



CLASSIFICATION STANDARD

**AIR TRAFFIC CONTROL**

**TECHNICAL CATEGORY**

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INTRODUCTIONGeneral

The Air Traffic Control Group is composed of positions whose primary objective is to ensure the safe and expeditious movement of aircraft operating in controlled airspace and at controlled airports. The group is divided into two sub-groups:

- a) Operational
- b) Non-operational

Definitions for each of these sub-groups are provided in this standard as are definitions for the group as a whole and for the Technical Category of which Air Traffic Control forms part.

Evaluation

This standard also provides an evaluation plan for each of the two sub-groups. By this means the relativity of positions within each of the sub-groups can be determined. Positions in the operational sub-group are evaluated on the basis of comparison with level descriptions, whereas the non-operational sub-group, having a wide variety of activities, is evaluated by the point rating method. This consists of point-rated factors supplemented by bench-marks.

Use of the Standard

There are two basic steps in the application of this standard:

- 1) the positions to be evaluated must first be allocated to the correct category, group and sub-group, using the definitions, inclusions and exclusions provided;
- 2) the factors or other determinants are then applied to determine a level for the sub-group to which the positions have been allocated.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use the [Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

GLOSSARY OF TERMS

AFPR average final point rating; result of averaging FPR over a period not exceeding the twelve latest months for which statistics are available.

AIRPORT CONTROL TOWER a unit established to provide air traffic control service to airport traffic. AND air navigation order.

AIRPORT TRAFFIC all traffic on the maneuvering area of an airport and all aircraft flying in the vicinity of an airport.

ALTITUDE RESERVATION UNIT (ARU) established to coordinate, approve, and provide information pertaining to altitude reservations and military activities areas.

AREA CONTROL CENTRE (ACC) a unit established to provide air traffic control service to IFR aircraft and controlled VFR aircraft.

ATC Air Traffic

Control ATS Air Traffic

Services

CONTROLLED AIRSPACE an airspace of defined dimensions within which air traffic control service is provided by a control tower, an ACC or a TCU.

AIRCRAFT MOVEMENT a take-off, landing, or simulated approach by an aircraft.

ASPR assigned SPR; result of applying %SPR to VSPR. CFCU Central Flow Control Unit

FLIGHT PLAN specified information submitted in accordance of Air Regulations and ANO relative to the intended flight of an aircraft.

FPR final point rating; sum of IPR and ASPR.

FSS flight service station.

I.C.A.O. International Civil Aviation Organization.

IFR AIRCRAFT an aircraft operating in accordance with the instrument flight rules.

IFR FLIGHT a flight conducted in accordance with the instrument flight rules.

IFR WEATHER CONDITIONS weather conditions below the minima prescribed in Air Regulations and ANO.

INSTRUMENT FLIGHT RULES (IFR) the rules set forth in Air Regulations and in orders and directions made by the Minister there under.

IPR initial point rating using the modified Howell formula (see TP 1362)

JETS Joint Enroute-Terminal System

MANOPS a manual of operations in use in the control of air traffic.

NAVAID a navigational aid used by aircraft in flight under air traffic control for separation purposes.

OPERATING POSITION a position within a sector from which air traffic services are provided. There may be one or more positions within a sector.

**SECTOR** a part of an air traffic control unit that has a designated area of responsibility in which air traffic services are provided from an area control centre.

SPR secondary point rating using values assigned to unusual static conditions affecting movements of aircraft.

XSPR percentage of SPR calculated for each airport using SPR criteria.

TERMINAL CONTROL UNIT (TEJ) a unit established to provide air traffic control service to IFR and controlled VFR aircraft arriving at, or departing from, one or more airports.

VFR AIRCRAFT an aircraft operating in accordance with the visual flight rules. VFR FLIGHT a flight conducted in accordance with the visual flight rules.

VFR WEATHER CONDITIONS weather conditions equal to or above the minima prescribed in Air Regulations and ANO.

VISUAL FLIGHT RULES (VFR) the rules set forth in Air Regulations and in the orders and directions made by the Minister there under.

VSPR available SPR for the unit, maximum available points for SPR.

OPERATIONAL SUB-GROUPDefinition

This sub-group consists of positions having the primary responsibility for control activities or having direct input into the control activities, solely performed in a Control Tower or, in a Terminal Control Unit (TCU) or, in an Area Control Centre (ACC) or, in an Altitude Reservation Unit (ARU).

Exclusions

Positions which normally do not have a requirement to control air traffic in a control position or do not have direct input into the control activities are excluded from this sub-group.

Notes to Raters

1. Part 1 of the level descriptions refers to a Visual Flight Rules (VFR) environment and Part 2 refers to an Instrument Flight Rules (IFR) environment.
2. Controlling air traffic in a control tower (VFR) is influenced significantly by the operational workload which is a combination of dynamic factors including aircraft movements weighted for performance, mix and category as well as static factors such as dead end runways, taxiways, etc. These factors are used in the workload measurement formula which results in the annual Average Final Point Rating (AFPR) see TP 1362. Measurements of Tower Controller positions will be determined as follows.  
  
Raters shall use the annual Average Final Point Rating (AFPR) averaged over a consecutive three year period.  
  
Raters shall use as the source documents the Aircraft Movements System ATC Workload Measurement Reports published by Statistics Canada.
3. The annual Average Final Point Rating averaged over a consecutive three year period is not mandatory where major changes in traffic patterns occur as a result of either re-organization or opening of airports. Such cases will be considered on their relative merits.
4. For purposes of this standard, the annual total of IFR Flight Plans averaged over a consecutive three year period is used to differentiate between levels four and five respecting terminal control positions. Raters shall use as the source documents the Terminal Control Units Traffic Analyses reports (TP 8267) published by Statistics Canada.
5. Positions are evaluated by comparing their duties and responsibilities with the level descriptions provided. Allocation is made to the level whose description most closely corresponds to the duties of the position being evaluated.
6. Subsequent to the application of the level descriptions for positions in the Operational Sub-Group, the following kinds of positions are to be evaluated against the supervisory rating plan: Unit Operations Specialists and all positions designated as supervisors. An appropriate compensation rating will then be assigned to the position. Please refer to pages 15 and 16 for the Supervisory Rating Plan of the Operational Sub-Group.
7. There may be a need for some Area Controller positions responsible, as part of a training plan, for a limited number of sectors within a specialty area. Such positions are to be classified at one level below that of a fully qualified, non-supervisory, controller position in the facility.

PART 1 - LEVEL DESCRIPTIONS - VFR

## Level 1

Airport Controller positions responsible for facilitating the safe and expeditious movement of aircraft in the control zone of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 13,000 or less.

OR

Unit Operations Specialist positions responsible for controlling air traffic and ensuring quality control of the work of Tower Controllers in a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 13,000 or less.

## Level 2

Airport Controller positions responsible for facilitating the safe and expeditious movement of aircraft in the control zone of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 13,001 to 30,000.

OR

Unit Operations Specialist positions responsible for controlling air traffic and ensuring quality control of the work of Tower Controllers in a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 13,001 to 30,000.

## Level 3

Airport Controller positions responsible for facilitating the safe and expeditious movement of aircraft in the control zone of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 30,001 to 50,000.

OR

Tower Supervisor positions responsible for supervising the operational activities of an airport control tower and for working in a control position of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 30,001 to 50,000.

## Level 4

Airport Controller positions responsible for facilitating the safe and expeditious movement of aircraft in the control zone of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 50,001 to 70,000.

OR

Tower Supervisor positions responsible for supervising the operational activities of an airport control tower and for working in a control position of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 50,001 to 70,000.

## Level 5

Airport Controller positions responsible for facilitating the safe and expeditious movement of aircraft in the control zone of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 70,001 and over.

OR

Tower Supervisor positions responsible for supervising the operational activities of an airport control tower and for working in a control position of a tower with an annual Average Final Point Rating (AFPR) averaged over a consecutive three-year period of 70,001 and over.

Table 1

SUMMARY  
CLASSIFICATION LEVEL FOR  
AIRPORT CONTROL POSITIONS

LEVEL	AFPR AVERAGE (3 YEARS)	A CONTROLLER	B SPECIALIST/ SUPERVISOR
1	UP TO 13,000 AFPR	Airport Controller AI-OPR-1	Unit Operation Specialist AI-OPR-1
2	13,001 TO 30,000 AFPR	Airport Controller AI-OPR-2	Unit Operation Specialist AI-OPR-2
3	30,001 TO 50,000 AFPR	Airport Controller AI-OPR-3	Tower Supervisor AI-OPR-3
4	50,001 TO 70,000 AFPR	Airport Controller AI-OPR-4	Tower Supervisor AI-OPR-4
5	Over 70,000 AFPR	Airport Controller AI-OPR-5	Tower Supervisor AI-OPR-5

PART 13 - LEVEL DESCRIPTIONS - IFRLevel 4

Altitude Reservation Unit Controller positions responsible for reviewing, assessing, coordinating and approving altitude reservation requests.

OR

Terminal controller positions responsible for facilitating the safe and expeditious movement of aircraft under IFR and controlled VFR conditions in a terminal control airspace. This level applies to terminal control units with an annual total of IFR Flight Plans 100,000 or less averaged over a consecutive three-year period.

