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# Example of Air Traffic Control Specialist Job Description

Our company is growing rapidly and is hiring for an air traffic control specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for air traffic control specialist

* Maintains certification requirements
* Develops and manages the unit air traffic Controller Development Program (CDP)
* Manages the Controller Indoctrination Program, Limited Weather Observation Program and Air Traffic Control Quality and Assurance Program
* Performs regular and recurring duties as an air traffic controller directing aircraft and vehicle movement
* Issue clearances and traffic information to aircraft landing, departing, or operating within the airport traffic area
* Notify search and rescue (SAR) agencies of aircraft emergencies to assist aircrafts in distress
* Issue advisory information (e.g., clearances, control instructions) to accomplish separation between vehicles and aircraft
* Performs duties as Ground Controlled Approach (GCA) Radar Controller
* Performed duties as Tower Controller
* Performs and serves as Controller-in-charge (CIC) when no official supervisory personnel are available

## Qualifications for air traffic control specialist

* Pre-employment physical examination is required
* Must possess valid Control Tower Operator (CTO) certification
* A one-year supervisory/managerial probationary period may be required
* Some, none or all of the applicants may be interviewed
* The person selected for this position must maintain a medical clearance
* This position is covered under P.L