



CLASSIFICATION STANDARD

AIRCRAFT OPERATIONS

TECHNICAL CATEGORY

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INTRODUCTION

General

The Aircraft Operations Group is composed of positions in which piloting aircraft and/or the application of a comprehensive knowledge of aircraft operations and aviation facilities is primary to the determination of air navigation system operational requirements, the regulation of aeronautical activities, the investigation of aviation occurrences and ensuring a safe and efficient National Civil Air Transportation system. The group is divided into three sub-groups:

- a) Engineering Test Pilots
- b) Helicopter Pilots and Supervisors c)

Civil Aviation Inspection

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 Aircraft Operations forms part.

Evaluation

This standard also provides an evaluation plan for each of the three sub-groups. By this means the relativity of positions within each of the sub-groups can be determined. Positions in the Engineering Test Pilots and the Helicopter Pilots and supervisors sub-groups are evaluated on the basis of comparison with level descriptions, whereas Civil Aviation Inspection, 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Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993.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.

AIRCRAFT OPERATIONS - 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.

ENGINEERING TEST PILOTS SUB-GROUP

Definition

This Sub-Group consists of positions having the primary responsibility for the test flying and flight test management of fixed and rotary wing aircraft for the purpose of determining compliance with Airworthiness Standards.

Exclusions

Positions in which the duties include flying fixed wing aircraft for inspection or reasons other than test flying are excluded from this Sub-Group.

Notes to Raters

Positions are evaluated through comparison of the duties and responsibilities with the two level descriptions provided. Allocation is made to the level whose description most closely corresponds to the duties of the position being evaluated.

LEVEL DESCRIPTIONS

This Sub-group consists of two levels.

Level 1:

This level provides for positions required to test fly fixed wing or rotary wing aircraft often outside of the normal operating envelope, in the capacity of "pilot-flying" or "pilot-in-command" to determine compliance with airworthiness standards prior to Type Approval in Canada. There is responsibility for the safe and expeditious execution of aircraft test flying projects, policy and regulation formulation, and the resolution of non-compliance issues. With respect to the development of policy and regulations, this level will function in the capacity of "national resource specialist" and represent the Division or Branch at a national or international level. There is a requirement to operate without supervision and a continuing requirement to fly or test fly a variety of aircraft designs prior to certification of the design or modification in Canada.

Level 2:

This level provides for the most senior level of flight test management in the Department. There is responsibility for the planning and direction of Engineering Test Pilots and Flight Test Engineers; the safe and effective execution of the flight test operations necessary for the certification of all new aircraft types to be flown in Canada and of all modifications to aircraft; and the approval of aircraft performance and stability and control characteristics. This level has the delegated authority for Departmental approval of aircraft Flight Manuals. Advice and recommendations are provided to Director, Airworthiness, and other executive levels on all matters associated with aircraft flight characteristics and flight test. Responsibilities also include directing and participating in airworthiness policy and rule-making activity both nationally and internationally.

There is a requirement to fly or test fly a wide variety of aircraft.

HELICOPTER PILOTS AND SUPERVISORS SUB-GROUP

Definition

This Sub-group consists of positions responsible for piloting helicopters for shipboard or land-based helicopter operations for all coastguard requirements; for the planning, evaluation, supervision and management of helicopter operations, systems and activities; for training staff and ensuring the maintenance of operational standards.

Exclusions

Positions with primary responsibility for the inspection of rotorcraft operations and the investigation of aviation occurrences involving rotorcraft are excluded from this Sub-group.

Notes to Raters

Positions are evaluated through comparison of the duties and responsibilities with the three level descriptions provided. Allocation is made to the level whose description most closely corresponds to the duties of the position being evaluated.

LEVEL DESCRIPTIONS

This Sub-group consists of three levels.

Level 1:

This level has a requirement to fly helicopters for ship-board or land-based helicopter operations. General direction on operational requirements is received from a more senior Helicopter Pilot or from those responsible for an operational mission such as a ship's captain. The continuing supervision of other pilots is not normally a requirement at this level.

Level 2:

This level typically has responsibilities that include the provision of policy or procedural advice at headquarters; the training of helicopter pilots or the supervision of base operations which includes planning requirements/allocating staff to meet priorities/ensuring that operational standards are achieved/training junior staff and recommending improvements in methods and procedures. Piloting helicopters is normally a requirement at this level.

Level 3:

This level requires the management of both ship-board and land-based operations in a region. This includes responsibility for planning and directing the use of helicopters for supply missions, ice-breaking operations, hydrographic surveys, Search & Rescue and other activities. There is a requirement to evaluate operations, systems and procedures and to train and supervise a staff of 15-20 pilots and support personnel. There is an occasional requirement to fly helicopters for operational reasons but the primary responsibility is managerial.

OR "

Level 3:

This level provides for the single most senior level of management in the department for helicopter operations. There is responsibility for the safe and effective use of all helicopters and crews in the department. Recommendations are made on size and composition of the fleet and responsibilities include directing and participating in the evaluation of new systems, safety devices and related equipment.

INTRODUCTION

The classification standard for the Civil Aviation Inspection 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. Four factors are used in this plan.

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 arithmetic progression.

Rating Scales - Civil Aviation Inspection Sub-group

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

| Factors | Factor Weights | Minimum | Maximum |
|-----------------------------|----------------|---------|---------|
| Knowledge | 35% | 126 | 350 |
| Decisions & Recommendations | 30% | 60 | 300 |
| Managerial Responsibility | 25% | 50 | 250 |
| Conditions of Work | | | |
| a) Environment | 3% | 10 | 30 |
| b) Flying Responsibility | 7% | 15 | 70 |

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.

- The position description is studied to ensure understanding of the position as a whole. The relation of the position being rated to positions above and below it in the organization is also studied.
- 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.
- 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.
- 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.
- The point values for all factors are added to determine the tentative total point rating.
- 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 of equal difficulty and will be assigned to the same level.

LEVEL AND LEVEL BOUNDARIES

| | | | |
|---|-----|---|-------|
| 1 | - | | 360 |
| 2 | 361 | - | 490 |
| 3 | 491 | - | 630 |
| 4 | 631 | - | 800 |
| 5 | 801 | - | 1,000 |

CIVIL AVIATION INSPECTION SUB-GROUPDefinition

This Sub-group is composed of positions performing the following duties to which piloting aircraft is fundamental.

- 1- license, inspect and regulate airports and support facilities, aircraft operators, air carriers, aircraft and aviation personnel;
- 2- determine requirements and development of operational procedures, navigational and instrument approach facilities and landing systems;
- 3- determine aviation operational requirements for support facilities, weather services, air traffic control services, air navigation and communication operations;
- 4- develop aviation legislation, standards and information;
- 5- investigate aviation occurrences, conduct safety studies and develop safety recommendations;
- 6- determine aviation operational requirements, enforce compliance with aviation legislation and ensure that an adequate level of safety is provided for the National Civil Air Transportation System;
- 7- validate and disseminate aeronautical information and plan and manage civil air transportation systems during contingency periods; and
- 8- advance aviation safety as provided for in the Canadian Aviation Safety Board Act and Regulations.

Exclusions

Positions for which the primary responsibility is helicopter flight operations or as a test pilot are excluded from this Sub-group.

KNOWLEDGE

This factor measures the duties in terms of the experience, skill and training necessary 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 aviation matters involving all relevant Acts, Regulations, Standards and related directives; aircraft operating procedures; airways and navigational systems; the organization and operation of flying clubs, schools, commercial airlines and aviation enterprises; inspection, enforcement, and the development of policies, standards and procedures governing civil aviation; and investigative and analytical techniques analysis and methods that are needed for the advancement of Aviation Safety.
- b) The qualifications and flying experience beyond the Airline Transport Pilot License level or the most senior helicopter license and instrument rating which are required to perform specific duties such as the evaluation of pilot skills and performance in aircraft of varying flight characteristics and determining aircraft crew causal factors in aviation occurrences. License endorsements and ratings would be applicable.
- c) The experience necessary to deal effectively with officials in private industry, other government departments, national associations, the media and the general public; to develop or recommend changes to legislation, policies or methods of operation and to integrate activities with other sections or groups whose interests may be affected.

Notes to Raters

- 1. All positions in the sub-group require the knowledge and experience necessary to qualify for an Airline Transport Pilot License. Consequently, this "basic" aviation knowledge is common to all positions and does not serve to distinguish between levels in the group. Raters should consider only the knowledge, skill and experience beyond that obtained through qualification for an ATPL, such as license qualifications, endorsements or specialist flying experience.
- 2. Knowledge, skill and experience may be gained through a combination of study, on-the-job training, formal instruction by qualified people and experience in related and progressively more responsible positions.
- 3. The rating scale to be used consists of a single element divided into five degrees. When evaluating a position, raters should consider the total knowledge, skill and experience requirements of the position being evaluated, and select one of the five degrees through comparison with the duties and specifications described in the bench-mark position descriptions.

RATING SCALE - KNOWLEDGE

| DEGREE | POINTS | BENCH-MARKS | PAGE |
|--------|--------|---|--|
| 1 | 126 | | |
| 2 | 182 | Inspector, Navaid Flight Inspection (H.Q.) Training & Check Pilot (Fixed Wing) (H.Q.) Regional Investigator, Operations (CASB) Regional Inspector, Air Carrier (Small) (Edmonton) Senior Inspector, Flight Training Standards (Winnipeg) Regional Aviation Safety Officer (Vancouver) Regional Planning Officer (Moncton) | 11.1 12.1 13.1 14.1 15.1 16.1 17.1 |
| 3 | 238 | Regional Supt., Licensing-Personnel & Aircraft (Toronto) Regional Inspector, Air Carrier (Large) (Montreal) | 9.1 10.1 |
| 4 | 294 | Regional Manager, Aviation Enforcement (Montreal) Regional Supt., Air Navigation Standards & Procedures (Toronto) Supt., Training & Standards (CASE) Supt., Safety Studies (CASE) | 5.1 6.1 7.1 8.1 |
| 5 | 350 | Regional Manager, Air Nav. System Requirements (Edmonton) Supt., Flight Training & Examinations (H.Q.) Supt., Airspace Policy & Standards (H.Q.) Regional Manager, Air Carrier Division (Montreal) | 1.1 2.1 3.1 4.1 |

DECISIONS & RECOMMENDATIONS

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

Definitions

Decisions

This term 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 for Decision Making

This 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 within formally delegated authority; and to the availability of direction and guidelines.

