

**Title:** Air Traffic Controller

**Class Code:** 3002

**PG:** \*

**Date:** 09/08

**Status:**

**Position Reports to:** Air Traffic Control Tower Chief

**Department:** Airport

**GENERAL DESCRIPTION OF CLASS:**

This is responsible complex professional and technical work involving air traffic operations at the Lakeland Linder Regional Airport. Work involves independent performance by air traffic controllers to separate aircraft operating under visual flight rules (VFR) within the control tower's area of jurisdiction, operation of air traffic control equipment, and coordinating and managing the movement of emergency equipment responding to aircraft emergencies. Work is performed under the overall general supervision of the Air Traffic Control Tower Chief and in accordance with prescribed FAA directives.

**ESSENTIAL FUNCTIONS:**

1. Coordinates with approach control at Tampa International Airport on all aircraft arriving and departing the Lakeland Linder Regional Airport under instrument flight rules (IFR) as to routes and altitudes in, to, and out of the airport.
2. Notifies the proper agencies when assistance is required for an aircraft experiencing an emergency situation and directs the movement of emergency response vehicles.
3. Assists pilots who are disoriented to insure their safe landing.
4. Preplans and assigns reporting points to regulate air traffic separation.
5. Evaluates changing air traffic situations and makes decisions as necessary to ensure that proper separation of all aircraft is maintained throughout the arrival and/or departure phase of flights.
6. Determine the sequence of arriving and departing aircraft to assure a safe, orderly, and efficient flow of air traffic at all times.
7. Assigns runway usage to provide the expeditious continuous movement of air traffic.
8. Coordinates with all other controllers concerning the movement of arriving and departing aircraft and the movement of surface vehicles as the need arises.
9. Insures that departing aircraft operating under instrument flight rules (IFR) receive and comply with IFR clearances, including initial departure instructions as agreed to in existing letters of agreement.
10. Analyzes, records, and disseminates local weather observations in accordance with National Weather Services directives.
11. Directs movement of airport maintenance and construction vehicles requiring airfield access.
12. Continuously monitors and determines the usability of tower and airfield equipment, radio frequencies, control panels, and other navigational aids used to control air and ground traffic. Reports outages to the proper repair agencies.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of federal rules and regulations relating to airport air operations.
2. Thorough knowledge of aircraft types and performance characteristics.
3. Thorough knowledge of communications procedures, FAA airway structures, navigational aids, and meteorological phenomena.
4. Thorough knowledge of all equipment associated with air traffic control such as radios, land line coordination systems, and airport lighting systems.
5. Ability to establish and maintain harmonious and effective working relationships with airport users, agencies, City employees, and the public.
6. Ability to express ideas clearly, both orally and in writing.

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**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. High school diploma or its equivalent and graduation from an accredited FAA Air Traffic Control School.
2. Four (4) years of experience as an air traffic controller with at least two (2) years of experience in terminal VFR control tower operations.
3. An equivalent combination of experience that is determined to be directly related to the foregoing specific requirements may be substitutes.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid FAA air traffic control tower operating certificate.
2. Must possess a current second class medical certificate issued under Part 67 of the FAA regulations.
3. Must possess, or obtain within 120 days of employment, a certificate of authority to take weather observations issued by the National Weather Service.
4. Must be able to complete within 30 working days of employment all facility rating requirements in accordance with Part 65 of the FAA regulations.
5. Preference given to those who have been actively engaged in terminal VFR control tower operations within one (1) year proceeding the application date.
6. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.