OR

Altitude Reservation Unit Supervisor positions responsible for supervising the activities of the unit on a shift and performing the functions of the ARU controllers as required.

OR

Terminal Control Unit Supervisor positions responsible for supervising the operational activities and working at a control position of a Terminal Control Unit with an annual total of IFR Flight Plans of 100,000 **or less** averaged over a consecutive three-year period.

Level 5

Area Controller positions responsible for facilitating the safe and expeditious movement of aircraft under IFR and controlled VFR conditions in all sectors within a specialty area.

OR

Data Systems Coordinator positions responsible for operational certification and the security of ATS automated systems and equipment in use at control positions in an Area Control Centre.

OR

Terminal Controller positions responsible for facilitating the safe and expeditious movement of aircraft under IFR and controlled VFR conditions in a terminal control airspace. This level applies to terminal control units with an annual total of IFR Flight Plans over 100,000 averaged over a consecutive three-year period.

OR

Area Control Supervisor positions responsible for supervising the operational activities and working at a control position of a specialty area within an Area Control Centre.

OR

Terminal Control Unit Supervisor positions responsible for supervising the operational activities and working at a control position of a Terminal Control Unit with an annual total of IFR Flight Plans over 100,000 averaged over a consecutive three-year period.

OR

Flow Controller positions, located in an Area Control Centre or in a central Flow Control Unit responsible for facilitating the safe and expeditious flow of aircraft under IFR and controlled VFR conditions, within a delegated airspace area.

Table 2

SUMMARY  
CLASSIFICATION LEVEL FOR IFR POSITIONS

LEVEL	WORKS IN	A CONTROL ACTIVITIES	8 SUPERVISION
4	ARU	ARU Controller AI-OPR-4	ARU Supervisor AI-OPR-4
	TCU UP TO 100,000	TCU Controller AI-OPR-4	TCU Supervisor AI-OPR-4
5	ACC	ACC Controller AI-OPR-5	ACC Supervisor AI-OPR-5
		ACC Flow Controller AI-OPR-5	
		ACC Data System Coordinator AI-OPR-5	
	CFCU	CFCU Flow Controller AI-OPR-5	
	TCU OVER 100,000	TCU Controller AI-OPR-5	TCU Supervisor AI-OPR-5

RATING PLAN - SUPERVISION  
OPERATIONAL SUB-GROUP

This rating plan measures the continuing responsibility of the position for the work and guidance of other employees as indicated by the nature of the supervisory responsibility.

Definitions

• Nature of supervisory responsibility " refers to the extent to which supervisory positions have such continuing responsibilities as controlling the quantity and quality of work, assigning work, allocating staff, evaluating staff performance, and training and disciplining staff.

• Staff<sup>11</sup> refers to the individuals for whom the position exercises line supervisory responsibility directly or through subordinate supervisors.

Notes to raters

1. Supervision performed during absences of the supervisor, such as on annual leave or sick leave, is not to be rated.
2. The following activities are not to be considered as supervision:
  - monitoring the progress or activities of consultants;
  - administering contracts and/or persons under contract.
3. To assign a position to either level A or B, the characteristics of each level must first be considered. To determine what level is most appropriate, the position must perform most of the activities described by the level description.

RATING PLAN - SUPERVISION  
OPERATIONAL SUB-GROUP

Nature of Supervisory Responsibility

- A. Takes the lead as a working member of a group; reviews work and maintains discipline on a continuing basis; informs employee(s) of strengths and weaknesses.
  
- B. Organizes and controls the work of staff on a continuing basis as a supervisor or team leader. Instructs employee(s) in work methods, procedures and techniques and in solution of problems. Ensures compliance with work standards and procedures. Evaluates work performance. Identifies training requirements.

NON-OPERATIONAL SUS-GROUPIntroduction

The classification standard for the Air Traffic Services non-operational sub-group is a point-rating plan consisting of an introduction, definition of the sub-group, rating scales and bench-mark position descriptions.

Point-rating is an analytical, quantitative method of determining the relative values of jobs. Point-rating plans define characteristics or factors common to the jobs being evaluated, define degrees of each factor and allocate point values to each degree. The total value determined for each job is the sum of the point values assigned by the raters.

ALL methods of job evaluation require the exercise of judgment and the orderly collection and analysis of information in order that consistent judgments can be made. The point-rating method facilitates rational discussion and resolution of differences in determining the relative values of jobs.

Factors

The combined factors may not describe all aspects of jobs. They deal only with those characteristics that can be defined and distinguished and that are useful in determining the relative worth of jobs.

Three factors are used in this plan, one of which has more than one dimension and has been defined in terms of two related elements.

Factor Weighting and Point Distribution

The weighting of each factor reflects its relative importance. Similarly, points are distributed to the factors or elements in an arithmetical progression.

Rating scales - non-operational sub-group

In the rating plan the following factors, factor weights and point values are used.

Factors	Factor Weights	Minimum	Maximum
Knowledge	45%	90	450
Decisions and Recommendations	40%	80	400
Scope Impact			
Contacts	15%	50	150
			1000

Bench-mark Positions

Bench-mark position descriptions are used to exemplify degrees of factors. Each description consists of a list of the principal duties and specifications describing the degree of each factor against which the position is rated. The bench-mark positions have been evaluated and the degree and point values assigned for each factor are shown in the specifications.

The rating scales identify the bench-mark position descriptions that exemplify each degree. These descriptions are an integral part of the point-rating plan and are used to ensure consistency in applying the rating scales.

Use of the Standard

There are six steps in the application of this classification standard.

1. The position description is studied to ensure understanding of the position as a whole. The relation of position being rated to positions above and below it in the organization is also studied.
2. Allocation of the position to the category, group and sub- group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. Tentative degrees of each factor in the position being rated are determined by comparison with degree definitions in the rating scales. Uniform application of degree definitions requires frequent reference to the description of factors and the notes to raters.
4. The description of the factor in each of the bench-mark positions exemplifying the degree tentatively established is compared with the description of the factor in the position being rated. Comparisons are also made with descriptions of the factor in bench-mark positions for the degrees above and below the one tentatively established.
5. The point values for all factors are added to determine the tentative total point rating.
6. The position being rated is compared as a whole with positions to which similar total point values have been assigned, as a check on the validity of the total rating.

Determination of Levels

The ultimate objective of job evaluation is the determination of the relative values of jobs in each occupational group. Jobs that fall within a designated range of point values will be regarded as being of equal difficulty and will be assigned to the same level.

## Level and Level Boundaries

1	For training purposes only
2	220-270
3	271-345
4	346-450
5	451-600
6	601-750
7	751-900
8	901-1000

NON-OPERATIONAL SUB-GROUPDefinition

This sub-group consists of positions where there is normally no requirement to work in a control position or to have a direct input into control activities.

Inclusions

Positions included in this sub-group are those in which one or more of the following activities are of primary importance.

1. The management of activities related to the provision of Air Traffic Services.
2. The planning, development and evaluation of ATS systems, equipment, procedures, standards and separation minima or the maintenance of civil and military liaison related to air traffic control, as well as the supervision of these activities.
3. The planning, development, conduct or supervision of technical training for the provision of air traffic control service.

Exclusions

Positions having the primary responsibility for control activities or having a direct input into control activities performed in a Control Tower, a Terminal Control Unit (TCU), an Area Control Centre (ACC) or in an Altitude Reservation Unit (ARU).

Notes to Raters

1. It is intended that Tower/TCU Chief positions be classified at one Level higher than the operational working-level Controller positions. In this connection, an appropriate point-rating is to be assigned to the positions by applying the factors of this sub-group.
2. First apply the point-rating plan for positions in the non-operational sub-group. The Rating Plan - Supervision is then to be applied to positions having continuing responsibility for the work and guidance of other employees as defined in the plan. Please refer to pages 23 and 24 for the Rating Plan - Supervision.
3. When considering supervisory and subordinate positions, identical ratings under the Knowledge Factor may be warranted in certain instances. However, identical ratings are not to be assigned under Decisions and Recommendations.

KNOWLEDGE FACTOR

This factor measures position requirements in terms of the experience and knowledge required to perform the duties.

Definition

" Knowledge ": this is a comprehensive term which includes but is not restricted to the following:

- a) Knowledge and understanding of policies, directives and technological developments applicable to air traffic control services; of air traffic rules, standards and procedures of Canada, the International Civil Aviation Organization and foreign countries; of air regulations and air navigation orders pertaining to the movement and control of air traffic.
- b) Knowledge and understanding of the operational characteristics of the Canadian Air Traffic Control System; of the aviation industry; of trends and developments in the field of aviation; of managerial and administrative principles and practices, contract administration and pedagogical techniques.
- c) The experience necessary to develop rules, policies, systems, procedures and standards relative to air traffic control services.

Notes to Raters

1. All positions in the sub-group require the knowledge and experience necessary to qualify for an Air Traffic Control License. Consequently, this basic knowledge is common to all positions and does not serve to distinguish between levels in the group.
2. Knowledge and experience may be gained through a combination of study, on-the-job training, formal instruction and experience in related and progressively more responsible positions.
3. The rating scale consists of a single element divided into seven degrees. When evaluating a position, raters should consider the total knowledge and experience requirements of the position being evaluated, and select one of the seven degrees through comparison with the duties and specifications described in the bench-mark position descriptions.