Impact of Decisions

This refers to the importance of decisions in terms of their effect on aviation safety, departmental or CASB programs, civil aviation operations and the public.

Notes to Raters

The four degrees of the Impact of Decisions element are illustrated by the bench-mark position descriptions. However, in selecting a tentative degree for this element, raters should consider the following characteristics of the work:

- a) The financial impact on aviation personnel, organization and systems that may result from decisions or recommendations;
- b) The effect of a decision or recommendation on users of aviation services and the extent to which such services may be modified as a result;
- c) The effect of a decision or recommendation on the program, the internal procedures, and the safety of aviation;
- d) The visibility of the position in terms of potential public criticism and possible civil court action; and
- e) The level of accountability, which is usually related to the place of the position in the organization.

Any one characteristic is only an indication of the impact of decisions, and the whole context within which the work is performed is to be considered.

RATING SCALE - DECISIONS AND RECOMMENDATIONS

| Impact of Decisions | Scope for Decision | | | |
|---------------------------|--|---|---|---|
| | A | B | C | D |
| | Judgment and initiative are exercised in applying established standards, regulations and procedures. Unusual problems or situations not covered by the instructions, established practices procedures, are referred to superior. | Judgment and initiative are exercised in identifying and dealing with the various situations encountered. Problems are solved by selecting courses of action that may require adaptation of established methods and procedures. Direction is sought the apparent solutions to problems do not fall within pattern of established practices. | Problems are solved by modifying established inspection/investigation standards and methods, and devising new courses of action within the intent an inspection/ investigation program. Recommendations are made to effect changes in standards, procedures and policies and the method of conducting inspections and investigations. | Problems are solved by considering diverse and interrelated factors. Recommendations involve major matters such as on policy, facilities and aviation services. |
| | A | B | C | D |
| | 60/ Page | 105 Page | 150/ Regional Investigator Operations (CASB) Regional Aviation Safety Officer (Vanc.) Regional Planning Officer (Moncton) 185/ Insp., Navaid Flt. Inspection 11.1 | 230/ Page |
| 1 | | | 13.1 16.1 17.1 | |
| | 95/ Page | 140/ Training & Check Pilot (Fixed Wing) (H.Q.) Regional Inspector A/C (Small) (Edm.) Senior Inspector Flt. Trng. Standards (Winn.) | | |
| 2 | | 12.1 14.1 15.1 | | |
| | 130/ Page | 175/ Reg. Insp. A/C (Large) (Mtl) | 220/ Supt. Training (CASB) Supt., Safety Studies (CASE) Reg. Supt., Licensing - Personnel & Aircraft (Tor.) | 265/ Reg. Mgr., Air Carrier Div. (Mtl) Reg. Mgr. Aviation Enforcement (Mtl) Reg. Supt., Air Nav. Stds. & Procedures (Tor.) |
| 3 | | 10.1 | 7.1 8.1 9.1 | 4.1 5.1 6.1 |
| | 210/ Page | | 255/ Reg. Mgr. Air Nav. System Requirements (Edm.) Supt. Fit. Trg. Examinations (H.Q.) Supt., Airspace Policy & Standards (H.Q.) | 300/ Page |
| 4 | | | | 1.1 2.1 3.1 |

MANAGERIAL RESPONSIBILITY

This factor measures the managerial and administrative requirements of positions in terms of the difficulty and diversity of the task and of the accountability for the effective utilization of the resources.

Notes to Raters

1. This factor is designed to be used for all positions allocated to this sub-group.
2. The factor has two elements that measure:
 - a) the difficulty and diversity of managerial tasks;
 - b) the accountability for the effective utilization of financial, material and human resources.

In addition to the degree definitions and illustrative bench-marks, raters should consider the following characteristics of the work under:

- a) Difficulty and diversity of managerial tasks:
 - the responsibility to identify objectives, estimate resource requirements and to recommend or approve plans, objectives, priorities, special studies and commitments;
 - the requirement to plan, direct and control or to coordinate the activities of one or diverse function(s), different occupational groups;
 - the requirement to control or direct and coordinate the work of special study committees, task forces or consultants, directly or through subordinate supervisor(s) and to review or approve recommendations;
 - the responsibility to direct and supervise personnel, to assign work and ensure compliance to standards, policy and directives, to implement training programs, to monitor, appraise and report on employee performance and to participate in staffing, classification and grievance processes as applicable; and
 - the need to coordinate or control the utilization of financial or material resources and the collection of fees or other revenues.
- b) Accountability for effective utilization of the resources:
 - the extent of the delegated authority and the accountability associated with the committing, control, coordination and utilization of departmental /CASB funds, staff, material such as aircraft, computer systems or other material resources; and
 - the importance of the resources for which the position is accountable and exercises effective control, such as the size of the budget, and the size and type of staff controlled.

RATING SCALE - MANAGERIAL RESPONSIBILITY

| | | | | |
|---|---|--|---|--|
| <p>Difficulty & Diversity of Managerial Tasks</p> | <p>The commitment of financial and material resources. Normally no responsibility for continuing supervision.</p> | <p>The commitment of financial, material and human resources. Ensures adherence of staff to operational and performance standards.</p> | <p>The commitment of significant financial, material and human resources. Establishes objectives, directs the work through subordinate supervisors, task forces, committees or other groups in one or more specialty areas.</p> | <p>The management of major financial, material and human resources and for effectiveness of assigned programs. Manages regional or national activities, directing and assessing the performance of subordinate managers.</p> |
|---|---|--|---|--|

| Accountability | A | B | C | D |
|----------------|---|--|---|--|
| | 50/ Page | 85/ Page | 120/ Page | Page Page |
| 1 | <p>Reg. Insp., A/C (Large) (Mtl) 10.1</p> <p>Reg. Insp., A/C (Small) (Edm.) 14.1</p> <p>Senior Insp., Flt. Trg. Standards (Winn.) 15.1</p> <p>Reg. Aviation Safety Officer (Vanc.) 16.1</p> <p>Reg. Planning Officer (Moncton) 17.1</p> | <p>Trg. & Check Pilot (Fixed Wing) (H.Q.)</p> | | |
| 2 | <p>80/</p> <p>Insp., Navaid Flt. Inspection (H.Q.) 11.1</p> <p>Reg. Investigator, Operations (CASB) 13.1</p> | <p>115/</p> <p>Supt., Safety Studies (CASE) 8.1</p> <p>Reg. Supt., Licensing - Personnel & Aircraft (Tor.) 9.1</p> | <p>150/</p> | <p>185/</p> |
| 3 | <p>110/</p> | <p>145/</p> <p>Supt., Training Standards (CASE) 7.1</p> | <p>&</p> <p>180/</p> <p>Supt., Airspace Policy & Stds. (H.Q.) 3.1</p> <p>Reg. Mgr., Aviation Enforcement (Mtl) 5.1</p> <p>Reg. Supt., Air Nav. Stds & Procedures (Tor.) 6.1</p> | <p>215/</p> |
| 4 | | <p>175/</p> | <p>210/</p> <p>Supt., Flt. Trg. Examinations (H.Q.) 2.1</p> <p>Reg. Mgr., Air Carrier Div. (Mtl) 4.1</p> | <p>250/</p> <p>Reg. Mgr., Air Nav. Systems Requirements (Edm.) 1.1</p> |

WORKING CONDITIONS

This factor measures the demands of the work in terms of (a) the environment within which duties are performed, and (b) the requirement to pilot or fly aircraft in the course of such duties.

a) Environment

This element is to be used to measure the type, severity and frequency of exposure to disagreeable conditions such as dirt, extreme temperatures or obnoxious odors. This element, however, is not to be used to measure conditions experienced while flying on-board aircraft.

b) Flying Requirements

This element is to be used to measure the frequency to pilot or fly in aircraft while conducting the duties of the position.

Note to Raters

All positions are to receive at least minimum points on both elements of this factor.

RATING SCALE - WORKING CONDITIONS WORK ENVIRONMENT

| | DEGREE /POINT S | | BENCH-MARKS | PAGE |
|---|-----------------------|----|---|------|
| Good working environment with few disagreeable conditions. | 1 | 10 | Reg. Mgr., Air Nav. Syst. Reg. (Edm.) | 1.1 |
| | | | Supt., Flt. Trg. & Exam. (H.Q.) | 2.1 |
| | | | Supt., Airspace Policy & Standards (H.Q.) | 3.1 |
| | | | Reg. Mgr., Air Carrier Div. (Mtl) | 4.1 |
| | | | Reg. Mgr., Aviation Enforcement (Mtl) | 5.1 |
| | | | Reg. Supt., Air Nav. Stds. & Procs. (Tor.) | 6.1 |
| | | | Supt., Safety Studies (CASB) | 8.1 |
| | | | Reg. Supt., Licensing-Pers. & Acft. (Tor.) | 9.1 |
| | | | Reg. Inspector, Air Carrier (Large) (Mtl) | 10.1 |
| | | | Reg. Planning Officer (Moncton) | 17.1 |
| | | | Fair working environment such as significant exposure to one disagreeable condition, or occasional exposure to either several disagreeable conditions or one very disagreeable condition. | 2 |
| Inspector, Navaid Flight Inspection (H.Q.) | 11.1 | | | |
| Training & Check Pilot (Fixed Wing) (H.Q.) | 12.1 | | | |
| Reg. Inspector, Air Carrier (Small) (Edm.) | 14.1 | | | |
| Senior Inspector, Flt. Trg. Stds. (Winn.) | 15.1 | | | |
| Reg. Aviation Safety Officer (Vans.) | 16.1 | | | |
| Poor working environment such as significant exposure to several disagreeable conditions or to one very disagreeable condition. | 3 | 30 | Reg. Investigator, Operations (CASE) | 13.1 |

