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# Example of Air Traffic Controller Job Description

Our innovative and growing company is hiring for an air traffic controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for air traffic controller

* Maintain logs of all aircraft activity, target launches/recoveries to be submitted to the Range Operations Supervisor monthly as part of Range Operations CDRL’s
* Prepares and submits monthly reports for the Surveillance section
* Creates remedial refresher training, safety sectional briefings, post mission sectional lessons learned and creates class rosters to document attendees
* Maintain surveillance and notifies RCO of unidentified aircraft or vessels entering the operational areas
* Direct range aircraft and boats in the launch and recovery of targets and the recovery of targets/weapons
* Notifies the Range Operations Supervisor of any anomalies, conflicts in schedules, or issues reported by the RCO for resolution
* Perform operator-level equipment checks and advise Watch Supervisor of any outages
* Assist in facility operations as directed by Watch Supervisor
* Work with a team of driven, supportive and highly skilled professionals
* Receive a robust benefits package that includes Employee Stock Ownership Plan!

## Qualifications for air traffic controller

* Flight following (FF)
* Candidates with direct experience as a CPC at the Minneapolis Air Route Traffic Control Center will have priority selection for the position
* Some knowledge of ATC either through military, Airline or previous FAA position preferred
* Effective communication skills required (Verbal and Written)
* Minimum of 2 years’ experience working in an Airline/Airport Operations environment desirable
* Previous Air Traffic Control Certifications /Experience desirable