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# Example of Air Traffic Control Specialist Job Description

Our company is growing rapidly and is looking to fill the role of air traffic control specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for air traffic control specialist

* Monitor/track single source F&E requests from field facilities
* Support consists of assisting Air Traffic facilities with Quality Control support
* Serve as External Compliance Team member
* Apply checklists and FAA directives to assess Air Traffic Control Services and Quality Control programs
* Air Traffic event review
* 24/7 On-call Duties on a Rotational Basis
* Control air traffic within PAAF’s air traffic area that encompasses a horizontal radius of five statute miles from the center of the airport extending from the surface up to, but not including an altitude of 2,500 feet above the airport elevation
* Develop and maintain a facility training program
* Monitor the control tower frequency published in the FLIP enroute supplement continually during the hours of operation
* Utilize the primary crash alarm as directed by AR 95-26, AR 385-95, and PAAF Pre-accident Plan

## Qualifications for air traffic control specialist

* This position requires 5% of business travel
* This position has been designated as a Testing Designated Position covered by the Civilian Drug Testing Program which requires passing a urinalysis test prior to employment and periodically thereafter
* Must be a graduate of an Air Traffic Controller school in accordance with AR 95-2
* Must possess or be able to obtain certification for Air Traffic Controller in accordance with Army TC 3-04.81
* Must meet and maintain medical standards addressed in AR 40-501 and AR 40-8 pertaining air traffic control
* This position requires incumbent to work rotating shift, overtime, Saturdays, Sundays, Holidays