RATING SCALE - WORKING CONDITIONS

FLYING REQUIREMENTS

| | DEGREE /POINT S | BENCH-MARKS | PAGE | |
|--|-----------------------|-------------|--|------|
| Primary duties are largely managerial and there may be occasions to fly to solve a specific problem. | 1 | 15 | Reg. Mgr., Air Nav. Syst. Req. (Edm.) | 1.1 |
| | | | Supt., Flight Training & Examinations (H.Q.) | 2.1 |
| | | | Supt., Airspace Policy & Standards (H.Q.) | 3.1 |
| | | | Reg. Mgr., Air Carrier Div. (Mtl) | 4.1 |
| | | | Reg. Mgr., Aviation Enforcement (Mtl) | 5.1 |
| | | | Reg. Supt., Air Nav. Stds. & Procs. (Tor.) | 6.1 |
| | | | Supt, Training and Standards (CASB) | 7.1 |
| | | | Supt., Safety Studies (CASB) | 8.1 |
| | | | Reg. Supt., Licensing-Pers. Act. (Tor.) | 9.1 |
| | | | Reg. Aviation Safety Officer (Vanc.) | 16.1 |
| | | | Regional Planning Officer (Moncton) | 17.1 |
| | 2 | 40 | Reg. Investigator, Operations (CASB) | 13.1 |
| Primarily duties are operational. | 3 | 70 | Reg. Inspector, Air Carrier (Large) (Mtl) | 10.1 |
| | | | Inspector, Navaid Flight Inspection (H.Q.) | 11.1 |
| | | | Training and Check Pilot (Fixed Wing) (H.Q.) | 12.1 |
| | | | Reg. Inspector, Air Carrier (Small) (Edm.) | 14.1 |
| | | | Senior Inspector, Flt. Trg. Stds. (Winn.) | 15.1 |

BENCH-MARKS AND RATINGS

| B. M. No. | TITLE | K | D. & R. | MR | E | FR | TOTAL |
|-----------|--|-----|---------|-----|----|----|-------|
| 1 | Regional Manager, Air Navigation System Requirements (Edmonton) | 350 | 300 | 250 | 10 | 15 | 925 |
| 2 | Superintendent, Flight Training and Examination, (H.Q.) | 350 | 300 | 210 | 10 | 15 | 885 |
| 3 | Superintendent, Airspace Policy and Standards (H. Q.) | 350 | 300 | 180 | 10 | 15 | 855 |
| 4 | Regional Manager, Air Carrier Division (Montreal) | 350 | 265 | 210 | 10 | 15 | 850 |
| 5 | Regional Manager, Aviation Enforcement (Montreal) | 294 | 265 | 180 | 10 | 15 | 764 |
| 6 | Regional Superintendent, Air Navigation Standards and Procedures (Toronto) | 294 | 265 | 180 | 10 | 15 | 764 |
| 7 | Superintendent, Training and Standards (CASE) | 294 | 220 | 145 | 20 | 15 | 694 |
| 8 | Superintendent, Safety Studies (CASE) | 294 | 220 | 115 | 10 | 15 | 654 |
| 9 | Regional Superintendent, Licensing - Personnel and Aircraft (Toronto) | 238 | 220 | 115 | 10 | 15 | 598 |
| 10 | Regional Inspector, Air Carrier (Large) (Montreal) | 238 | 175 | 50 | 10 | 70 | 543 |
| 11 | Inspector, Navais Flight Inspection (H.Q.) | 182 | 185 | 80 | 20 | 70 | 537 |
| 12 | Training and Check Pilot (Fixed wing) (H.Q.) | 182 | 140 | 85 | 20 | 70 | 497 |
| 13 | Regional Investigator, Operations (CASE) | 182 | 150 | 80 | 30 | 40 | 482 |
| 14 | Regional Inspector, Air Carrier (Small) (Edmonton) | 182 | 140 | 50 | 20 | 70 | 462 |
| 15 | Senior Inspector, Flight Training Standards (Winnipeg) | 182 | 140 | 50 | 20 | 70 | 462 |
| 16 | Regional Aviation Safety Officer (Vancouver) | 182 | 150 | 50 | 20 | 15 | 417 |
| 17 | Regional Planning Officer (Moncton) | 182 | 150 | 50 | 10 | 15 | 407 |

1.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 1

Level: 5

Descriptive Title: Regional Manager,
Air Navigation System Requirements (Edmonton)

Point Rating: 925

Reports to: Regional Director, Air Navigation:

Directs the development of short, medium, and long term plans which are designed to determine the aeronautical services and facilities necessary to meet the present and forecast user demand; determines operational trends and identifies technological aviation advancements which will impact upon future regional and national aviation requirements; initiates and monitors the production of: area aviation master plans, the airside portion of airport master plans, Regional ANS facility plans; reviews and approves the recommendations of multi-phase regional aviation area master plans to identify the location and role of the area system of airports and to address Aeronautical Navigation System Requirements for future operational, environmental, economic and social considerations; reviews and approves recommendation for the development of the airside portion of airport master plans and reviews Site Master Plans to ensure compatibility with ANS requirements.

Conducts a regional ANS operations system review program to identify deficiencies in the ANS System and to ensure service to the aviation public is being efficiently and effectively provided; provides an inspection program to certify that aerodrome facilities meet CATA standards; develops and operates a Regional Aeronautical Information Services Program to ensure the timely and accurate dissemination of information necessary for the safe and efficient operation of aircraft; institutes programs for the management of aircraft noise and other environmental impacts of air operations, including the provision of advice on compatible land use to provincial and municipal authorities.

Implements approved area aviation master plans.

Assigns priorities and directs the preparation of capital program documentation for new ANS facilities, ensuring all APD's, PAD's and Treasury Board Submissions impacting on ANS facilities services or the airside operational procedures or standards at aerodromes are subjected to appropriate review by Branch specialists and providing revisions, comments, and approval; reviews the operational requirements for replacement ANS and airside facilities such as navigation aids, communication facilities, control towers, flight service stations, runways, taxiways and other components of the aeronautical system and the siting of such facilities.

Prioritizes and ensures the program for the development, implementation and amendment of Registered Zoning Regulations is carried out in a systematic, coordinated and timely manner to protect the national investment in and safety of aircraft operations at and in the vicinity of regional aerodromes.

Directs the Regional Contingency Planning activities to ensure an appropriate response to Civil Aviation emergencies and contingencies within the Region.

Specifications

5 / 350

Knowledge

The work requires knowledge of the Aeronautics Act, Air Regulations and Air Navigation Orders as well as aircraft operating procedures, airspace structures, the functioning and use of aids to air navigation and standards for airport development to plan and maintain a level of aeronautical services consistent with legislative requirements and established standards. The work requires a knowledge of policy and procedures development to manage extensive planning and programming activities and to make recommendations for changes in aeronautical services policies. Knowledge of inspection techniques and methods is required to ensure aeronautical services and facilities are being maintained to approved standards.

Experience and skill are required in coordinating air navigation services planning and programming activities with other regional branches and headquarters. Skill and experience are required in the provision of advice to various levels of government and municipalities on environmental impact problems, zoning requirements and regulations. Skill is required in dealing with officials of the air industry to determine their requirements for facilities and services. Experience and skill are required in developing and recommending aeronautical level of service policies, standards and procedures for consideration by senior management.

Decisions and Recommendations

D4 300

Initiative and judgment are required to make decisions concerning sensitive subjects such as the effects of aviation operations on urban locations and demographic concentrations, noise abatement, airport zoning and industry requirements for new or additional facilities. Responsibilities include recommending courses of action to continue or discontinue the operation of aeronautical facilities, to provide technical advice to airport planners and municipal and provincial officials on the development of aerodromes and in conjunction with other regional divisions to make decisions and recommendations.

Decisions to recommend new or modified aeronautical services or facilities can impact on civil aircraft operations, the level of services provided, inspection programs and the size and nature of departmental resources committed, both short and long term. The position is responsible for managing a regional program to ensure aeronautical services meet established standards and incorrect decisions would have a major negative impact in terms of public criticism and the credibility of the regional system.

Managerial Responsibility

D4 / 250

The work requires the development and implementation of a diverse aeronautical services program to provide for the safe and expeditious movement of aircraft within the Region. There is a requirement to plan and coordinate activities with those of Air Traffic Services and Facility Engineering and Systems Development branches and headquarters and to recommend the commitment of financial resources. There is a requirement to undertake difficult and diverse studies and projects relating to the provision of air navigation services which frequently involve committees, task forces or consultant services. The position is accountable for managing diverse regional activities and financial, human and material resources. (26 person years and a non-salary budget of \$3.9M O&M and \$100,000 Capital).

1.3

Working Conditions

Environment

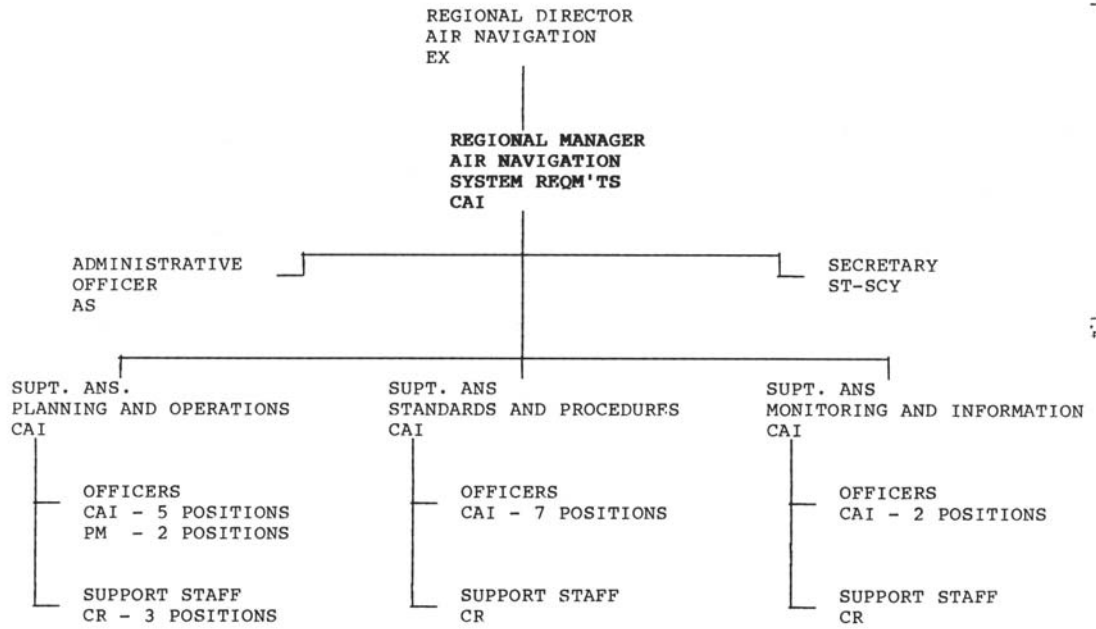
1 / 10

There are no adverse environmental factors associated with the work.

Flying Requirements

1 / 15

The duties require sufficient flying to maintain pilot-in-command status.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 2

Level: 5

Descriptive Title: Superintendent, Flight
Training and Examinations (H. O.)