RATING SCALE - KNOWLEDGE

Degree	Points	Bench-mark
1	90	1. Manager, Control Tower
2	150	
3	210	2. Manager, Control Tower
4	270	3. Regional Training Instructor 4. Regional Specialist, Tower operations
5	330	5. Procedures Specialist 6. Manager, ATC Operational Requirements 7. Regional Superintendent, Tower Operations 8. Manager, Area Control Centre Operations
6	390	9. Superintendent, Rules and Procedures 10. General Manager, Area Control Centre
7	450	11. Chief, Airspace and Procedures

DECISIONS AND RECOMMENDATIONS FACTOR.

This factor measures position requirements in terms of the scope for decision-making and the impact of such decisions.

Definitions

"Decision Making" includes responsibility for:

- a) decisions on courses of action within delegated authority;
- b) recommending courses of action to supervisors or to officials in organizations subject to applicable regulations, in the capacity of effective recommending authority;
- c) shared decision making where there is a requirement to participate effectively in a joint decision making process.

"Scope" refers to the judgment and initiative required to identify and resolve problems; to the degree of freedom that exists for independent action or to make decisions and recommendations within formally delegated authority; and the availability of direction and guidelines.

"Impact" refers to the effect of the work performed on the service provided and consequently on the user of the service and the nature and extent of the resources committed.

"Program" refers to a general plan for action including resources designed to achieve a government objective, policy, or legislative intent.

"Project" refers to specific plans of action which are developed and implemented to achieve the objectives of a segment of a program.

Notes to Raters

1. In evaluating positions under the Scope for Initiative and Judgment element, raters are to consider various guidelines.
2. In order to develop, evaluate or implement procedures and programs as defined in degrees A and C, and national policies, standards and criteria as defined in degree D, there is a requirement to research, study and review material in the national and international air traffic control systems and to attend meetings and seminars and to participate in projects. The significance of this requirement increases in accordance with increasing scope for the exercise of initiative and judgment in performing the assigned work.
3. The air traffic control system is designed to ensure a safe, orderly and expeditious flow of air traffic. The impact of action taken on the safety of air traffic does not serve to differentiate between positions and is not to be considered.
4. The four degrees of Impact of Action element are illustrated by the bench-mark position descriptions. The following characteristics of the work are to be considered in determining a tentative degree for this element.
  - a) The effect of action taken on the quality and cost of the service provided taking into account the users served and the nature of the activity supported.
  - b) The effect of an error in judgment on government resources, on the achievement of objectives or on the resources of the aviation industry.
  - c) The extent to which the position has the effective recommending authority, which is related to the level of the position in the organization.

rating; SCALE - DECISIONS AND RECOMMENDATIONS

## SCOPE FOR DECISION MAKING

IMPACT OF DECISIONS	SCOPE FOR DECISION MAKING			
	A	B	C	D
1	80 1. Manager, Control Tower	133 Performs work according to general instructions and develops new ATS systems, procedures, equipment or recommends changes and evaluates system effectiveness.	186 Performs work according to general plans to meet objectives established for a program, implements and controls projects and systems.	293 Performs work according to broadly defined objectives; under the general direction of a manager at the EX level; plans and develops or evaluates national policies, standards and criteria applicable to air traffic services.
2	134 2. Manager, Control Tower 3. Regional Training Instructor	187 4. Regional Specialist, Tower Operations	240	293
3	188	241 5. Procedures Specialist 6. Manager, ATC Operational Requirements	294 7. Regional Superintendent, Tower Operations 8. Manager, Area Control Centre Operations	347
4		295	348 9. Superintendent, Rules and Procedures 10. General Manager, Area Control Centre	400 11. Chief, Airspace and Procedures

CONTACTS FACTOR

This factor measures the difficulty and importance of contacts which occur as a requirement of

the work. Note to Raters

Only those contacts necessary in the performance of the duties may be rated. Contacts between subordinates and supervisors must not be rated.

RATING SCALE - CONTACTS FACTOR

Nature of Contact	Degree/Points		Bench-mark
<p>To resolve complaints and to explain administrative and technical policies, standards and procedures. To resolve problems and obtain agreement with authority to seek common ground on which to base solutions.</p>	1	50	<ol style="list-style-type: none"> <li>1. Manager, Control Tower</li> <li>2. Manager, Control Tower</li> <li>3. Regional Training Instructor</li> <li>4. Regional Specialist, Tower Operations</li> <li>5. Procedures Specialist</li> </ol>
<p>To negotiate agreements, resolve technical or administrative matters and to arrange for changes in service or the provision of new services within the framework of established programs, policies and guidelines.</p>	2	100	<ol style="list-style-type: none"> <li>6. Manager, ATC Operational Requirements</li> <li>7. Regional Superintendent, Tower Operations</li> <li>8. Manager, Area Control Centre Operations</li> <li>9. Superintendent, Rules and Procedures</li> </ol>
<p>To negotiate agreements, resolve technical or administrative matters and to arrange for changes in service or the provision of new services with authority to commit resources and change regional or national policies, programs and guidelines.</p>	3	150	<ol style="list-style-type: none"> <li>10. General Manager, Area Control Centre</li> <li>11. Chief, Airspace and Procedures</li> </ol>

RATING PLAN- SUPERVISION  
NON-OPERATIONAL SUB-GROUP

This rating plan measures the continuing responsibility of the position for the work and guidance of other employees as indicated by the nature of the supervisory responsibility.

Definitions

"Nature of supervisory responsibility" refers to the extent to which supervisory positions have such continuing responsibilities as controlling the quantity and quality of work, assigning work, allocating staff, evaluating staff performance, and training and disciplining staff.

"Staff" refers to the individuals for whom the position exercises line supervisory responsibility directly or through subordinate supervisors.

Notes to Raters

1. Supervision performed during absences of the supervisor, such as on annual Leave or sick leave, is not to be rated.
2. The following activities are not to be considered as supervision:
  - monitoring the progress or activities of consultants;
  - administering contracts and/or persons under contract.

However, points for the above may be awarded as appropriate under the Knowledge and/or Decisions and Recommendations factors.

3. To assign a position to one of the Levels A to D, the characteristics of each level must first be considered. To determine what level is most appropriate, the position must perform most of the activities described by the Level description.
4. The responsibility for staff on formal courses is to be rated under Level A.

RATING PLAN – SUPERVISION  
NON-OPERATIONAL SUB-GROUP

Nature of Supervisory Responsibility	Bench-Mark
A. Takes the lead as a working member of a group; reviews work and maintains discipline on a continuing basis; informs employee(s) of strengths and weaknesses.	3. Regional Training Instructor
B. Organizes and controls the work of a staff on a continuing basis as a supervisor or team leader. Instructs employee(s) in work methods, procedures and techniques and in solution of problems. Ensures compliance with work standards and procedures. Evaluates work performance. Identifies training requirements.	1. Manager, Control Tower 6. Manager, ATC Operational Requirements
C. Through subordinate supervisors and team leaders, plans, organizes and controls the work on a continuing basis. Establishes objectives and priorities. Determines short and long term human resource requirements. Identifies development requirements and develops training plans.	2. Manager, Control Tower 7. Regional Superintendent, Tower Operations 9. Superintendent, Rules and Procedures
D. Manages, coordinates and evaluates the utilization of human resources through subordinate supervisors within a major organizational area; sets goals and objectives; reviews and approves work plans; determines the resource requirements; reviews and approves training programs; authorizes changes to performance standards; recommends changes in the organization.	8. Manager, Area Control Centre Operations 10. General Manager, Area Control Centre 11. Chief, Airspace and Procedures

BENCH-MARK POSITION DESCRIPTION INDEX

BM#	Descriptive Title,	Knowledge	Decisions & Recommendations	Contacts	Total	Level
1.	Manager, Control Tower	1/90	A1/80	1/50	220	AI -NOP-2
2.	Manager, Control Tower	3/210	A2/134	1/50	394	AI -NOP-4
3.	Regional Training Instructor	4/270	A2/134	1/50	454	AI -NOP-5
4.	Regional Specialist, Tower Operations	4/270	82/187	1/50	507	AI -NOP-5
5.	Procedures Specialist	5/330	83/241	1/50	621	AI -NOP-6
6.	Manager, ATC Operational Requirements	5/330	83/241	2/100	671	AI -NOP-6
7.	Regional Superintendent, Tower Operations	5/330	C3/294	2/100	724	AI -NOP-6
8.	Manager, Area Control Centre Operations	5/330	C3/294	2/100	724	AI -NOP-6
9.	Superintendent, Rules and Procedures	6/390	C4/348	2/100	838	AI -NOP-7
10.	General Manager, Area Control Centre	6/390	C4/348	3/150	888	AI -NOP-7
11.	Chief, Airspace and Procedures	7/450	D4/400	3/150	1000	AI -NOP-B

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: AI-NOP-2

Descriptive Title: Manager, Control Tower

Point Rating: 220

Reports To: Regional Superintendent, Tower Operations

Plans, organizes, directs and controls the Air Traffic Control Services provided by a control tower comprised of 11 employees and having up to 13,000 AFPR averaged over 3 years. Determines workload and responsibility between control positions to optimize utilization of staff. Authorizes familiarization flights and ensures adequacy of the unit qualification training program. Ensures currency and validity of controller licenses and that current unit and Branch directives, manuals and charts are provided to control staff. Develops and supervises appropriate local emergency procedures. Prepares and administers the annual work plan and unit budget. Investigates complaints, infractions, incidents and accidents and ensures appropriate action is taken in accordance with Branch policy and directives.

