

**Title:** Air Traffic Control Tower Chief  
**PG:** 54  
**Status:** Non-Civil Service  
**Position Reports to:** Airport Director  
**Department:** Airport

**Class Code:** 3003  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible professional technical and supervisory work in the operation and maintenance of air traffic control services at the Lakeland Linder Regional Airport. Work involves the responsibility for planning, directing, and coordinating the air traffic control system for the airport and surrounding airspace in accordance with Federal Aviation Administration regulations. The work is performed with a high degree of independence under the overall supervision of the Airport Director. Work is reviewed through conferences and observation of results obtained.

**ESSENTIAL FUNCTIONS:**

1. Coordinates with appropriate emergency response agencies in the development and implementation of procedures to assure the protection of life and property during an aircraft emergency.
2. Collaborates with heads of FAA district facilities, FAA southern Region Office, and civil organizations on work-related changes that affect control tower operations. Advises the Airport Director and the FAA Southern Region Office on problems involving the work of the facility as it relates to the overall air traffic control environment.
3. Plans and implements work to be accomplished by subordinates. Plans and implements work schedules that ensure proper shift coverage as stipulated by FAA regulations and the Federal Air Traffic Control Contract.
4. Evaluates subordinates through observation of their performance while in an actual air traffic control operating position. Identifies and conducts controller proficiency training on an as needed basis. Develops and conducts other required training in accordance with FAA regulations.
5. Ensures the maintenance of facility records, adequate supplies, satisfactory equipment operation, and appropriate working conditions. Sees to it that the facility is in compliance with technical and administrative laws, regulations, and policies.
6. Investigates and submits reports to the FAA as required regarding aircraft accidents, incidents, and citizen complaints concerning aviation and airport safety matters.
7. Develops, coordinates, and implements procedures for control of service and construction vehicles required to operate on airport movement areas. Evaluates existing airspace versus traffic flow in order to assure effective use of the airspace. Maintains a continuing program of evaluation to determine quality and adequacy of services rendered through personal contact with airport users.
8. Determines local needs and develops special procedures to meet them. Includes developing letters of agreement and internal operating procedures that provide guidance for control of aircraft operating within the control tower's airspace jurisdiction.
9. Advises the Airport Director of any reported or observed airport discrepancies that are hazardous to aircraft operation as well as significant changes that occur in air traffic control procedures.
10. Plans, coordinates, and implements special operating procedures for the management of unusual air traffic activities such as fly-ins and air shows.
11. Provides overall supervision of the aviation weather reporting station to ensure weather observations are correctly processed and reported.
12. Assists in the preparation and management of the annual budget in the appropriate area of responsibility.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of all FAA regulations pertaining to airspace management, aircraft operations, and air traffic control operating procedures.
2. Thorough knowledge of National Weather Service weather observation and reporting procedures.
3. Skill in providing technical and professional information and instructions to subordinates.
4. Ability to supervise the work of others in a highly technical work setting.
5. Ability to make quick and accurate decisions in order to establish priorities needed to manage emergency situations.
6. Ability to establish and maintain harmonious and effective working relationships with airport users, agencies, City employees, and the public. Ability to express ideas clearly, both orally and in writing.

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

1. High school diploma or its equivalent and graduation from an accredited FAA Air Traffic Control School.
2. Five (5) years of air traffic control management experience.
3. An equivalent combination of terminal VFR supervisory experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**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 60 working 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. Must have been facility qualified in a VFR Control Tower within one (1) year of 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.