Point Rating: 885

Reports to: Chief, Aeronautical Licensing

Controls and directs the development and implementation of policy, procedures and standards for freelance instructors, commercial flight training organizations, flight testing, written examinations for aviation personnel licenses and aviation education publications to ensure a satisfactory standard of graduate pilot competency is maintained.

Approves fixed and rotary wing Flight Training Manuals, Flight Instructor Guides, Study and Reference Guides, Flight Test Standards and Guides for Private and Commercial Pilot License, Flight instructor Rating, Multi-engine endorsements, Guides for Designated Flight Test Examiners and for Flight Training Standards Inspectors.

Determines the financial impact on industry and approves amendments to the requirements for flight instructor training, the flight instructor rating, pilot training and other documents specifying criteria for training; monitors the effect of these amendments; and liaises with industry associations to produce effective resolutions for problems identified.

Approves the development and administration of programs for evaluating the standard of instruction provided and competency of applicants for Private and Commercial Pilot licenses, Flight Instructor Ratings, Ultra-light Aeroplane licenses and Multi-engine ratings and endorsements.

Approves the final content and authorizes the final publication of 120 flight crew and AME examinations, 11 Study and Reference Guides, 2 sample examinations and 4 flight test guides in both official languages.

Represents the Department at meetings with the public, aviation industry, and national and international organizations concerning flight training; and acts as a technical delegate at international Civil Aviation organization (ICAO) meetings.

Specifications

Degree/
Points

Knowledge

5 / 350

The work requires knowledge of the legislation, departmental regulations, standards, inspection and enforcement techniques, flight training policies and procedures governing the operating certificate and licensing requirements for commercial flight training organizations. A knowledge of the organization and operations of flying clubs and schools is required together with a knowledge of policy, procedures and standards for freelance instructors, commercial flight training organizations, flight testing and written examinations for aviation personnel licenses.

Aircraft Operations

Sub-group: Civil Aviation Inspection
B. M. P. D. No. 31

2.2

Degree/
Points

The work requires experience and skill in developing and recommending policies, procedures and standards for flight training on a national basis, in directing staff and in providing functional guidance to regions in all training and examination matters. Skill and discretion are required in representing the department at meetings with the public, aviation industry, and national and international organizations concerning flight training. Experience and skill are also required in organizing functional reviews of regional operations, in coordinating the publishing of manuals and the funding of aeronautical information and aviation education publications.

Decisions and Recommendations

D4 / 300

Initiative and judgment are required in making decisions and recommendations in such areas as the approval of pilot training courses developed by industry, the provision of advice and guidance to regional staff on flight training and flight testing matters and the control and direction of the functional review program. The provision of advice and guidance to senior management, the air industry and the public in all matters related to flight training and examinations is a major responsibility. Initiative and judgment are required to evaluate and approve flight simulators, determine the financial impact on industry of changes in training criteria and identify and resolve problems related to operating standards for flight training schools. Decisions may also require major modifications to flight training organizations in terms of increased training requirements and new or revised procedures.

Decisions affecting policies, procedures and standards for flight training may have an impact on the cost, effectiveness and safety of training provided by flight training organizations and on the flying competency of instructors, graduates and civilian pilots.

Managerial Responsibility

C4 / 210

The work requires the development and implementation of policies, procedures and standards governing commercial flight training and written examinations on a national basis. It requires directing the activities of a headquarters staff of 15, administering a budget of \$296,000 exclusive of salaries, and providing functional guidance to approximately 30 employees in the regions.

Working Conditions

Environment

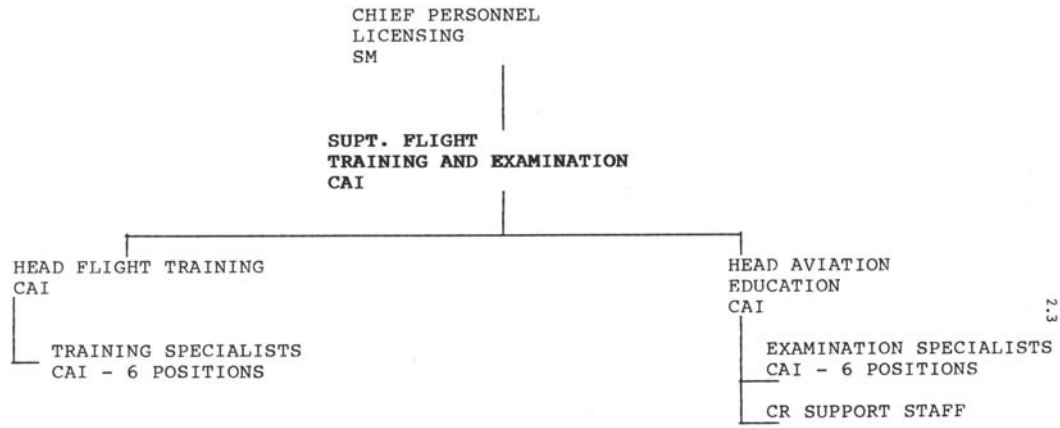
1 / 10

There are no adverse environmental factors associated with the work.

Flying Requirements

1 / 15

The duties require flying to maintain pilot-in-command status, however, there is an occasional requirement to conduct flight tests with student pilots of varying competency.



2.3

Sub-group: Civil Aviation Inspection
Aircraft Operations
B.M.P.D. No. 2

BENCH-MARK POSITION DESCRIPTION

Bench mark Number: 3

Level : 5

Descriptive Title: Superintendent,
Airspace Policy and Standards (H.Q.)

Point Rating: 855

Reports to: Chief, Air Navigation Policies and Standards

Plans and directs the development of level of service policies, standards and legislation relative to the Canadian airspace structure and classification including the safe longitudinal, lateral and vertical separation between aircraft, the establishment of airways and air routes, the monitoring and control of hazards to air navigation and the assessment of existing boundaries of Canadian airspace including those areas in international airspace where control responsibilities have been invested with Canada, to ensure the safe and expeditious movement of aircraft.

Plans and directs the development of level of service policies, standards and legislation relative to aircraft operations to provide for the safe and expeditious movement of aircraft in Canadian airspace.

Coordinates the development of the official position of Transport Canada on matters related to airspace at national and international meetings and the provision of specialist expertise to various departments, industrial and international study, planning and working groups.

Specifications

Degree/
Points

Knowledge

5 / 350

The work requires knowledge of the Aeronautics Act, Air Regulations and Air Navigation Orders, as well as aircraft operation procedures, air navigation systems and the Canadian airspace structure and classification to develop and recommend revisions to airways, air routes or other areas of controlled airspace. A knowledge of standards, directives and policy development is required to initiate revisions to levels of service, to plan future standards requirements based on changes in technology and traffic patterns and to assess proposed amendments to legislation, regulations or air navigation policies.

Experience and skill are required in integrating or coordinating proposed revisions changes to airspace policies, standards or procedures with air traffic services, telecommunications and regulatory branches. The work also requires experience and skill to deal with officials of the air industry on matters related to level of services provided and with officials of other government departments and external organizations in the provision of specialist expertise on airspace matters.

Decisions and Recommendations

D4 / 300

Decisions and recommendations are made in the evaluation of plans and proposals for changes in levels of service, standards and legislation relative to the Canadian airspace structure. The identification of problems and discussion of operational changes with major airlines, foreign aviation organizations and regional offices require initiative and judgment. The work requires making decisions and recommending major courses of action on such matters as revisions of airways, air routes or other areas of controlled

airspace, the technical content of new or amendments to policies, standards and legislation relative to airspace structures or to rules of the air. There is a responsibility for coordinating and sharing decisions with telecommunications, air traffic services and the regulatory branches.

Decisions and recommendations impact on civil aviation operational procedures and costs through revisions to airways, air routes and criteria for safe aircraft operating minima and indirectly on the cost of installation or modification of navigation systems and the frequency of associated inspection schedules. The position is the effective recommending authority for matters related to airspace and rules of the air.

Managerial Responsibility

C3 / 180

The position is accountable for the development of a major national program to provide for the safe and expeditious movement of aircraft within the Canadian air navigation system. The position requires directing and reviewing the work of a staff of six through subordinate supervisors (no O&M budget) and acts as step one in the grievance procedure.

Working Conditions

Environment

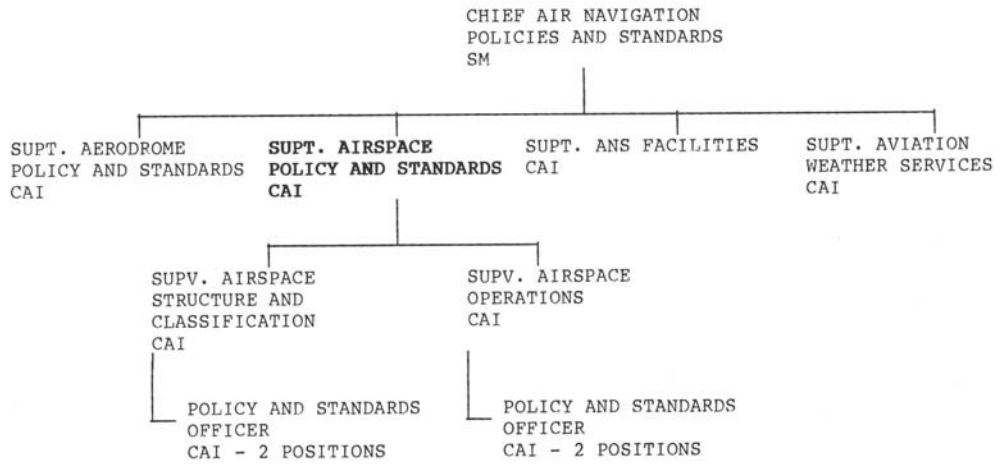
1 / 10

There are no adverse environmental factors associated with the work.

Flying Requirements

1 / 15

The duties require flying to maintain pilot-in command status.



3.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 3

4.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 4

Level: 5

Descriptive Title: Regional Manager,
Air Carrier Division (Montreal)

Point Rating: 850

Reports to: Regional Director, Aviation Regulation

Plans and directs a program of base, terminal, ramp and in-flight inspections as well as operational evaluation and air carrier audits, to determine the level of compliance with legislative requirements and flight safety practices.

Reviews and approves as authorized by the Ministerial Delegation of Authority, the appointment of Directors of Operations/Operations Manager, Chief Pilots and Company Check Pilots in accordance with the Air Navigation Orders and the Air Carrier Certification manual.

