



## Job Description

<b>Job Title:</b>	Aviation Planner
<b>Department:</b>	Aviation

### POSITION SUMMARY

Butler, Fairman and Seufert, Inc. (BF&S) is seeking an Aviation Planner to support our growing Aviation team. The location for this position is in Indianapolis, IN; with the possibility of Cincinnati, OH, Columbus, OH, Hebron, KY, Louisville, KY, Lexington, KY or Nashville, TN for the qualified candidate. This position will work with the BF&S Aviation team with responsibilities for aviation planning elements in addition to providing support on engineering projects. Planning elements may include, but are not limited to master plans, Airport Layout Plans, forecasting, capacity analysis, facility requirements, alternatives development and Capital Improvement Plans. Airfield planning will be a major focus of the position, but responsibilities will also include supporting the engineering team in the design and procurement of aviation projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performing planning activities as part of a larger aviation team
- Participate in and direct the production of aviation planning documents
- Communicate and manage project elements with clients
- Coordinate with federal and state agencies for project planning and approvals
- Support the engineering team in the design and procurement of aviation projects
- Assist with client and business development

### EDUCATION and/or EXPERIENCE

- Bachelor's degree in aviation management, planning, engineering, or a related field
- 5-10 years of experience in aviation planning for Part 139 airports and general aviation airports
- Pursue certification (AICP, AAE CM, PMP) as appropriate
- Knowledge of FARs, FAA ACs, and FAA Orders that apply to airport planning and engineering
- Proficient in MS Office, AutoCad and other programs used in planning and engineering production

### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work independently with minimal supervision while collaborating in a team environment
- Prioritize work and meet scheduled deadlines
- Strong verbal and written communication skills
- Work non-traditional hours with a flexible schedule
- Regional travel
- Perform onsite assignments outdoors that may require physical exertion

Founded In 1961, Robert Butler, Ned Fairman and Clifford Seufert achieved their vision of organizing an engineering firm with the highest level of integrity and excellence. Butler, Fairman & Seufert (BF&S) is headquartered in Indianapolis, Indiana with 160 employees in the Midwest providing survey, design and construction services for aviation, bridge, road, water resources, environmental, site development, right-of way, GIS, trails, parks and greenways. BF&S was honored with the AAE 2018 National Corporate Cup of Excellence Award for significant contributions and improvements to AAE and the airport industry. BF&S has been awarded the Indiana "Best Places to Work" designation for multiple years most recently 2018. We are recognized in the industry for our commitment to client service and excellence in delivering "Civil Engineering Solutions for Better Communities".

*Butler, Fairman, Seufert provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Butler, Fairman, Seufert complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer.*