Develops local Air Traffic control procedures as required to meet local conditions. Assesses requirements for new or revised services and directs implementation as required. Resolves complaints with aircraft operators and obtains their suggestions.

Co-ordinates Air Traffic Services operations with other local Branches, services and agencies. Develops inter-unit agreements.

Plans new or improved services and recommends solutions to current or foreseen future problems to regional management.

Responds to grievances at first level. Administers or recommends disciplinary action as appropriate. Participates in employee selection.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

1/90

The work requires a knowledge of Air Traffic Control Services at an airport with up to 13,000 AFPR averaged over 3 years reflecting an operational workload which is a combination of dynamic and static factors. The work requires a knowledge of Air Regulations, ANO's, Air Traffic Control MANOPS, Directives, Rules and Procedures. Requires knowledge of Transport and Branch financial and budget procedures. Knowledge is also required of regional management and administrative policies, standards, practices, directives, the collective agreement and grievance and disciplinary procedures.

Experience is required in developing local air traffic control procedures.

## Decisions and Recommendations

AI/80

The work requires initiative and judgment in planning, organizing and directing the Air Traffic Services operation in the control tower.

Decisions are based on Department, Branch and Regional policies, standards and directives. Initiative and judgment are required in interpreting and applying these directives to current and future needs of the Air Traffic control system to maintain an efficient and effective service. Recommendations relate to the introduction of new or improved control tower services, procedures and equipment or revisions to Manuals of Operations and Directives.

Recommendations impact directly on the working environment and a low volume and complexity of Air Traffic Services indicated by an AFPR of up to 13,000 in the control tower and affect the quality of service being provided, management of the unit, workload of controllers and the cost of services to the Department and systems users.

Air Traffic Control

1.2

SPECIFICATIONS

Degree/  
Points

Contacts

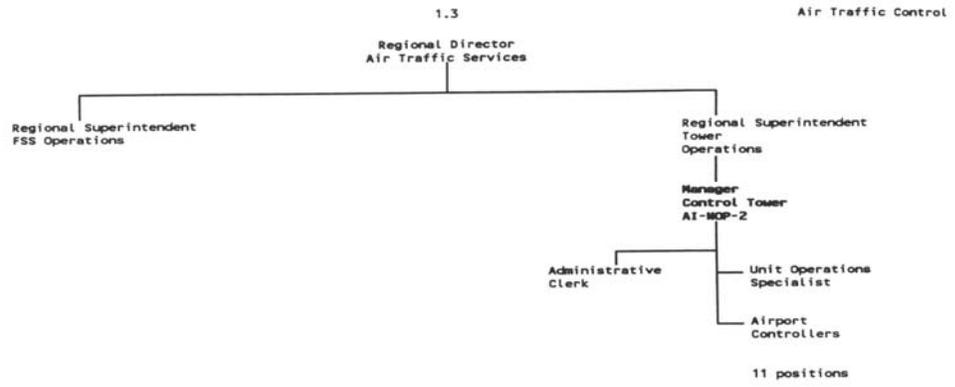
1/50

The work involves contacts with aircraft operators to resolve complaints associated with the services provided. The work also involves contacts with other Branch representatives, airport officials and local industry agencies to explain new or revised procedures and to discuss and resolve complaints. The work also involves contacts with Personnel and Finance to discuss administrative problems and procedures.

Supervisory Rating

Level B

The work involves planning, organizing and managing the work performed by a staff in the control tower. These duties include evaluating work performance of subordinates, assigning shift schedules, maintaining attendance, supervising the leave program and handling grievances and disciplinary actions.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: AI-NOP-4

Descriptive Title: Manager, Control Tower

Point Rating: 394

Reports TO: Regional Superintendent. Control Tower Operations

Plans, organizes, directs and controls Air Traffic Control Services provided by a control tower comprised of 27 employees and having an AFPR of between 30,001 and 50,000 averaged over 3 years. Determines workload and responsibility between control positions to optimize utilization of staff. Authorizes familiarization flights and ensures adequacy of the unit qualification training program. Ensures currency and validity of controller licenses and that current unit and Branch directives, manuals and charts are provided to control staff. Develops and supervises appropriate local emergency procedures. Prepares and administers the annual work plan and unit budget. Investigates complaints, infractions, incidents and accidents and ensures appropriate action is taken in accordance with Branch policy and directives.

Develops local air traffic control procedures as required to meet local conditions. Assesses requirements for new or revised services and directs implementation as required. Resolves complaints with aircraft operators and obtains their suggestions.

Co-ordinates Air Traffic Services operations with other local Branches, services and agencies. Develops inter-unit agreements.

Plans new or improved services and recommends solutions to current or foreseen future problems to regional management.

Responds to grievances at the first Level. Administers or recommends disciplinary action as appropriate. Participates in employee selection.

## SPECIFICATIONS

Degree  
/  
Points

## Knowledge

3/210

The work requires a knowledge of Air Traffic Control Services at an airport with an AFPR between 30,001 and 50,000 averaged over 3 years reflecting an operational workload which is a combination of dynamic and static factors. The work requires a knowledge of Air Regulations, ANO's, Air Traffic Control Manuals of Operations, Directives and Rules and Procedures pertaining to Air Traffic Services. Requires a knowledge of Transport and Branch financial and budget procedures. Knowledge is also required of regional management and administrative policies and practices, standards, practices, directives, the collective agreement and grievance and disciplinary procedures.

Experience is required in developing local air traffic control procedures.

## Decisions and Recommendations

A2/134

The work requires initiative and judgment in planning, organizing and directing the Air Traffic Services operation in the control tower.

Decisions are based on Department, Branch and Regional policies, standards and directives. Initiative and judgment are required in interpreting and applying these directives to current and future needs of the Air Traffic control system to maintain an efficient and effective service.

Recommendations relate to the introduction of new or improved control tower services, procedures and equipment or revisions to Manuals of Operations and Directives.

Recommendations impact directly on the working environment and a medium volume and complexity of Air Traffic Services indicated by an AFPR of between 30,001 and 50,000 in the control tower and affect the quality of service being provided, management of the unit, workload of controllers and the cost of services to the Department and systems users.

Air Traffic Control

2.2

SPECIFICATIONS

Degree/  
Points

Contacts

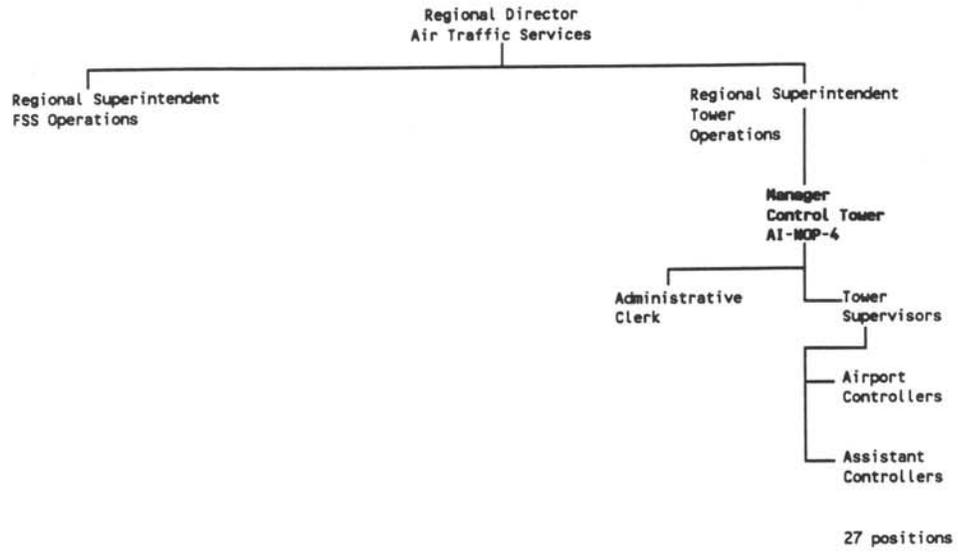
1/50

The work involves contacts with aircraft operators to resolve complaints associated with the services provided. The work also involves contacts with other Branch representatives, airport officials and local industry agencies to explain new or revised procedures and to discuss and resolve complaints. The work also involves contacts with Personnel and Finance to discuss administrative problems and procedures.

Supervisory Rating

Level C

The work involves planning, organizing and controlling work through subordinate supervisors. This includes establishing objectives, determining resource requirements and developing training plans.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: AI-NOP

Descriptive Title: Regional Training Instructor

Point Rating: 45

Reports To: Regional Training Supervisor

Develops, revises and conducts IFR direct entry qualification, IFR conversion, IFR and VFR controller annual refresher, automation, new equipment, VFR tower complex, VFR and IFR accelerated training, remedial training and various other technical and Air Traffic Services related developmental courses to IFR and VFR Air Traffic controllers and Air Traffic Services employees. Researches, selects and develops course content based on ATS Branch training policy, directives and guidelines. Develops lesson directives, lesson plans and course schedules for all operational and technical training. Develops simulator exercises and instructs in both classroom and simulator environments. Reviews critiques and amends lessons to improve content or methods of presentation.

