



State of New Mexico
Classification Description

SPACEPORT FLIGHT CONTROL SPECIALIST

General Summary

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.

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).

Spaceport Flight Control Specialist

Jobcode: W20495

Pay Band: 65 (Alternative Pay Band: 80)

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

This is the full performance level of the classification requiring performance of a full range of duties relative to the work in the class series. Incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters. Work is usually performed under general supervision. Work is frequently of some variety and incumbent may set priorities.

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).

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.

Essential Duties and Responsibilities*

- 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.

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- 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.
- 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.

Bargaining Unit: It is the hiring Agencies responsibility to identify each position covered by a Collective Bargaining Agreement.

Statutory Requirements: Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment 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 including.

Working Conditions: 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.

Established: 03/26/2014

Revised: 01/10/2021

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*