goals into all areas of responsibility.
- Provide technical expertise to review, analyze and interpret deliverables; prepare comments and responses; prepare information and create presentations to keep all stakeholders updated and informed throughout a project.
- Direct oversight and responsibility for airport planning projects and documents, project teams, clients, project scopes, budgets and schedules.
- Direct oversight and responsibility for airport planning consultants, assigning work, developing project scope and fees, reviewing consultant invoices for payment.
- Work closely with CAA staff to ensure both short and long term goals are addressed in documents.
- Ensures timely use of all resources, conducts meetings, coordinates with State, Local and Federal Agencies.
- Participates in the development of the capital program to ensure short term and long term planning priorities are addressed.
- Performs other related tasks as assigned or required.

Qualifications:

- Working knowledge of state and federal airport programs, criteria and standards.
- Working knowledge of airport planning and environmental document processes and preparation.
- Knowledge of FAA rules, regulations, guidelines, advisory circulars and related Airport planning documents.

- Experience working in a collaborative team environment.
- Experience managing and working with consultants.
- Ability to make independent decisions, expedite projects to completion.
- Experience working with the public.
- Ability to establish/maintain effective working relationships.
- Familiarity with Microsoft Office products and industry standard software.
- Excellent written and oral communication skills.
- Experience with effective presentations to large groups.

Education/ Experience: Bachelor's Degree in Aviation Planning, Airport Planning and Management, Urban or Regional or City Planning, Engineering, Architecture, Environmental Planning or related field. Five or more years of progressively responsible experience in the preparation of airport planning documents, including long term comprehensive plans, master plans and airport layout plans.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including pre-employment drug screening, being fingerprinted, and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application located on this page:

<http://www.ctairports.org/ContactUs>, a letter of interest and a resume to the address below. **State of**

Connecticut employees should also submit the previous 2 service ratings and previous 12 months' attendance history.

Ron Frost

The Connecticut Airport Authority

Bradley International Airport

Administration Offices, Terminal A, 3rd Floor

Windsor Locks, CT 06096

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER