



Federal Aviation  
Administration



# Facility Orientation Guide

## EL MONTE TOWER





Welcome Letter	3
El Monte Tower: Then and Now	4
FAA Mission / FAA Vision / FAA Values	5
Employee Expectations	6
Policies and General Information	7
Administrative Phone Numbers	10
Employee Roles and Responsibilities	11
Management Roles and Responsibilities	12
Local Area Information	13
Directions	14



## Welcome Letter

Dear New Employee,

Welcome to El Monte Tower! Here you will have an opportunity to work with an outstanding team of professionals that help make us a great place to work and develop your skills. Your knowledge, abilities and positive attitude made you a highly regarded addition to our team, and I am certain that you will make a positive impact on our future.

All of us want to make your tenure at this facility as enjoyable and rewarding as possible. Please feel free to ask any questions and express your thoughts and ideas. Our aim is to create an informal atmosphere and involve everyone in the process of making our facility an exceptional place to work.

I look forward to working with you, and would like to welcome you again to our team!

Sincerely,

Linda Collins

El Monte Tower ATM



## El Monte Tower: Then and Now

In 1936, Mr. Nick Lintine began construction of the El Monte Airport. It consisted of 35 acres of land surrounded by dairy land. Pilots used the unimproved wash area as a dirt strip. That area is now the concrete wash located just west of the airport.

The airport changed owners twice before Los Angeles County acquired possession. The first official owner was Mr. K. Livermore, who was followed by Mr. Wanamaker, whom enlarged the airport to its present size of 70 acres.

Los Angeles County leased the airport from Mr. Wanamaker in 1964 and later purchased it in 1969 for 3 million dollars. The runway and taxiway were rebuilt and paved in 1970.

On February 16, 1971, a temporary FAA tower was officially commissioned. The permanent tower was opened on April 26, 1973.

The airport today, consists of one runway which is 3995 ft long and one taxiway. Because of the simplicity of the airport layout, many students come here to learn how to fly at one of the three FBO's located on the airport.







## **FAA Mission**

To provide the safest, most efficient aerospace system in the world.

## **FAA Vision**

To improve the safety and efficiency of flight. To be responsive to our customers and accountable to the taxpayer and the flying public.

## **FAA Values**

- Safety is our passion. We are the world leaders in aerospace safety.
- Quality is our trademark. We serve our country, our stakeholders, our customers, and each other.
- Integrity is our character. We do the right thing, even when no one is looking.
- People are our strength. We treat people as we want to be treated.



## Our Expectations of All Employees

El Monte Tower leadership team expects all employees to:

- Come to work on time
- Be prepared – mentally and physically
- Understand the leave policy and manage your leave appropriately
- Be cooperative and professional
- Treat people with respect and dignity
- Take initiative
- Be accountable
- Lead by example – be a good role model
- Do not tolerate or engage in any form of harassment or discrimination
- Actively participate in training
- Know your airspace and systems, know your equipment
- Use prescribed phraseology/correct facility and equipment names
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member



## **Policies and General Information**

### **Reporting for Duty**

Employees are expected to report for work at their assigned shift time. If a situation arises that will prevent you from reporting on time, call the Operations Manager or Front Line Manager at (626) 442-4390.

### **Hours of Duty**

Operational personnel are assigned to work 8 hour shifts unless assigned an administrative day. Employees working an 8 hour shift are subject to immediate recall. Employees working an 8 hour shift may not leave the facility, during their shift, unless they have obtained management approval. Employees working an administrative shift are assigned an 8.5 hour shift and may leave the facility for their 30 minute unpaid lunch break after obtaining management approval.

### **Parking**

Parking is permitted in the facility parking lot, both inside and outside the security fence.

### **Building Access**

Key codes and keys will be assigned to each employee.

### **FAA ID Cards**

FAA photo ID cards must be worn and visible at all times when on El Monte Air Traffic Control Tower property.



### **Guests and Visitors**

Employees may have family members visit the facility after obtaining approval from management. After obtaining approval, ensure all guests are signed in on the visitor's log and issued a visitor's badge. Employees must escort their guests at all times.

### **Cell Phones**

Cell phones must be in the off position while in the operation. Personal reading material and electronic devices are not permitted in the operational areas.

### **Mail Boxes and Lockers**

Mail boxes are located on the first floor in the front entrance foyer. Personal lockers are available on the third floor in the restroom. Headset storage boxes are available in the cab.

### **ART and Read & Initial Binders**

Upon reporting for duty, employees are to sign onto the ART computer located in the tower. Before starting on position, employees should review the Read & Initial binder located in the tower cab.

### **Medical Services for Employees**

There are no on-site medical facilities at El Monte Tower. First aid kits are located in the tower cab. In an emergency, medical services can be summoned by calling 911. Annual physicals are performed off-site. El Monte Tower uses numerous Airmen Medical Examiners to perform physicals. Employees are scheduled for physicals during their birth month.





### **Mail**

Personal mail and package deliveries are not permitted at the tower.

### **Smoking**

Smoking is not allowed inside the El Monte Tower.

### **Break Room**

The break room is located on the third floor. The main refrigerator is located on the second floor. Mini-fridges can be found in the main floor office and in the cab.

Microwaves can be found in the cab, break room, refrigerator room, and main floor office. In addition, a picnic table is available for use at the side of the tower.



## Administrative Numbers

Tower ..... 626-442-4390  
Fax ..... 626-453-3562

### Manager

Linda Collins..... 626-442-4390  
CELL: 626-827-8472

### Front Line Manager

Steven Dale ..... 626-442-4390  
CELL: 626-716-1239



## Employee Roles and Responsibilities

Share the responsibility for ensuring a productive and hospitable workplace.

- Treat each other with dignity.
- Work together harmoniously and effectively.
- Respect each other's contributions.
- Identify career goals and aspirations.
- Seek the knowledge, skill abilities, and experiences required to stay productive in current position and continue progress on career path.
- Participate fully in training and developmental activities by applying what was learned to the workplace.
- Do not tolerate those who create, foster, or condone an intimidating, hostile, offensive, or abusive work environment.
- Discover how others wish to be treated and afford them that courtesy.
- Seek productive and efficient solutions to everyday problems that do not compromise the integrity of coworkers.
- Help and support coworkers so team members share in success.
- Be responsible for your own actions.
- Assume ownership of organization.



## Management Roles and Responsibilities

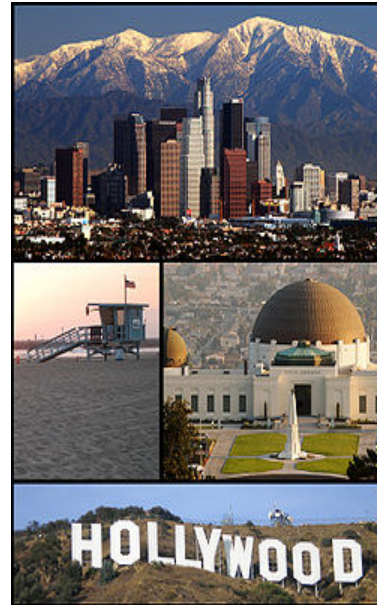
Create an environment that supports and encourages the contributions of all employees and is free of inappropriate and unlawful behavior.

- Communicate openly and honestly your expectations for behavior in the workplace and accept nothing less.
- Treat all employees with dignity and respect.
- Create and maintain a positive and supportive work environment that promotes participation by all employees in work activities for the benefit of the individual and the organization.
- Assign work equitably so employees have the opportunity to grow professionally.
- Seek to assign work so that diverse views are represented in decision making.
- Communicate promotional and developmental opportunities to employees in a timely manner.
- Identify, eliminate, and prevent discrimination and harassment.
- Discipline those who create, foster, condone, or tolerate an intimidating, hostile, offensive, or abusive work environment.
- Identify and eliminate conditions and non-merit factors that contribute to under-representation at all organizational levels.



