Downloaded from <https://www.velvetjobs.com/job-descriptions/air-traffic-controller>

# Example of Air Traffic Controller Job Description

Our company is growing rapidly and is hiring for an air traffic controller. 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 controller

* Responsible for controlling aircraft and will process flight plans, develop and supervise approach and departure procedures
* Incumbent will have full working knowledge of RADAR/Manual approach control operations, control tower and flight planning
* Responsible for the safe, orderly flow of air traffic within their designated airspace
* Rules of separation must be applied to achieve the required separation as outlined in FAA manuals and orders
* Designee coordinates with various controllers and personnel to relay information which pertains to the aircraft and in the interest of safety of flight including emergency information
* Designee is responsible for vehicles and personnel operating on the airfield
* Designee will control aircraft and will process flight plans, develop and supervise approach and departure procedures
* Shall assist in the conduct of unit training of Air Traffic Control personnel
* May be required to assume the duties of Tower Supervisor as applicable
* Conduct airfield/runway inspections

## Qualifications for air traffic controller

* Candidates with direct experience as a CPC at the Jacksonville Air Traffic Control Tower Facility will have priority selection for the position
* The recent experience must have been performed at a similar type and level of ATC facility as the Chicago Air Route Traffic Control Center
* The recent experience must have been performed at a similar type and level of ATC facility as the Washington Reagan Air Traffic Control Tower Facility
* Candidates with direct experience as a CPC at the Washington Reagan Air Traffic Control Tower Facility will have priority selection for the position
* The recent experience must have been performed at a similar type and level of ATC facility as the Salt Lake Air Route Traffic Control Center
* Candidates with direct experience as a CPC at the Salt Lake Air Route Traffic Control Center will have priority selection for the position