

CITY OF ELKHART – JOB DESCRIPTION

DEPARTMENT	Aviation	POSITION	Air Traffic Controller
DIVISION	Aviation	STATUS	Part-time
CATEGORY	Salaried	FLSA	Non-Exempt
REPORTS TO	Chief Air Traffic Controller	DATE	April 2019
JOB SUMMARY			
		As a certified professional controller in a tower facility, incumbent is responsible for the safe, orderly, and expeditious flow of air traffic.	
PRINCIPAL DUTIES AND RESPONSIBILITIES			
		<ul style="list-style-type: none"> • Separates both IFR (Instrument Flight Rules) and VFR (Visual Flight Rules) traffic; sequences, spaces, and issues clearances and instructions to aircraft landing, departing or operating within a 5 nautical mile radius of the airport, and up to 3000 feet AGL (Above Ground Level). • Observes and records weather observations hourly; takes special observations as required by Federal Meteorological Handbook FCM-HI-1995. • Coordinates airport instrument operations with South Bend Approach Control. • Coordinates, and separates airport vehicular and aircraft traffic. • Coordinates activities of fixed base pilots, corporate pilots, general aviation, and airport maintenance. • Monitor the Emergency Frequency and coordinate location of any emergency signal. • Coordinates the response of Crash Fire Rescue and other emergency vehicles responding to airport related emergencies. 	
OTHER DUTIES AND RESPONSIBILITIES			
		<ul style="list-style-type: none"> • Maintains computer voice logger equipment and ensures that a recording is kept for 16 days. • Records air traffic count and tower log records daily. • Records and disseminates NOTAM's (Notices to Airmen) & PIREPS (Pilot Reports). • Performs janitorial duties as required. • Monitors AWOSIII and augments weather when necessary. • Monitors tower security systems and restricts access to authorized individuals. • Immediately communicates with FAA and management when equipment has malfunctioned for any reason. • Must possess good working knowledge of Windows 2000, particularly Word and Excel. 	
EDUCATION AND EXPERIENCE			
		<ul style="list-style-type: none"> • High School Graduate. • Two (2) years college, military or technical school training specializing in air traffic control. • Control Tower Operator license. • FCC license, if applicable. 	

	<ul style="list-style-type: none"> • Facility rating. • Weather Observer’s license. • FAA Class II medical certificate. • Must possess proficient knowledge of applicable Federal Aviation Administration rules and regulations. • Must pass METAR weather test. • Four (4) years experience as an air traffic controller.
KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> • Must possess knowledge of hazardous conditions and safety precautions. • Must possess the ability to make quick, accurate and concise decisions. • Ability to speak clearly and cordially at all times. • Must possess situational awareness.
PHYSICAL, MENTAL, AND VISUAL SKILLS	<ul style="list-style-type: none"> • Ability to remain calm and perform under great stress. • Ability to work independently. • Ability to verbally communicate effectively with employees, pilots, and the general public. • May have to sit or stand for long periods of time, and have the ability to stoop, bend, crouch, and manage stairs. • Ability to work a normal eight (8)-hour shift without the opportunity to leave the work position. • Must have a keen sense of vision both day and night.
WORKING CONDITIONS	<p>Work is performed in a non-smoking, municipally owned, tower facility in varying weather conditions. Must be willing to work on weekends and City holidays. Must work rotating shifts determined by peak traffic demand. In general, an eight (8) hour shift, four (4) days on, and two (2) days off.</p>
POST OFFER TESTING REQUIRED	<ul style="list-style-type: none"> • The City of Elkhart is a Drug Free Workplace. Therefore, successfully passing a post offer drug screen is required (random drug testing may be conducted after employment). • Background checks producing acceptable BMV and criminal history reports required.
POLICY STATEMENT	<ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather they are intended only to describe the general nature of the job.

EMPLOYEE _____ **DATE** _____

DEPT. HEAD APPROVAL _____ **DATE** _____

HUMAN RESOURCES D.H. _____ **DATE** _____