## Local Area Information

El Monte is located in Los Angeles County. The city of Los Angeles is the largest city in California and the second-most-populous city in the United States with over 3.8 million residents. Los Angeles is home to people from more than 140 countries speaking 224 different identified languages. The nearly 4 million residents are employed by a diverse economy that includes international trade, entertainment, tourism, aerospace technology, petroleum, fashion, and apparel. If the Los Angeles area was its own country it would rank 17<sup>th</sup> in the world for gross domestic product. Popular nicknames for Los Angeles include L.A. and The City of Angels.



Los Angeles offers many outdoor activities including hiking, mountain biking, rollerblading, volleyball, and beach going.

## Climate

Los Angeles County has a Mediterranean climate that is characterized by warm to hot, dry summers and cool, wet winters. Los Angeles County enjoys plenty of sunshine throughout the year, with an average of 263 sunshine days and only 35 days with measurable precipitation annually. This makes going to the beach on those days off very easy.





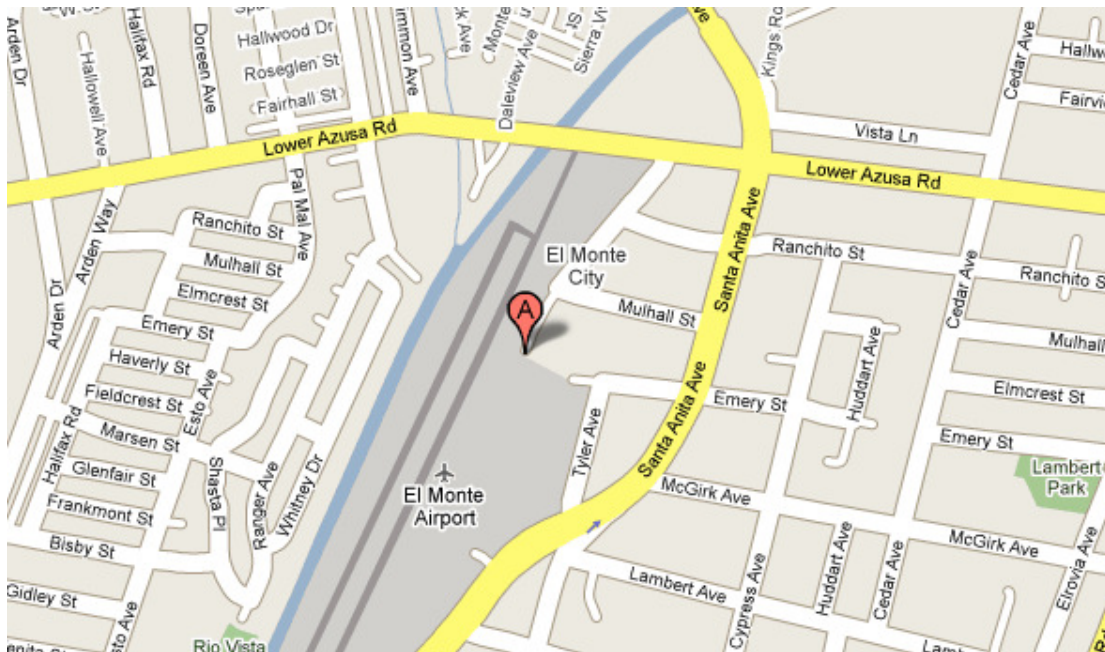
## Directions to El Monte Tower

El Monte Air Traffic Control Tower

4500 Riverview Ave.

El Monte, CA 91731

626-442-4390



**Entrance to the main gate is located off of Emery Street. Turn onto Emery Street from Santa Anita Avenue.**



END –

*[Please do not delete the “end page” section, as it is required to maintain section definitions within the document. You may discard this page once the document is printed.]*