Develops and conducts tests, evaluations and examinations. Provides counseling and advice to students and recommends retention or release of students. Completes forms and reports related to student progress.

Observes and examines the work of air traffic controllers in order to maintain operational currency including trends and technological developments in Air Traffic Services and Aviation.

Provides technical guidance to units in the development of unit training programs. Ensures currency of course material and reference manuals and amends manuals, lessons plans and training documents where required.

Develops handouts, visual aids and other teaching material related to course

presentation. Plans, directs and controls the work of all students in attendance

at courses.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

4/270

The work requires a knowledge of regulations, directives, rules and procedures and equipment characteristics applicable to both IFR and VFR Air Traffic Services operations, aircraft performance, Air Traffic control rules and procedures and general aviation matters. Also required is knowledge of trends and technological developments in Air Traffic Services and Aviation equipment. The work requires knowledge of current pedagogical theory and skills teaching techniques. Experience is required in maintaining good relations with other Branches and the Aviation industry. Experience is also required in interviewing and instructional techniques.

## Decisions and Recommendations

A2/134

The work requires initiative and judgment in planning, organizing and developing course content and in conducting courses in accordance with applied teaching methods. Decisions are based upon Air Navigation Systems and ATS Branch policy directives and guidelines. Judgment and initiative are required to relate these directives to current and future training needs of the ATS system.

Recommendations are made on such matters as space and equipment requirements, instructional methods and techniques and improvements to operational standards and procedures. Decisions and recommendations affect the quality of Air Traffic Services and the assignment, promotion and future careers of Air Traffic Services personnel.

## Contacts

1/50

Contacts are made with employees within the Branch, other Departments and other agencies and organizations to give and obtain information, to explain operational and training standards and procedures, to resolve differences in interpretations of such standards and to resolve or clarify content of courses.

Air Traffic Control

3.2

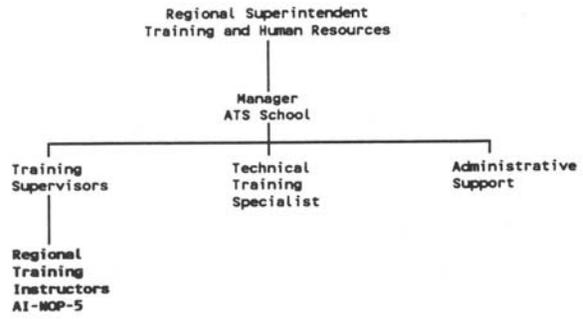
SPECIFICATIONS

Degree/  
Points

Supervisory Rating

Level A

The work requires monitoring and reviewing course work of students and maintaining classroom and simulator discipline. The work requires informing employees and students of strengths and weaknesses and ensuring corrective action where necessary.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level: AI-NOP-5

Descriptive Title: Regional Specialist, Tower Operations

Point Rating: 507

Reports to: Regional Superintendent, Tower Operations

Ensures that operations in all Regional Air Traffic Control Towers are carried out in accordance with approved rules, procedures, standards, policies and criteria and that services provided to the aviation industry are maintained at a high level; assesses operational, procedural, training and equipment requirements; alerts appropriate personnel to system deficiencies; formulates and recommends corrective action; develops rules, policies, procedures, and standards with IFR/VFR management such as IFR departure procedures.

Acts as Transport Canada's ministerial representative at Transportation Safety Board investigations as required to protect Transport Canada's vested interests; provides assistance to Department of Justice Counsel including preparation of Legal briefs, appearing as witnesses at Coroner's inquests.

Provides documentation on ATC operational activities and liaises with other directorates and aviation groups; prepares reports regarding all aspects of ATS Operations, such as operating irregularities.

Undertakes activities relating to the training and staffing of tower units; participates in the selection of ATC personnel through the recruitment process; develops plans to address training and staffing needs.

Initiates actions relating to planning and coordinating the maintenance and replacement of control towers and associated ATC equipment; prepares recommendations regarding operational acceptability of proposed equipment; prepares necessary program approval documentation and ensures operational integration of new or modified equipment and buildings.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

4/270

The work requires knowledge of rules, policies, standards, procedures, practices, equipment and training related to Air Traffic services. Also required is knowledge of administrative procedures, staffing, collective agreements and disciplinary procedures. In addition, knowledge is required of all aspects of the operations of air traffic control towers. Experience is required in developing rules, policies, procedures and standards.

## Decisions and Recommendations

B2/187

Decisions are based on Branch and regional policies and standards. Judgment is exercised in developing rules, policies, procedures and standards with IFR/VFR management such as IFR departure procedures. Judgment is also required when acting as Transport Canada's ministerial representative at the Transportation Safety Board.

The work has impact on the effective and efficient operation of all regional Air Traffic Control Towers and on the provision of a high level of service to the aviation industry.

## Contacts

1/50

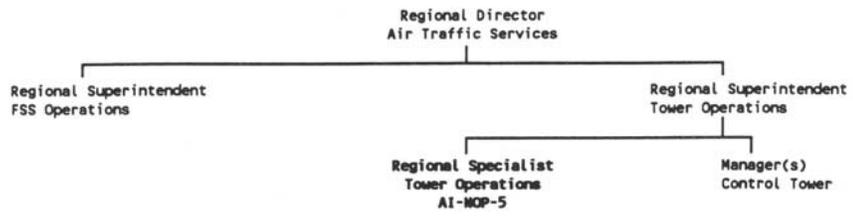
The work involves contacts with other Branch representatives, airport officials and local agencies to discuss and resolve complaints. The work also involves contacts with personnel and finance to discuss administrative problems and procedures.

## Supervisory Rating

There is no continuing requirement for supervising other employees.

Air Traffic Control

4.2



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level: AI-NOP-6

Descriptive Title: Procedures Specialist

Point Rating: 621

Reports to: Supervisor, Procedures Development

Evaluates, plans, develops and revises ATC rules and procedures for national application to maintain an effective and efficient Air Traffic Services system. Evaluates the effectiveness of current and proposed rules and procedures through visits to field units, participation in simulation exercises, discussions with various specialists, study of unit evaluation reports and incidents reports. Analyzes, evaluates and processes recommendations from ATS Branch, other Departments, civil and military agencies, familiarization, fact finding board and accident reports to ensure the effectiveness of current or proposed rules and procedures. Participates in simulation exercise in order to evaluate new or proposed procedures. Discusses with specialists in Canadian Armed Forces, U.S. Federal Aviation Administration and Civil Aviation industry and organizations to determine the effect that changes in procedures would have on their operation and to evaluate their requests for changes to procedures. Evaluates requirements created by the introduction of new ground based or airborne equipment and develops concepts for resultant new or revised ATC rules and procedures. Develops and recommends proposed changes or additions to Air Regulations and Air Navigation orders relating to the control of air traffic.

Plans, organizes and develops Air Traffic control pilot procedures. Develops and presents educational programs on new or revised ATC pilot procedures to aviation industry organizations, senior representatives of air carriers, aircraft operators and pilots of every category.

Interprets and explains the application of ATS separation standards and procedures to members of other Branches, aviation organizations and foreign ATC representatives.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

5/330

The work requires knowledge of Air Regulations and Air Navigation Orders pertaining to the movement and control of Air Traffic, of ATC rules, Transport policies and standards relating to air traffic control.

Knowledge of the rules, standards and procedures of the Canadian Armed Forces, United States FAA and ICAO is also required. The work requires knowledge of trends and technological developments in Air Traffic Services nationally and internationally, as well as in the concepts and factors involved in the development of new separation minima and procedures for the control of Air Traffic.

Experience is required in identifying and evaluating air traffic control requirements and in developing rules and procedures and developing standards.

## Decisions and Recommendations

B3/241

The work requires initiative and judgment in planning, organizing and developing new or revised ATS rules and procedures.

Decisions are based upon civil aviation policy, directives and air traffic control Branch policy and directives. Initiative and judgment are required to interpret and apply these directives to current and future needs of the ATS system as they relate to effective and efficient air traffic control.

Recommendations relate to proposed solutions or changes to current ATS requirements or to the development of new rules and procedures to meet changing requirements as applied to the introduction of new ATS systems, new or revised Manuals of Operations and ATS directives.

Decisions and recommendations have impact on the development and application of air traffic control rules and procedures and hence on the efficiency and effectiveness of the air traffic control system.

Air Traffic Control

5.2

SPECIFICATIONS

Degree/  
Points

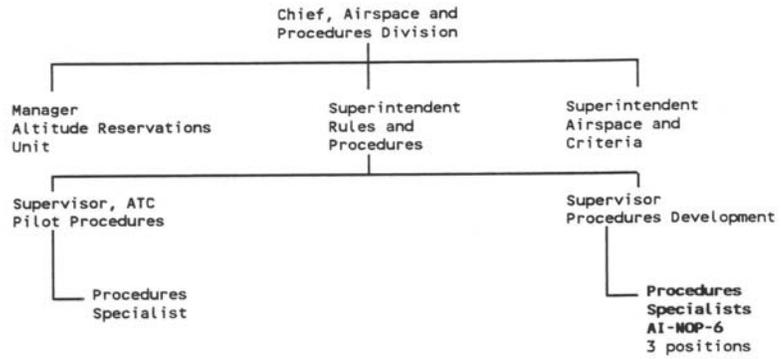
Contacts

1/50

Contacts include discussions with Branch and Department representatives, Canadian Armed Forces, United States FAA and industry organizations and representatives to co-ordinate proposed changes in rules and procedures, to determine the impact of proposed changes on the industry, to advise system users of proposed changes and to resolve related problem areas.