Advises owners (air carrier companies), company executives of regional carriers and local representatives of national carriers on Transport Canada policies and requirements of the Air Regulations, Air Navigation Orders, Operations Specifications, safety standards and operating procedures as they apply to air carrier operations.

Provides technical advice and guidance to provincial governmental officials (Directors) and representatives of the aircraft industry (i.e. contract services - passenger, baggage, executive air services, etc.).

Directs the review of application for Air Carrier Operating Certificates and Operations Specifications and/or their amendment or suspension to ensure commercial operations are being conducted in accordance with approved safety standards.

Administers the Regional Dangerous Goods and Airport Security Programs to ensure compliance with Transport Canada regulations, policies and procedures in the handling and carriage of dangerous goods and airport security.

Specifications

Degree/
Points

Knowledge

5 / 350

The work requires knowledge of the legislation, departmental regulations, standards, inspection and enforcement policies and procedures relating to Air Carrier Certification, Air Carrier Operations, Rotary Wing Air Carrier Operations, Passenger Safety Standards and Requirements and Transportation of Dangerous Goods by Air to determine the level of compliance of air carriers with legislative requirements. Knowledge is required of the organization and flight operations of air carriers, aircraft operating procedures, airway and air navigation systems to ensure commercial operations are being conducted in accordance with approved safety standards. The work also requires knowledge of departmental policies, directives and guidelines relating to the management and administration of personnel and material resources.

The work requires experience and skill in dealing with senior officials of the air industry in such matters as violations of air regulations or rectification of deficiencies. Skill is also required in planning and controlling various activities and in the provision of advice to provincial government officials and representatives of other external agencies.

Decisions and Recommendations

D3 / 265

Decisions and recommendations are made in approving air carrier operational management personnel, air carrier operations manuals, chief and check pilots, and in establishing the procedures and operational areas to be included in base inspections. The work requires initiative and judgment to evaluate the adequacy of air carrier operations, facilities and procedures, to deny air carrier requests to operate under conditions not previously specified and to direct the rectification of deficiencies. Decisions and recommendations are made on major matters such as revisions to operating standards, air regulations and inspection criteria.

Decisions and recommendations can have a financial impact on civil aviation operations, systems and personnel where operating certificates are suspended for failure to meet standards or aircrew are suspended for failing flight proficiency checks. Suspension of operating certificates also can cause delays to air travelers, to the shipment of freight or the provision of services to isolated communities. Approved recommendations for changes to operating standards, Air Regulations and inspection criteria can have an impact on inspection plans and procedures and on the size of departmental resources committed. The position is accountable for the inspection program of air carrier activities.

Managerial Responsibility

C4 / 210

The identification of objectives and priorities for the implementation of the regional air carrier inspection program presents a significant degree of difficulty in terms of scheduling activities, allocating resources and specifying the operational areas to be examined during base inspections. Significant difficulties can be encountered in the training and supervision of staff and in the control and utilization of financial resources. (24 person years, 374,000 O&M exclusive of salaries).

Working Conditions

Environment

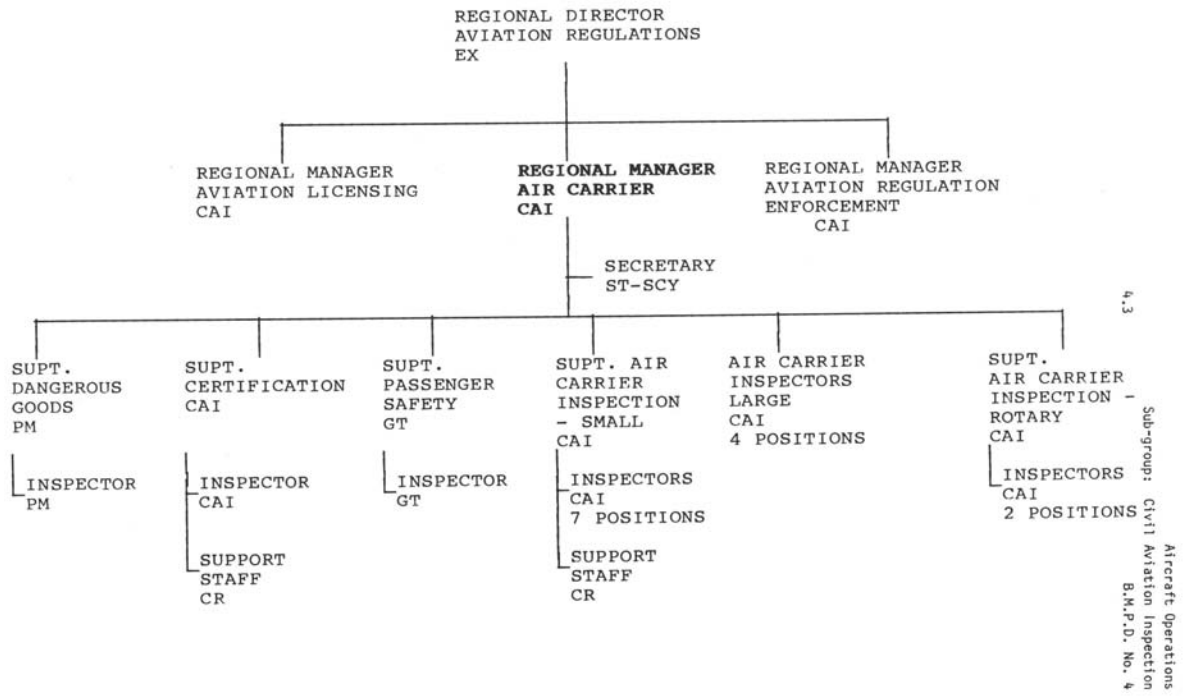
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There are no adverse environmental factors associated with the work.

Flying Requirements

1 / 15

There is an occasional requirement to conduct flight proficiency and instrument rating checks with aircrew of varying competency.



5.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 5

Level: 4

Descriptive Title: Regional Manager,
Aviation Enforcement (Montreal)

Point Rating: 764

Reports to: Regional Director, Aviation Regulation

Manages the Regional Surveillance Program of scheduled and random checks of aviation activities to determine the compliance level of the aviation community with the provisions of the Aeronautics Act.

Manages the Regional Enforcement Program to ensure that adequate deterrent action is taken against persons or organizations who operate in violation of the Aeronautics Act and subordinate legislation to encourage compliance with the regulations and establish a high level of aviation safety within the Region.

Investigates alleged violations or complaints received from a variety of sources including other CATA personnel i.e. Air Traffic Services, Flight Service Specialist, Accident Investigators, etc., other divisions within Civil Aviation, the aviation industry, general public, and any other source from whom regulatory violations can be detected.

Adjudicates alleged violations under the Aeronautics Act within the limits of delegated authority and the rules of natural justice in order to achieve a deterrent atmosphere.

Manages the preparation of the Regional Office submissions to the Enforcement Review and Appeal Tribunal following appeals to Administrative Hearings, procedures or sanctions to ensure the Department's presentation is properly prepared and presented to substantiate enforcement decisions and represent the Department in the best possible lights.

Manages and participates in regional, promotional and educational programs through which the aviation community is made aware of the importance of the enforcement process to aviation safety, and to encourage compliance with aeronautical legislation in the interests of promoting aviation safety.

Specifications

Degree/
Points

Knowledge

4 / 294

The work requires knowledge of the intent and legal interpretation of the Aeronautics Act, Air Regulations, Air Navigation Orders and other related federal statutory instruments to adjudicate alleged violations of air safety and assign sanctions to culpable individuals or organizations. A knowledge of related standards, directives, inspection and enforcement techniques and methods is required to direct the regional surveillance program of aviation activities. The work also requires knowledge of aircraft operating procedures, airways and air navigation systems to evaluate complaints or alleged violations of air safety. A knowledge of the operations of air carriers and aviation enterprises is required to develop surveillance plans and safety promotional and educational programs. The work also requires knowledge of the policy, standards and procedures development process to propose revisions and recommendations impacting on the enforcement function.

Aircraft Operations

Sub-group: Civil Aviation Inspection

B.M.P.D. No. 5

5.2

Degree/
Points

Experience and skill are required to schedule and coordinate surveillance activities, to coordinate and conduct oral or documentary hearings and to deal with officials of other government departments and national associations. Skill is required in discussing with officials of the air industry matters relating to enforcement and compliance.

Decisions and Recommendations

D3 / 265

Initiative and judgment are required in determining the nature and scope of the regional program for the surveillance of aviation activities, in investigating alleged complaints or violations of air safety and in managing regional promotional and educational programs to encourage compliance with aeronautical legislation. Judgment is required to analyze and determine the admissibility of evidence and to adjudicate alleged violations under the Aeronautics Act. Precedents and guidelines are limited and recommendations are made in respect of courses of action to follow where sanctions exceed the position's authority and in the development of proposed changes to enforcement legislation, standards and methods.

The position is accountable for directing a major program for the surveillance and enforcement of regional aviation activities and decisions taken have an impact on the conduct of aviation personnel, civil aviation operations and the nature and frequency of inspections and surveillance activities.

Managerial Responsibility

C3 / 180

There is responsibility for managing an O&M budget of \$102,700 and supervising a staff of eight.

Working Conditions

Environment

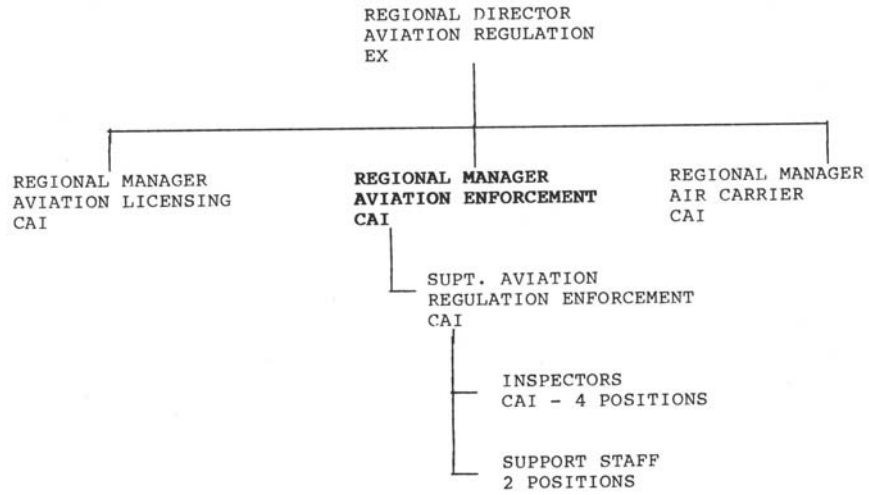
1 / 10

There are no adverse environmental factors associated with the work.

