



**Position Title:** Part-Time Lab Technician II, Air Traffic Control  
**Reports To:** Director  
**Department:** Aviation  
**Prepared By/Date:** Donna French/11-29-2011  
**Approved By/Date:** Diana Lewis/11-29-2011  
**Revised:**

**Job Code:** 8148  
**Job Group:** H1-HIE  
**Salary Grade:** H1  
**FLSA Status:** Non-Exempt

**Summary:**

This position will assist with the setup of the simulation equipment, develops operational scenarios for use by instructors, and assists students with the correct operation of the Air Traffic Control (ATC) equipment.

**Essential Duties and Responsibilities:**

- Develops simulation scenarios for use by instructors
- Assists students with the proper phraseology and operation of the Tower, Radar and TRACON (Terminal Radar Approach Control) simulators
- Works with Campus Technical Support (CTS) staff to coordinate/report any issues with equipment
- Maintains simulation stations to ensure the equipment is classroom ready
- Maintains a schedule of agreed upon lab hours
- Logs students in and out
- Enforces all MDC policies related to the use of equipment
- Provides training to new instructors
- Maintains files of equipment documentation
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Practical knowledge in Air Traffic Control
- Possess strong Microsoft Office and computer-skills
- Possess strong oral and written communication skills
- Proficiency and accuracy with attention to detail
- Demonstrates highly organized skills
- Possess strong intrapersonal and decision-making skills
- Ability to monitor progress of students and advise faculty of any issues
- Ability to work a flexible schedule to include evening and/or weekend hours depending on class schedule
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree and minimum of one (1) year experience in an Air Traffic Control Tower, En Route Radar or TRACON Facility

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name