Supervisory Rating

There is no continuing requirement for supervising other employees.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level: AI-NOP-6

Descriptive Title: Manager, ATC Operational Requirements

Point Rating: 671

Reports To: General Manager, Area Control Centre

Plans, co-ordinates and analyses the operation of all automated systems and equipment within the Area Control Centre and associated towers. Plans, identifies, evaluates and directs studies and activities affecting the operational requirements, ergonomic factors, equipment and automated systems in the Area Control Centre and associated control towers. Determines the operational requirement for equipment and automated systems. Conducts systems analysis and directs, co-ordinates and schedules systems acceptance testing to ensure that each air traffic operational automated system delivered meets performance standards and ergonomic factors. Initiates studies of work processes related to the application of automation, explores alternatives and identifies the need for changes to systems and equipment. Co-ordinates and authorizes modifications to facilities equipment and automated systems. Develops and directs staff development and training programs. Prepares-Approval in Principle Documents, Program Approval Documents, annual work plans and cost centre budgets.

Plans, directs and controls the work of the data system coordinators, unit implementation specialist, equipment specialist and project teams responsible for operational certification and security of ATS automated systems and equipment in use at control positions in an area control centre and for planning the integration of new systems and equipment. Defines problems, establishes objectives and directs configuration of the automated systems to meet specific unit needs.

Develops and directs policies to ensure the security of the systems is maintained. Identifies and recommends changes to systems and equipment to meet evolving system requirements. Co-ordinates with Technical Services, systems engineering and industry specialists to maximize operational capability of equipment and automated systems.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

5/330

The work requires knowledge of Air Traffic Services rules and procedures pertaining to the movement and control of Air Traffic.

Knowledge of ATS systems and equipment is also required as well as knowledge of automated and computerized systems capabilities as they pertain to Air Traffic Services operations.

In addition, there is a need to maintain a knowledge of current computer software and hardware trends and technological advances and Transport and Branch financial and budget procedures.

A knowledge of ATS facilities equipment requirements and capabilities is required as well as the impact of ergonomic factors on the operational environment.

Experience is required in developing and authorizing modifications to facilities, equipment and automated systems as well as in the preparation of Approval in Principle Documents, Program Approval Documents, operational requirements documents, work plans and cost centre budgets.

## Decisions and Recommendations

B3/241

The work requires initiative and judgment in identifying, evaluating and planning the current and future equipment, automated systems and operational requirements within the area control centre and associated towers to maximize the efficiency and effectiveness of the Air Traffic Services system.

Decisions are based upon government and Air Traffic Services Branch policies and directives as they pertain to the Air Traffic Services operational environment.

Recommendations relate to the enhancement of present equipment and systems and to the introduction of new ATS systems and equipment.

Decisions and recommendations impact directly on the ATS operational environment and affect the quality of Air Traffic Services being provided. Decisions also impact directly on the overall cost of ATS operations as well as systems efficiency and related economics to systems users, air carrier operations, controller workload and human and equipment resource requirement.

Air Traffic Control

6.2

SPECIFICATIONS

Degree/  
Points

Contacts

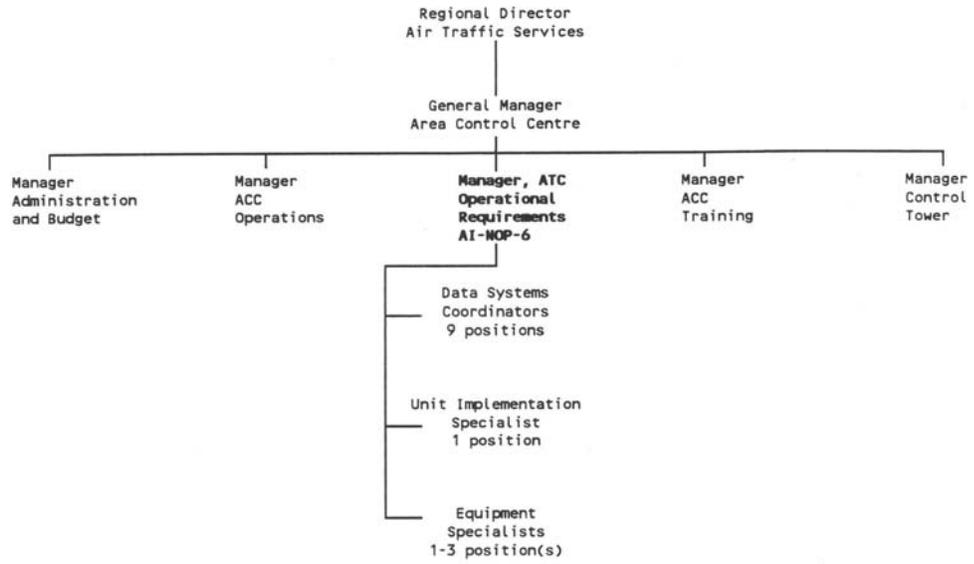
2/100

The work involves meetings with Branch and Department representatives and senior managers, senior representatives of air carriers and system users. Negotiates resolution of technical problem areas related to facilities, automated systems and equipment and to arrange for changes in facilities and equipment plans and guidelines.

Supervisory Rating

Level B

The work involves planning, organizing, directing and controlling activities of data systems coordinators as well as unit implementation specialists, equipment specialists and project teams within the Area Control Centre and associated control towers. The duties require establishing plans and objectives, evaluating work performance and developing training plans for subordinate staff.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level: AI-NOP-6

Descriptive Title: Regional Superintendent, Tower Operations

Point Rating: 724

Reports To: Regional Director, Air Traffic Services

Plans, organizes, directs and controls the operation of nine regional Airport Control Towers with a total person-year establishment of 100 employees in order to provide an effective and efficient Air Traffic Control Service. Directs the development of regional/local ATC systems and procedures, evaluates and develops unit operational requirements and equipment, manages training programs and plans and manages the familiarization flight program and human and financial resource requirements for regional control towers.

Plans and directs the development of regional ATC control tower operations, systems and procedures to meet current and future needs. Advises and recommends the increase or reduction of services and facilities as well as revisions to goals, policies and standards of the Branch and Aviation Group.

Administers national policies, standards and procedures, reviews, evaluates and recommends proposed changes.

Directs development of regional and site specific emergency procedures and contingency plans to deal with accidents, fires, storms, runway closures and communication losses.

Evaluates and directs the planning and installation of airport control towers facilities and equipment. Develops and maintains efficient and effective procedures for the continual operational evaluation of ATC equipment.

Directs and controls tower operations through subordinate tower managers and directs the activities of project teams. Plans and manages financial resources for the regional airport control operations.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

5/330

The work requires a knowledge of Air Regulations and Air Navigation Orders pertaining to the movement and control of air traffic. Also required is a thorough knowledge of ATS rules, Transport policies, standards and administrative procedures as they relate to Air Traffic Services.

Knowledge is also required of collective agreements, grievances and disciplinary procedures. In addition the work requires knowledge of governmental and Transport financial policies and procedures.

Also required is a knowledge of air traffic control rules, standards and procedures of the Canadian Armed Forces, United States Federal Aviation Administration and I.C.A.O. as related to control tower operations.

The work requires developing and maintaining knowledge of trends and technological advances in Air Traffic Services both nationally and internationally, of the concepts and factors involved in the development of new separation standards and procedures for Air Traffic control and of managerial and administrative techniques and practice.

Experience is required in identifying Air Traffic control operational requirements and equipment needs, developing regional ATC systems and procedures and setting standards.

## Decisions and Recommendations

C3/294

The work requires judgment in planning, organizing, directing and controlling the overall operations of Regional Air Traffic control towers.

Decisions are based on Air Navigation System and Air Traffic Services Branch policies and directives. Initiative and judgment are required to interpret and apply these directives to current and future needs of the ATS system to ensure an effective and efficient Air Traffic control system.

## SPECIFICATIONS

Degree/  
Points

Recommendations relate to advising and recommending increases or reductions of services, facilities and recommending revision to Department and Branch goals, policies and standards.

Recommendations also relate to the introduction of new ATC facilities, equipment and new or revised policies or directives.

Recommendations affect the operational environment and services of nine control towers and, therefore, affect the quality of Air Traffic Services being provided, the quality of management, the overall cost of human and financial resources to the Department and to system users.