Flying Requirements

1 / 15

The duties require flying to maintain pilot-in-command status.



5.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 5

6.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 6

Level: 4

Descriptive Title: Regional Superintendent,
Air Navigation Standards and Procedures (Toronto)

Point Rating: 764

Reports to: Regional Manager, Air Navigation System Requirements

Administers the Regional Airspace Standards and Procedures Activity to ensure the level of aeronautics services being provided meets established operational and safety standards.

Administers the development of the airside component of regional airports, aerodromes and heliports, including water and ice, consistent with established standards and levels of service and master planning system developments.

Acts as the technical authority and operational advisor on all aerodrome standards matters internally, and externally with officials of other Federal, Provincial and Municipal government departments and the air industry.

Integrates regional participation in the National Aeronautical Noise Management Program and plans and coordinates regional aeronautical noise monitoring activities through fixed and mobile noise monitoring equipment.

Consults with Federal, Provincial, and Municipal authorities regarding their requests for noise exposure studies or data and attends public meetings to present briefings on Noise Exposure Forecasting, noise analysis, the methods used to calculate and quantify the data, and mitigation measures taken by Transport Canada and the aviation industry in aeronautical noise management.

Administers the regional flight inspection calibration program to ensure that aids to navigation meet prescribed standards, and conducts regional flight inspection and calibration with respect to regional NAVAIDS in accordance with national policies.

Provides technical advice to management concerning applications by air carriers for Canadian Transportation Commission licenses and operating certificates.

Specifications Degree/
Points

Knowledge 4 / 294

The work requires knowledge of airspace structures, the functioning and use of aids to air navigation, instrument flight procedures, airside facilities and the operational requirements of various types of aircraft as well as knowledge of the Aeronautics Act and departmental regulations to ensure the level of regional aeronautical services meets operational and safety standards. A knowledge of inspection techniques and methods is required to monitor the effectiveness of navigational systems and the inspection of airside facilities. A knowledge of policy and procedures development is required to develop and recommend new or revised airways and air route systems, instrument approach procedures, and arrival, departure and radar airspace procedures.

Skill and experience are required to integrate activities concerning the airspace structuring and classification activity and to deal with federal, provincial and municipal authorities on aerodrome standards matters and on the integration of the noise management program with the Compatible Land Use Program. Skill is required in dealing with officials of the air industry in relation to company approved routes, instrument approach procedures and other airspace matters. The work requires skill in the provision of advice on all departmental matters pertaining to airspace and aerodrome standards.

Decisions and Recommendations

D3 / 265

Initiative and judgment are required in developing and recommending new or revisions to airspace and airways structures and the development of the airside component of regional airports and aerodromes. Initiative and judgment are required to resolve problems related to noise abatement and to act as the technical authority and operational advisor on all aerodrome matters with other government departments and the air industry. Recommendations are made concerning instrument approach, airways and route systems, and arrival, departure and radar airspace procedures.

Recommendations on new or modifications to airspace and airways systems have an impact on users in terms of required revisions to flight operations procedures and on the cost to the department of acquiring new aids to the navigation system. The position is accountable for ensuring regional aeronautical services meet established operational and safety standards, and for all aerodrome standards matters.

Managerial Responsibility

C3 / 180

The work requires planning and administering a diverse and difficult program of airside, airspace, noise management and flight inspection activities through subordinate supervisors. Difficult problems must be resolved in the supervision of staff, in the utilization of financial and material resources. The position is accountable for the control and utilization of 11 staff and financial resources and for the effective use of flight calibration aircraft.

Working Conditions

Environment

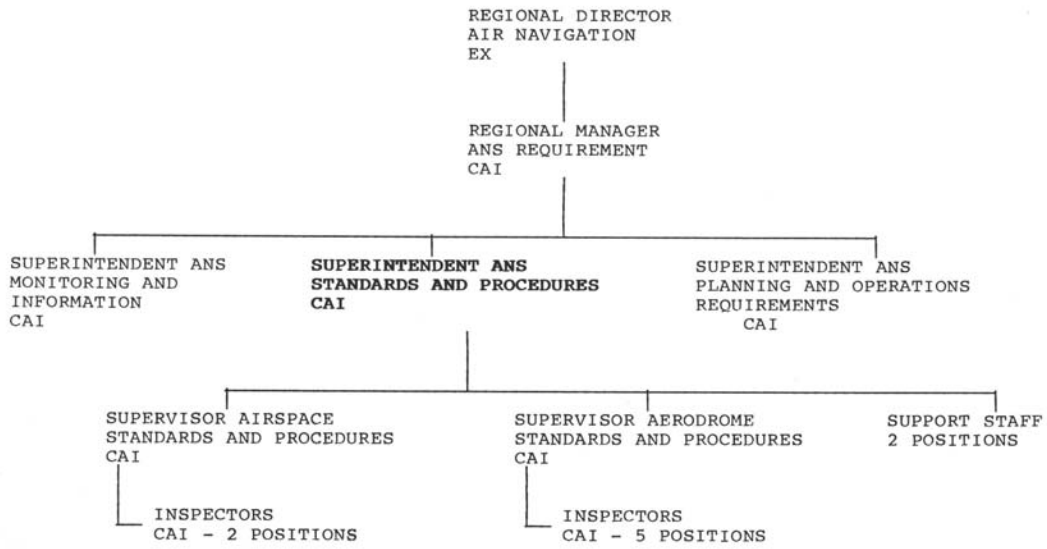
1 / 10

There is an occasional exposure to few disagreeable conditions while conducting calibration checks at isolated locations.

Flying Requirements

1 / 15

There is an occasional requirement to fly while checking navigation aids and maintaining pilot-in-command status.



6.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 6

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 7

Level: 4

Descriptive Title: Superintendent, Training and Standards (CASE)

Point Rating: 694

Reports to: Chief, Investigation Operations

Manages the development, coordination and implementation of professional, technical training and related career development programs to ensure availability and competency of CASB aircraft accident investigators (A0-CAI, TI, AI).

Plans, directs and coordinates the development and implementation of a national system of investigation standards to ensure uniformity and optimum effectiveness.

Collaborates with national and international organizations on all matters related to aviation occurrence investigation standards to ensure consistency of Canadian and international standards.

Acts as Investigator-in-Charge of major and sensitive occurrence investigations to determine causal factors.

Acts as an investigator in support of regional investigations and also may act as an Accredited Representative at foreign occurrence investigations of Canadian registered operated or manufactured aircraft as prescribed in ICAO Annex 13.

| Specifications | Degree/ Points |
|----------------|-------------------|
| Knowledge | 4 / 294 |

The work requires knowledge of the CASB Act, regulations, aircraft occurrence investigation policies, directives and guidelines; the Aeronautics Act, Air Regulations, Air Navigation Orders and Transport Canada (Air Group) policies, directives and procedures; United States Code of Federal Regulations (CFR 14 FAR); the organization and flight operations of small and large air carriers; aircraft operating procedures and performance characteristics of a variety of fixed and rotary wing aircraft; airway and air navigation systems, to ensure that safety deficiencies are accurately and quickly identified during aviation occurrence investigations.

A knowledge of public inquiry procedures and the methods of questioning witnesses in a public forum is required.

A knowledge of all aspects of aviation safety investigation practices and procedures is required to ensure that CASB investigation standards are developed and maintained at the highest possible level. The work requires knowledge of training theory, training resources available for a wide spectrum of training requirements for CAI, TI and AI classifications and public service training policy and guidelines to achieve cost effective training for CASB investigators. Knowledge of ICAO structure, documents and policies is required to provide effective contributions to ICAO on matters relating to flight safety and to participate as an Accredited Representative to a foreign aviation occurrence investigation.

The work as a major occurrence investigator-in-charge requires experience and skill in dealing with senior officials of the air industry, foreign government agencies, special interest groups and the media. Experience and skill are required to make written and oral presentations to CASB senior management and the Board.

Decisions and Recommendations

C3 / 220

The identification of safety deficiencies and the processes required to correct the deficiency requires a significant degree of initiative and judgment. The work requires making decisions and recommending major courses of action regarding the scope and direction of an investigation including the identification of issues and production of evidence and testimony of witnesses to be presented at public inquiries. The development of or recommendation for appropriate training activities for CASB investigators based on limited resources available for such purposes requires a high degree of judgment. Decisions regarding investigation standards will determine the effectiveness of CASB investigations on a national basis.

Decisions and recommendations have an impact on civil aviation safety. Investigations can lead to the detection of deficiencies in such areas as airline operation, aircraft operating procedures, airworthiness, airspace structure, ultimately leading to loss of life, and/or damage to equipment.

Managerial Responsibility

B3 / 145

This work requires the development and implementation of training programs and standards of occurrence investigation on a national basis. It requires directing training and standards specialists and is accountable for the control of a training budget of \$75,000. In the capacity of major occurrence investigator-in-charge, difficult and diverse considerations must be taken into consideration, when supervising an average of 25 investigators with a wide variety of expertise and when controlling large amount of financial, material and human resources.

Working Conditions

Environment

2 / 20

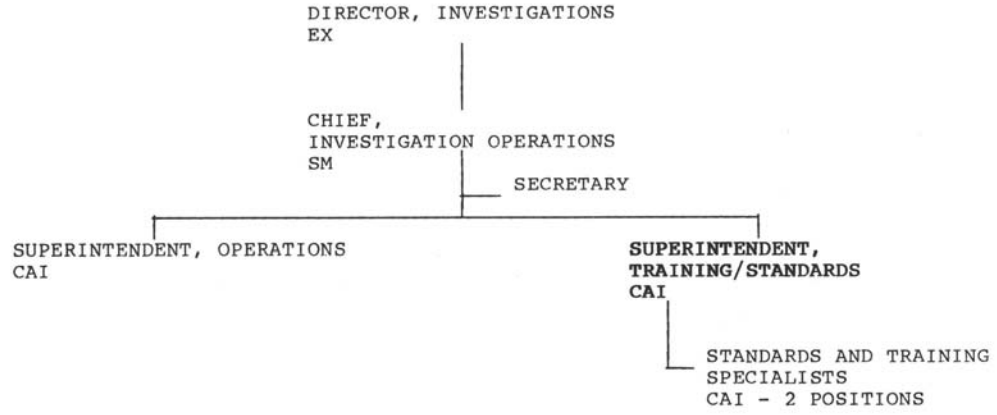
There is an occasional exposure to several disagreeable conditions during the participation in aviation occurrence investigations.

