

Air Traffic Controller Job Description

- Provides flight controllers and traffic managers with flight information
- Monitors radar displays to keep track of aircraft in assigned area
- Provides flight information on request to airport control tower air traffic controllers in order to assist the movement of aircraft on the ground
- Keeps abreast of weather conditions through various surface and upper air reporting networks
- Monitors and coordinates with transponder controllers, radar controllers and ground-based traffic systems in order to ensure the safe and efficient flow of aircraft across airport airspace
- Maintains flight plans, including company flight plans
- Conducts pre-flight briefings for aircraft pilots on the ground to ensure that all pertinent information is given before takeoff
- Monitors, coordinates, and assigns aircraft to airports and terminal feeder routes
- Monitors and coordinates with air traffic control centers and other agencies in the United States.
- Evaluates performance of air traffic controllers on duty during shift to determine if any additional training is required, or if the performance is satisfactory for continued employment
- Monitors job performance of air traffic controllers throughout shift for reasons of unsatisfactory performance (e.g., misunderstanding or miscommunication)
- Follows all safety directives issued by U.S. FAA
- Keeps office and work area clean and organized.