## Contacts

2/100

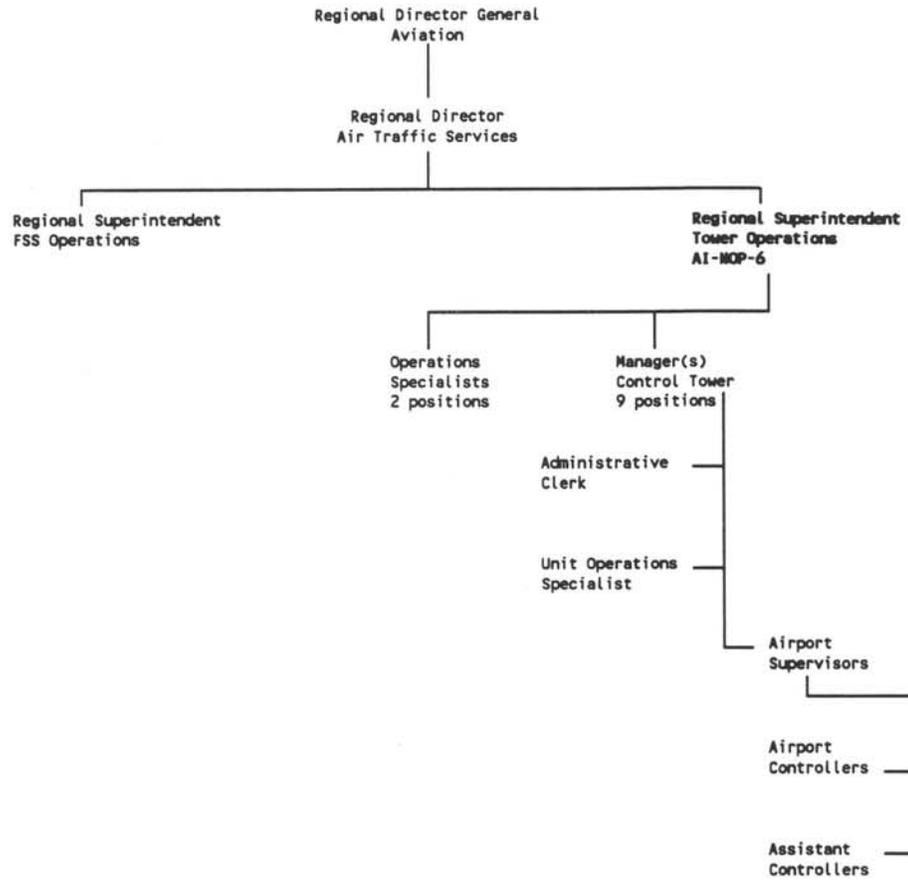
The work involves meetings with appropriate IFR management, Department and Branch officials and representatives, industry organizations, air carriers, pilots and owner operators to negotiate new or revised Air Traffic control operations and procedures and to resolve related problems.

The position's requirements relate to the negotiation of agreements between control towers and IFR units relative to such matters as procedures for handling traffic between units. There is also a requirement to negotiate airspace utilization with industry organizations and air carriers.

## Supervisory Rating

Level C

The work involves planning, organizing, directing and controlling the operation of regional Air Traffic control towers, tower managers and subordinate regional specialists. Duties include controlling projects, establishing objectives and resource requirements and developing staff training plans.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8

Level: AI-NOP-6

Descriptive Title: Manager, Area Control Centre Operations

Point Rating: 724

Reports To: General Manager, Area Control Centre

Plans, organizes, directs and controls the operation of an Area Control Centre with a total person-year establishment of 175 employees in order to provide an effective and efficient Air Traffic Control Service. Directs the development of procedures and practices for the flight information region. Evaluates and develops unit operational requirements. Initiates studies directed towards the continuing orderly development of the Area Control Centre and the service it provides.

Plans and directs the development of IFR/ATC operations and procedures to meet current and future needs. Advises and recommends the increase or reduction of services as well as goals, policies and standards of the Branch and Aviation Group.

Administers national policies, standards and procedures; reviews, evaluates and recommends proposed changes. Develops directives and instructions to ensure the maintenance of standards, procedures and operating practices.

Evaluates IFR operations and services. Determines the impact on the unit of anticipated changes in traffic volume and traffic flows. Ascertains the need for new or revised staff levels. Manages financial resources for the ACC.

SPECIFICATIONS

Degree/  
Points

Knowledge

5/330

The work requires a knowledge of Air Regulations and Air Navigation Orders pertaining to the movement and control of air traffic. Also required is a thorough knowledge of ATS rules, Transport policies, standards and administrative procedures as they relate to Air Traffic Services.

Knowledge is also required of collective agreements, grievances and disciplinary procedures. In addition the work requires knowledge of governmental and Transport financial policies and procedures.

Also required is a knowledge of air traffic control rules, standards and procedures of the Canadian Armed Forces, United States Federal Aviation Administration and I.C.A.O. as related to area control centre operations.

The work requires developing and maintaining knowledge of trends and technological advances in Air Traffic Services both nationally and internationally, of the concepts and factors involved in the development of new separation standards and procedures for air traffic control and of managerial and administrative techniques and practice.

Experience is required in identifying air traffic control operational requirements, developing area control centre procedures and setting standards.

Decisions and Recommendations

C3/294

The work requires judgment in planning, organizing, directing and controlling the overall operations of an Area Control Centre.

Decisions are based on Air Navigation System and Air Traffic Services Branch policies and directives. Initiative and judgment are required to interpret and apply these directives to current and future needs of the ATS system to ensure an effective and efficient air traffic control system.

Recommendations relate to advising and recommending increases or reductions of services, facilities and recommending revision to Department and Branch goals, policies and standards.

Recommendations also relate to the introduction of new or revised ATC policies or directives.

Air Traffic Control

8.2

SPECIFICATIONS

Degree/  
Points

Recommendations affect the operational environment and services of an Area Control Centre and, therefore, affect the quality of Air Traffic Services being provided, the quality of management, the overall cost of human and financial resources to the Department and to system users.

Contacts

2/100

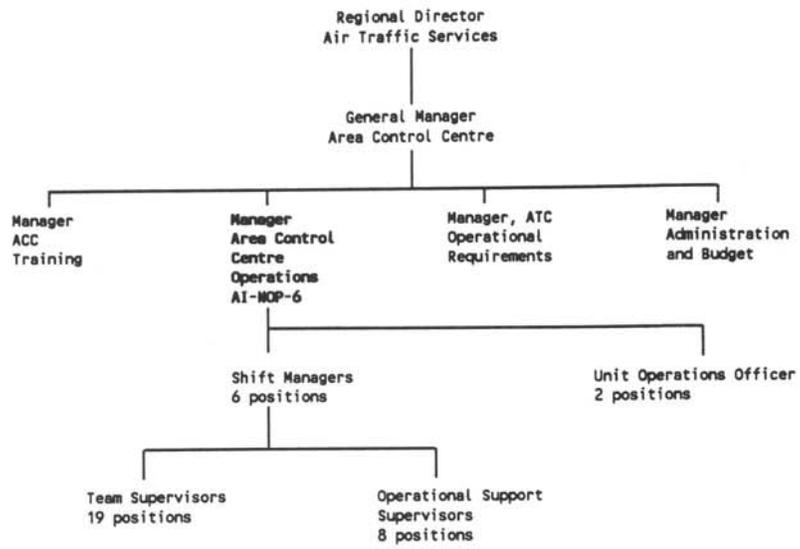
The work involves meetings with appropriate regional management, Department and Branch officials and representatives, industry organizations, air carriers, pilots and owner operators to negotiate new or revised air traffic control operations and procedures and to resolve related problems.

The position's requirements relate to the negotiation of agreements between the ACC and control tower units relative to such matters as procedures for handling traffic between units. There is also a requirement to negotiate airspace utilization with industry organizations and air carriers.

Supervisory Rating

Level D

The work involves planning, organizing and directing the work of an Area Control Centre with an establishment of 175 employees. Duties include setting goals and objectives; approving work plans and determining resource requirements for the ACC; and recommending changes in the organization.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 9

Level: AI-NOP-7

Descriptive Title: Superintendent, Rules and Procedures

Point Rating: 838

Reports To: Chief, Airspace and Procedures

Plans, organizes and directs the development of air traffic control rules, standards and procedures for current and future needs. Evaluates recommendations from regions, audits, incident and accident reports, superiors and subordinates and other Aviation Group Branches. Develops concepts for new or revised rules, standards and procedures for the control of IFR and VFR air traffic. Considers and evaluates changes proposed or already implemented by the Canadian Armed Forces, the U.S. Federal Aviation Administration, I.C.A.O. and the Civil Aviation Industry. Evaluates needs of national and international users. Evaluates the impact of new aircraft as well as new systems and equipment on rules, standards and procedures and plans, organizes and directs the development of changes. Determines the need for development of essential changes or new Air Regulations and Air Navigation Orders relating to the control of air traffic.

Plans, organizes and directs the development of air traffic control pilot procedures. Controls the establishment of a systematic education program of ATC pilot procedures for presentation to pilots of every category. Resolves problems related to ATC pilot procedures with civil aviation industry organizations and associations, senior representatives of air carriers, aircraft operators and pilots to coordinate the introduction of new systems and equipment.

Plans, organizes and directs the timely publication of ATC material. Ensures compatibility of publications with those of I.C.A.O. and U.S. Federal Aviation Administration. Produces new or revised manuals of training and equipment in collaboration with other ATS Divisions.

