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# Example of Air Traffic Control Specialist Job Description

Our growing company is looking to fill the role of air traffic control specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for air traffic control specialist

* Maintain a current file of pertinent regulations, manuals, charts, maps, and training materials
* Provide mandatory additional services and assistance to those aircraft otherwise experiencing distress or urgency situations during flight
* Provide comprehensive on-the-job training for Army Soldiers, civilians, and local national personnel in accordance with Army, USAREUR, FAA, and local policies and directives
* Assist in the training of newly assigned Air Traffic Control Personnel, as directed, in their pursuit of completing the Facility Training Program
* Reviewing requests for charting
* Airspace development and management
* Procedure development and review
* Special events impacting the National Airspace System (NAS)
* Traffic management support
* Special Use Airspace (SUA) management

## Qualifications for air traffic control specialist

* A minimum of 15 years experience as a Terminal Air Traffic Controller
* FAA Certified Professional Controller (CPC)
* A current medical is required
* Some, all or none of the candidates will be interviewed
* Successful completion of a security investigation is required
* Minimum rank is SMSgt (E-8)