



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

SPACEPORT FLIGHT CONTROL SPECIALIST

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Spaceport Flight Control Specialist	W20495	65	80

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Coordinates airspace usage with the Federal Aviation Administration (FAA) and White Sands Missile Range (WSMR) and communicates with aircraft and space vehicle crews operating on and within vicinity of Spaceport America. Complies with International Trading in Arms Regulations (ITAR).

Nature of Work

Spaceport Flight Control Specialists provide safe, secure and efficient air and space traffic services to Spaceport customers. They provide guidance of the movement of air traffic between altitude sectors and control centers according to established procedures and policies. They also authorize, regulate, and control commercial space flights according to government or company regulations to expedite and ensure flight safety. They participate in writing and maintaining Range Operations Plans and Flight Safety Plans as well as post mission reports and analyses.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Coordinates and controls airspace utilizing airspace management principles and practices used by the FAA and Department of Defense.
- Participates in developing and maintaining Range Operations Plans and Flight Safety Plans.
- Issues NOTAMS (Notices to Airmen) in accordance with FAA procedures as required to ensure safe operations
- Issues landing, take-off and launch authorizations or instructions.
- Monitors or directs the movement of aircraft and space vehicles within the Spaceport airspace or on the ground to maximize safety and prevent delays.
- Monitors aircraft and space vehicles within Spaceport airspace using radar, computer equipment, or visual references.
- Informs pilots and launch crews about nearby aircraft or potentially hazardous conditions, such as weather, speed and direction of wind, or visibility problems.
- Provides flight path changes or directions to emergency landing fields for pilots traveling in bad weather or in emergency situations.
- Alerts emergency services when aircraft or space vehicles are experiencing difficulties.
- Directs pilots to runways when space is available or directs them to maintain a traffic pattern until there is space for them to land.

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- Transfers control of departing or launch flights to adjacent traffic control centers and accepts control of arriving flights or launch recoveries.
- Directs ground traffic, including taxiing aircraft, space vehicles and launch platforms, launch and recovery crews or airport workers.
- Determines timing and procedures for flight vector changes.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Aeronautical Science, Air Traffic Management, Commercial Space Operations, systems engineering, and/or Aerospace Engineering and seven (7) years of direct experience in civilian and/or military air traffic control operations (en route and/or terminal) to include experience with aircraft communications protocols, applications for FAA Waivers, airspace classifications, and issuing Notices to Airmen (NOTAMs). US Citizenship is required.

Minimum Qualifications

Bachelor's Degree in Aeronautical Science, Air Traffic Management, Commercial Space Operations, systems engineering, and/or Aerospace Engineering and five (5) years of direct experience in civilian and/or military air traffic control operations (en route and/or terminal) to include experience with aircraft communications protocols, applications for FAA Waivers, airspace classifications, and issuing Notices to Airmen (NOTAMs). Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience. US Citizenship is required. US Citizenship is required.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Transportation — Knowledge of the air transportation system in the US with emphasis on operations of the National Airspace System (NAS).

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, regulatory procedures, executive orders, agency rules, and the democratic political process.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Coordination — Adjusting actions in relation to others' actions.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Statutory Requirements:

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Position must be filled by a US citizen.

Default FLSA Status: Exempt.

Bargaining Unit: N/A

Established: 03/26/2014

Revised:

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.