Plans, directs and controls the work of the Section through two subordinate supervisors. Establishes objectives and training plans. Develops terms of reference for projects.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

6/390

The work requires a knowledge of those portions of the Air Regulations and Air Navigation Orders, pertaining to the movement and control of air traffic; of ATS rules, of transport policies, standards and administrative procedures as they relate to Air Traffic Services. Also requires a knowledge of the rules, standards and procedures of the Canadian Armed Forces, U.S. Federal Aviation Administration and I.C.A.O. The work also requires developing and maintaining knowledge of trends and technological developments in Air Traffic Services both nationally and internationally; in the concepts and factors involved in the development of new separation minima and procedures for the control of air traffic; in managerial and administrative techniques and practices.

Experience is required in identifying and evaluating air traffic control needs, developing rules and procedures, and setting standards to satisfy air traffic control requirements.

## Decisions and Recommendations

C4/348

The work requires initiative and judgment in planning, organizing, directing and controlling the development of new or revised ATS rules and procedures.

Decisions are based upon Civil Aeronautics policy directives and the directives for Air Traffic Services. Judgment and initiative are required to interpret and apply those directives to current and future needs of the ATS system as they relate to effective and efficient air traffic control.

Recommendations relate to the introduction of new ATS systems, new or revised Manuals of Operations, and ATS directives.

Recommendations affect the quality of air traffic services being provided throughout Canada, the quality of management and the overall cost of ATS operations; the overall cost to Canadian and foreign users, both civil and military; the workload of controllers and the expenditures for human and equipment resources.

Air Traffic Control

9.2

SPECIFICATIONS

Degree  
Points

Contacts

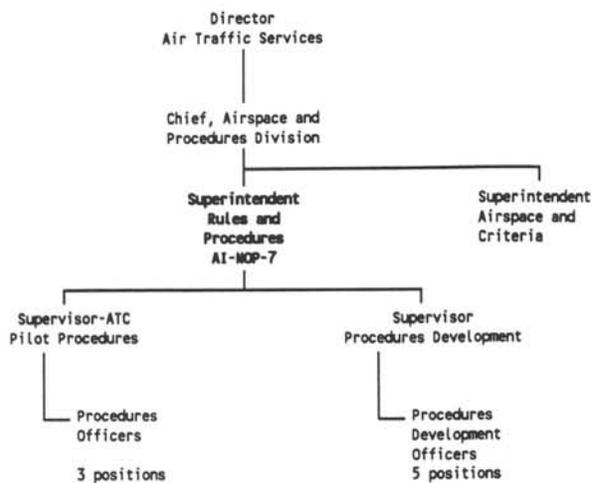
2/100

The work involves contacts with civil aviation industry organizations and associations, senior representatives of air carriers, aircraft operators and pilots to negotiate new or revised rules and procedures related to air traffic control and to resolve related problem areas.

Supervisory Rating

Level C

The work involves planning and organizing the work of the Rules and Procedures Section through two subordinate supervisors. The duties require controlling projects; establishing objectives and resource requirements for projects and developing training plans for subordinate staff.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 10

Level: AI-NOP-7

Descriptive Title: General Manager, Area Control Centre

Point Rating:  
888

Reports To: Regional Director, Air Traffic Services

Plans, organizes, directs and controls the work of the area control centre and associated terminal control unit and control towers with a staff of 225 employees. Provides guidance and direction to managers, supervisors, controllers, technical support and administrative support staff engaged in the provision of IFR and VFR control services under the jurisdiction of the region. Directs the performance, efficiency and effectiveness of these units. Manages all aspects of the units operations, operational requirements, training and human resources and administration and budgets. Identifies present and future requirements and establishes and authorizes actions, projects and planning activity required to maintain the continued operational efficiency and effectiveness of the units. Evaluates short and long term human resource requirements, participates in employee selection. Directs and controls the preparation of the annual work plan within resource allocation. Controls the expenditure of funds. Develops programs for the implementation of new or revised procedures including the clarification of Manuals of Operations and inter-unit agreements.

Directs the work of the units to ensure compliance with Department and Branch policies, standards and regulations. Develops directives and instructions in developing internal controls and mechanisms to monitor administration and operations and to ensure compliance with procedures, standards, collective agreements, and grievance procedures.

Evaluates the effectiveness through review of reports and forms, appraisals and personal interviews and discussions with employees and clients. Recommends changes to national air traffic service policies, standards, procedures and administrative practices.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

6/390

The work requires a comprehensive knowledge of the Canadian Air Traffic Control System. This includes a knowledge of the national Air Traffic Control systems, the role of ATS in relation to other Branches, and the role of ATS in the national and international aviation industry. Also required is a knowledge of the air traffic control systems of foreign nations and of trends and developments in the field of aviation.

The work requires a knowledge of financial management including planning, programming, budgeting and administration of an annual work plan and budget. Requires knowledge of Government and Branch management and administrative policies and practices, of collective agreements, grievance and disciplinary procedures. Experience is required in developing programs for the implementation of new or revised procedures and in directing a large staff.

## Decisions and Recommendations

C4/348

The work requires initiative and judgment in planning, organizing, evaluating, directing and controlling various aspects of the Air Traffic Services in the Flight Information Region. Initiative and judgment are required in making decisions such as noise abatement, runway closures, arrival and departure procedures which impact on the quality of life of certain demographic populations.

Recommendations relate to changes in national Air Traffic Services policies, standards, procedures and administrative practices and the requirement for short and long term human and financial resources.

Recommendations impact directly on various aspects of the Air Traffic Services in the flight information region in general and directly affect the quality of services, management and the cost to the Government and users in the provision of Air Traffic Services.

Air Traffic Control

10.2

SPECIFICATIONS

Degree/  
Points

Contacts

3/150

The work involves meetings with senior officials of air carriers, industry groups and organizations, officials of other Branches and associates in foreign ATC services, municipal officials and agencies to develop procedures for the provision of new services, agreements, future plans, and to co-ordinate use of airspace or procedural problems of mutual concern. For example, there are meetings with senior air traffic control officials of the United States to negotiate inter-unit agreements such as those respecting use of airspace and communications procedures.

Supervisory Rating

Level D

The work requires managing and coordinating human resources in a major organizational area. Duties require establishing policy and guidelines, controlling human and financial resources, controlling projects and project teams and approving training programs and work plans.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 11

Level: AI -NOP-8

Descriptive Title: Chief, Airspace and Procedures

Point Rating: 1000

Reports To: Director, Air Traffic Services

Plans, directs, controls and develops national policies and criteria applicable to airspace organization/utilization and spacing between aircraft to ensure the achievement of safe, orderly and expeditious movement of aircraft. Directs the development, review, maintenance and promulgation of rules, standards and procedures for the provision of air traffic services. Analyzes the air traffic control rules, procedures and processes of other countries and international organizations to ensure Canadian uniformity/compatibility. Plans, organizes and directs the development, maintenance and dissemination of aircraft separation criteria minima. Plans and implements programs covering the design and structure of controlled airspace. Directs the development of procedures for the use of ATS equipment based on approved airspace standards and operational requirements.

Negotiates with senior U.S. officials to achieve effective Canada/U.S.A. trans-border operational interface and guidelines respecting utilization of airspace. Leads Canadian delegations to international groups, particularly ICAO and develops the Canadian position on matters of ATS concern; negotiates agreements with officials of foreign governments respecting airspace management and utilization as well as international airspace procedures; coordinates liaison with military agencies using the air traffic control system.

Directs the work of 35 employees through three subordinate supervisors and manages a budget of several million. Provides functional guidance to the Regional Managers, Air Traffic Services, on matters related to airspace organization/utilization as well as rules, standards and procedures applicable to air traffic services.

## SPECIFICATIONS

Degree/  
Points

## Knowledge

7/450

The work requires a comprehensive knowledge of the Canadian Air Traffic Control System and of the Civil Aeronautics System in Canada. The work also requires knowledge of policies, regulations and directives applicable to air traffic. Knowledge is further required in the areas of: airspace design and utilization; aircraft operating characteristics; applicable equipment characteristics; ATS rules and procedures as well as administrative and financial regulations and procedures.

Experience is required in: planning and developing policies, criteria and rules applicable to a large, decentralized organization and negotiating agreements with officials of foreign governments and international organizations.

## Decisions and Recommendations

D4/400

The work requires initiative and judgment in planning and developing national policies and criteria applicable to airspace organization/utilization and spacing between aircraft. Judgment is also required in directing the development of rules, standards and procedures for the provision of air traffic services.

The development of policies, rules, standards and procedures has impact on the quality and cost of all phases of air traffic operations throughout Canada. The work also has impact on users of airspace over Canada, including the military as well as foreign users of Canadian airspace. In addition, decisions and recommendations affect airspace over the North Atlantic for which Canada has accepted responsibility.

## Contacts

3/150

The work involves negotiating agreements with officials of foreign governments. Such agreements relate to the development of guidelines and policies respecting the utilization of airspace and the development of rules and procedures for the provision of air traffic services. Meetings with U.S. officials are to negotiate effective Canada/U.S.A. trans-border operational interface respecting the provision of air traffic services.

Air Traffic Control

11.2

SPECIFICATIONS

Degree/  
Points

Supervisory Rating

Level D

The work involves planning and controlling the work of a staff of employees through two subordinate supervisors. Supervisory responsibilities include: developing goals and objectives, determining human resource requirements and developing training plans.

11.3

Air Traffic Control