Flying Requirements

1 / 15

The duties require flying to maintain pilot-in-command status.

7.3



7.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 7

8.1

BENCH-MARK POSITION DESCRIPTION

Bench mark Number: 8

Level: 4

Descriptive Title: Superintendent, Safety Studies (CASB)

Point Rating: 654

Reports to: Chief Evaluation

Implements a program for the conduct of safety studies. Develops an inventory of issues potentially warranting study and maintains an overview of safety-related issues through the entire spectrum of the Canadian aviation industry.

Develops analytical methods and procedures for preparing reports on Safety Studies as well as identifying those studies which warrant the preparation and issue of a formal public report.

Devises and implements procedures for reviewing the appropriateness of corrective or safety related action and develops procedures for monitoring follow-up on safety studies and for closing off issues that have been satisfactorily addressed.

Reviews Ministerial replies to Aviation Safety Studies and Aviation Safety Recommendations, and assesses the appropriateness of the responses.

Participates when required, as a member of an accident investigation team into major accidents or incidents (for example, this position was recently responsible for preparing a portion of the investigation report on the Arrow Air accident which occurred at Gander, Newfoundland).

Represents the CASB at conferences, meetings and workshops with industry, government agencies and foreign governments.

Specifications

Degree/
Points

Knowledge

4 / 294

The work requires knowledge of the CASB Act, regulations, policies, directives and guidelines, and of the Aeronautics Act, Air Regulations, Air Navigation Orders and Transport Canada (Air Group) policies, directives and procedures to ensure that safety deficiencies are accurately identified, that analysis of occurrence data is thorough, and that reports and safety recommendations are factual, well-considered, and relevant. A knowledge of aviation safety theory, including accident prevention and safety promotion procedures, and of methods and techniques of data analysis and its application to aviation safety, is required, and are directed at the realistic attainment of advances in aviation safety. Knowledge of the conduct of accident/incident investigations is required to verify the accuracy of occurrence information while directing the appropriate use by staff of such information during the conduct of a safety study, to recommend modifications in investigative procedures and the collection of safety-related data and to participate effectively as a member of an occurrence investigation team when required. A knowledge of generic areas of safety concern, such as procedures for the manufacture and maintenance of aircraft, crashworthiness standards, human factors, flight crew training and standards, cabin safety, and industry practices in remotely located

commercial operations is required in the identification of safety deficiencies and in the establishment of priorities for the completion of studies and reports. Knowledge is also required of aircraft performance characteristics and the operating environment, including the effects of economic and regulatory policies on the National Civil Air Transportation System (NCATS).

Experience and skill are required to develop and apply analytical methodologies used in the conduct and reporting of safety studies, to coordinate and prepare oral and written presentations to Regional Managers and CASB Senior Management, and to deal with officials of other government departments, national associations, and representatives of international safety organizations and institutes. Skill and experience are required in the formal exchange of information with CASB Board members, in the assessment of Ministerial replies to Aviation Safety Studies and related Safety Recommendations, and in the process of consultation and negotiation with government and industry agencies responsible for corrective action proposed as a result of CASB reports on Safety Studies.

Decisions and Recommendations

C3 / 220

Initiative and judgment are required in the assignment and conduct of research studies on aviation safety. Initiative and judgment are required in identifying topics for safety study, in establishing priorities for the conduct of safety studies, in developing and assigning methodologies which will accurately identify safety deficiencies, and in proposing remedial action which addresses safety problems in the NCATS. A significant expenditure of resources by government departments and the aviation industry results from safety study proposals to change legislation, revise industry practices, or modify designs of aircraft systems and components.

Managerial Responsibility

B2 / 115

The work requires the direct supervision of staff from two different occupational groups (ES and CAI), and the contracting of consultant services for the study and reporting of issues which have been determined by the position. The position is accountable for the control of financial, material and human resources and for estimating future requirements.

Working Conditions

Environment

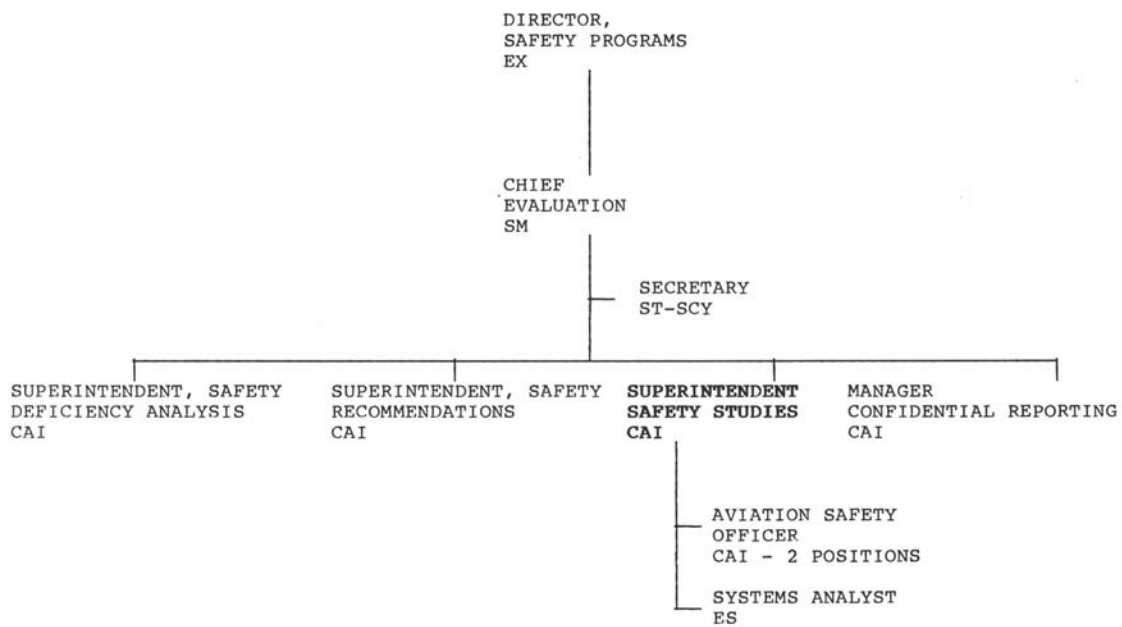
1 / 10

There is an occasional exposure to disagreeable conditions during participation in an occurrence investigation.

Flying Requirements

1 / 15

The duties require flying to maintain pilot-in-command status.



8.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 8

9.1

BENCH-MARK POSITION DESCRIPTION

Bench mark Number: 9

Level: 3

Descriptive Title: Regional Superintendent,
Licensing - Personnel and Aircraft (Toronto)

Point Rating: 598

Reports to: Regional Manager, Aviation Licensing

Directs the activities of the Personnel Licensing section to ensure that all personnel licenses are issued, renewed, endorsed and/or amended, (cancelled or suspended) in accordance with approved policies, regulations and procedures.

Reviews and recommends new and proposed changes to personnel licensing standards, policy or legislation.

Reviews and recommends the disposition of all special Medical Advisory Panel (MAP) cases in cooperation with Headquarters staff, medical personnel and the Regional Aviation medical officer, and issues the appropriate licenses/renewal certificates.

Approves or rejects applications for all types of personnel licenses and endorsements thereto as well as recommends the suspension of a personnel license or endorsement for incompetence.

Validates foreign licenses following review of the individual's qualifications to permit ferry flights of Canadian aircraft or to facilitate training of Canadian license holders.

Directs the activities of the Aircraft Licensing section to ensure that Certificates of Aircraft Registration or amendments thereto are issued in accordance with approved policies, regulations and procedures, and approves or rejects applications for certificates of registration.

Examines company aircraft journey logs for compliance with the requirements of the Air Navigation Order and provides Headquarters with recommendations for its approval.

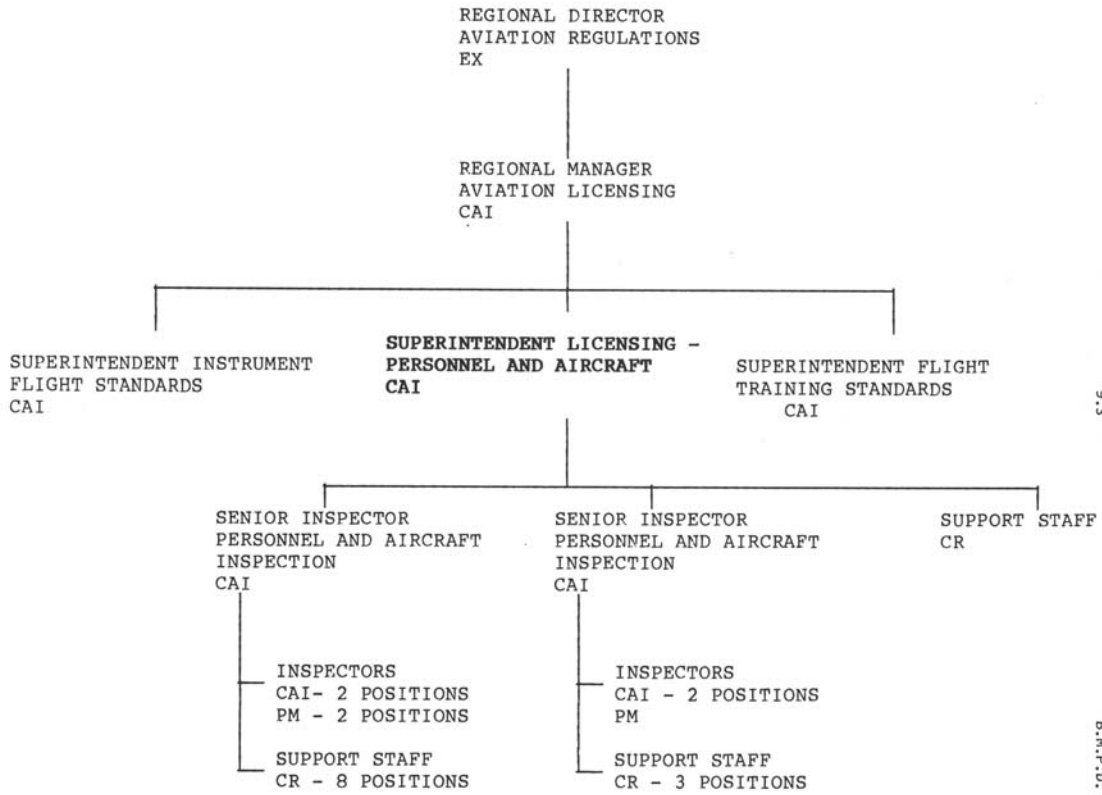
Monitors special aviation events for compliance with the special aviation events regulations and conditions of the special aviation event authorization.

