

# Aviation Planner II

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At KLJ, we love engineering, moving forward, and bringing ideas to life. Our work is more than a project, it's a long-term solution for the communities in which we live and work. We are committed to providing an exceptional experience to our customers – every project, every time. We reimagine what projects can be through innovative planning, design, and support of infrastructure projects of all shapes and sizes. Join our team and reimagine what your career can be.

**\*This position may be located in either: Billings, MT; Bismarck, ND; Sioux Falls, SD; Denver, CO; or St. Paul, MN\***

## Position Purpose

Provide planning and program management services for KLJ projects in a timely, accurate, and cost-effective manner. KLJ has the need for an experienced Planner that can manage clients and projects as a team player/builder. The work involves runways, taxiways, aprons, terminal buildings, roads, parking lots, water service, sanitary sewer, storm sewer, and all facets of work related to airports.

## Essential Functions

- Provide professional planning, technical, and program management
- Prepare site analysis, concept design, design development, and presentations
- Use software and equipment to prepare and revise technical drawings and plans using company established standard procedures
- Provide quality control by reviewing completed work to ensure compliance with KLJ quality standards
- Communicate consistently with the project manager, client and contractor
- Read and interpret plans to assist with client management and effectively communicate to answer inquiries from coworkers, clients, or the public
- Must have a valid driver's license and be able to operate motorized vehicles

## Responsibilities

- May serve as project manager on designated projects
- Participate and facilitate in meetings with stakeholders and clients
- Confer with project team members and clients to lead, prepare, and participate in project proposals and interviews
- Assist with design, plans, specifications, reports, maps, schedules, estimates, data collection, and documents and agreements as needed
- Proficient in various software including Microsoft Office systems (particularly Word, Excel and Power Point), .pdf editing, and Google Earth
- Understanding of FAA design standards
- Understanding of FAA, State and Local planning guidelines

## Qualifications

- A Bachelor's Degree in planning, civil engineering, airport/aviation management, or a related field is required.

## **Preferences:**

- Consulting Aviation experience
- A Master's Degree and an AICP are highly desired.
- Experience preparing airport master plan studies at general aviation and commercial service airports including related technical analysis

## Physical Requirements

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

The employee is regularly required to:

- Sit, stand, walk, stoop, kneel, twist, crouch, and crawl
- Use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms
- Talk or hear and communicate clearly

The employee must:

- Frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

## Hours and Travel

This position requires the individual work less than 40 hours per week with 90% of the time spent in the office and 10% in the field.

The salary for this position is expected to range from \$55,530 to \$67,870 depending on experience.

All applicants must be authorized to work in the US. KLJ does not sponsor applicants for employment-based visas. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Job Posting Close Date: 11/12/2018

For more information or to apply, please visit:

<https://www.localjobnetwork.com/s/e-KLJ-jobs-e88651.html?pbid=68011>