Examines applications for sport parachute descents in controlled airspace, and other special air events to determine compliance with departmental criteria and submits appropriate recommendations.

Specifies the operating conditions for flight permits of overweight single engine aircraft on transoceanic flights and validates those of foreign aircraft.

Directs the Regional Air Personnel Licensing Computer Program to ensure rapid access to licensing information.

| Specifications | Degree/ Points |
|---|-------------------|
| Knowledge | 3 / 238 |
| <p>The work requires knowledge of the legislation, departmental regulations, standards, directives and inspection procedures relating to the issuance of personnel and aircraft licenses and endorsements. A knowledge of standards and policy development is required in the review of proposals for changes to licensing requirements, associated administrative procedures and standards for the conduct of special aviation events.</p> | |
| <p>The work requires experience in assessing applications for sport parachute descents and other special air events and in conducting flight proficiency checks. Skill is required to integrate activities relating to the processing of licensing applications and the administration of the authorized person program.</p> | |
| Decisions and Recommendations | C3 / 220 |
| <p>Initiative and judgment are required in matters related to the approval or rejection of applications for all types of personnel licenses and endorsements where medical or incompetency factors are present. Judgment and initiative are required to develop and recommend changes to licensing standards, policy or legislation, to recommend suspension of a personnel license and to recommend to Headquarters changes in procedures and standards in respect of special aviation events. Initiative and judgment are required in reviewing and resolving problems related to the medical aspects of personnel licensing and aircraft certificates of registry.</p> | |
| <p>Decisions and recommendations can result in lost revenue for aviation personnel where licenses or endorsements are not granted or are suspended. The position is accountable for departmental resources in terms of material and computer resources. Recommendations for changes in personnel licensing standards or aircraft licensing requirements can have an impact on inspection policies and procedures.</p> | |
| Managerial Responsibility | B2 / 115 |
| <p>The position is responsible for the collection and control of licensing fees, the effective use of computer facilities and the supervision of 21 staff.</p> | |
| Working Conditions | |
| Environment | 1 / 10 |
| <p>There is no significant exposure to disagreeable conditions.</p> | |
| Flying Requirements | 1 / 15 |
| <p>There is a requirement to maintain flying status.</p> | |



9.3

Sub-group: Civil Aviation Inspection
Aircraft Operations
B.M.P.D. No. 9

10.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 10

Level: 3

Descriptive Title: Regional Inspector,
Air Carrier (Large) (Montreal)

Point Rating: 543

Reports to: Regional Manager, Air Carrier

Conducts base inspections and operational evaluations of domestic and overseas air carrier operations and training facilities, for air carriers operating aircraft over 35,000 lbs. maximum gross take-off weight for turbine powered aircraft and for all other aircraft which exceed 44,000 lbs. to ensure compliance with departmental regulations, operating procedures and safety standards for air carriers.

Writes comprehensive reports of results of examinations of base maintenance, hangars, training facilities, offices, flight planning centres, passenger accommodations, stores, workshops, dispatch facilities and pre-flight procedures, such as A.T.C. crew scheduling, dispatch, weather services, communications, flight watch and aircraft loading.

Conducts enroute flight checks and writes reports of the results of observations of the operation of aircraft flight instruments, navigation equipment, pressurization and air conditioning systems, lighting and oxygen systems, de-icing systems, fuel supply and jettison systems and electrical, hydraulic, pneumatic, waste and fire protection systems.

Advises air carrier owners and operators of the results of inspections and the corrective action required to maintain valid operating certificates.

Assesses the performance of flight crew members and other staff and air carrier flight training programs to ensure competency and compliance with legislative requirements and departmental policies, standards and procedures.

Evaluates and makes recommendations on air carrier applications for operating certificates and proposals for the positions of Flight Operations Managers, Chief Pilots, Company Check Pilots.

Inspects and recommends revisions to air carrier safety standards and company operating and training manuals to ensure the safety of commercial air operations.

Specifications Degree/
Points

Knowledge 3 / 238

The work requires knowledge of the legislation, departmental regulations, standards, inspection and enforcement techniques, the organization and operations of air carriers operating large aircraft, i.e., certification requirements, aircraft maintenance, flight operations, crew member requirements, training and required qualifications of crew members, together with associated departmental policies, directives and inspection instructions in order to conduct operational evaluations of large air carriers. A knowledge of aircraft operating procedures, airspace and air navigation systems is required to review and recommend on such matters as procedures for IFR take-off and landing minima and off airways route approval.

The work requires experience and skill in operating large multi-engine aircraft to conduct en route flight checks, assess the performance of flight crew members and recommend revisions to company safety standards and training procedures. Experience and skill are required in the provision of advice and guidance to air carrier officials concerning required corrective action and operating techniques.

Decisions and Recommendations

B3 / 175

Initiative and judgment are required to review sophisticated systems, facilities and procedures. Initiative and judgment are required in making recommendations in respect of the required corrective action to operating procedures, in the provision of advice on flight training programs and on the acceptability of proposed flight operations managers, chief and check pilots. Initiative and judgment are required in conducting en route, pilot proficiency and instrument rating checks and in the evaluation of air carrier operating certificates.

Decisions to recommend the suspension of operating certificates as a consequence of en route or base inspections can have a financial impact on large air carriers through delays in flight schedules, revisions to company operating procedures and requirements for additional equipment and staff training.

Managerial Responsibility

A1 / 50

There are no managerial tasks.

Working Conditions

Environment

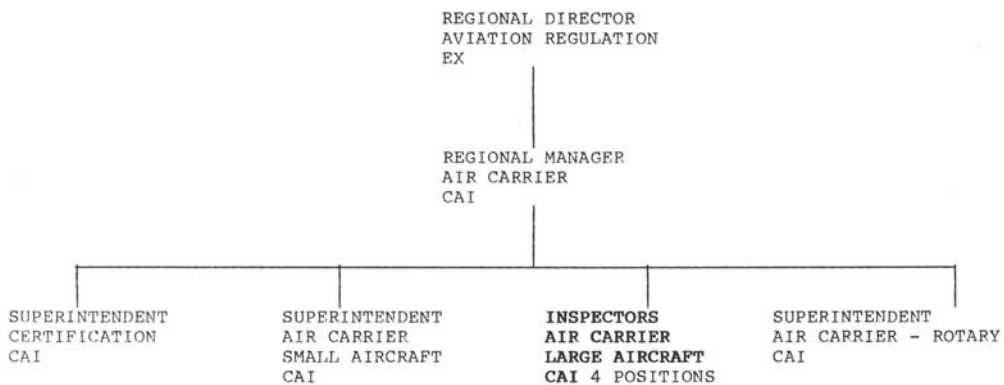
1 / 10

There are no adverse environmental factors associated with the work.

Flying Requirements

3 / 70

The primary duties of this position require continuous flying in the conduct of in-flight inspections and flight tests.



10.3

Sub-group: Civil Aviation Inspection
Aircraft Operations
B.M.P.D. No. 10

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 11

Level: 3

Descriptive Title: Inspector, Nav aids Flight Inspection (H.Q.)

Point Rating: 537

Reports to: Supervisor, Flight Inspection Operations

Assesses the performance and adequacy of visual and electronic aids to air navigation for conformance to stated levels of services and operational requirements, and certifies them for public use.

Flies numerous precision flight profiles required to accurately position the flight inspection aircraft for exact measurement and adjustment of the navaid signal-in-space.

Interprets and evaluates information recorded during in-flight inspections from non-visual electronic and visual navigation aids to confirm the correctness of the setting of essential signal in-space parameters, and determines their operational safety and acceptability.

Authorizes the removal of a navaid from service or its continued operation at a reduced level by issuing appropriate operational restrictions.

Certifies the commissioning of new facilities and the continued operation of commissioned facilities that meet the required performance standards for public use.

Evaluates on a continuing basis, and where applicable, recommends changes to components of the air navigation system and inspection requirements and priorities consistent with user operational needs.

Proposes policies and procedures to evaluate the impact of removing nav aids from service or for the continued operation of a navaid at a reduced level of performance.

Recommends new or modified flight inspection/calibration techniques and proposes amendments to the Flight Inspection Manual.

Assesses and reviews inspection standards and procedures to ensure flight safety and level of service considerations are adequately addressed.

Participates in the operation of the ANS Flight Inspection Control Centre in recommending schedules for flight inspection/calibration flight profiles and recommending the assignment of aircraft and crews to meet normal inspection schedules to fulfill other priority assignments (accidents, etc.).

Coordinates requests from six regions and recommends short-term and long-term schedules.

Degree/
Points

Specifications

Knowledge

2 / 182

The work requires knowledge of the operating procedures of a broad range of aircraft, the technical operation and operational use of a wide variety of ground based air navigation systems together with a knowledge of legislation, departmental regulations, policies, standards, directives and inspection instructions to assess the performance and adequacy of visual and electronic aids to air navigation for conformance with stated levels of service and operational requirements. An awareness of the policy, standards and procedures development process is required to develop and recommend changes in inspection requirements, priorities, and modification of flight inspection techniques.

The work requires experience and skill to conduct the calibration of electronic aids to air navigation. Experience and skill are required in discussing perceived navigation aid problems with air industry officials, military and other aircrews and in coordinating the scheduling of aircraft and crews and flight inspections.

Decisions and Recommendations

C2 / 185

Initiative and judgment are required in authorizing continued operation of air navigation aids at a reduced level and recommending measures to correct out of tolerance conditions. Recommendations for changes to components of the air navigation system and inspection standards and priorities require initiative and judgment. Initiative and judgment are also required to discuss perceived navigation system problems with air carrier officials, DND and other aircrews. Decisions are made to remove a navigation aid from service and to certify the commissioning of new facilities. This can have a financial impact on civil aviation operations in terms of delayed or revised schedules and can result in inconvenience to passengers. Recommendations for changes to components, or new or modified navigation aids communications systems can have an impact on air navigation system costs.

Managerial Responsibility

A2 / 80

During detached duty for periods of up to 5 days, while acting as aircraft captain, will be accountable for the security and effective use of the assigned aircraft and up to four crew members.

Working Conditions

Environment

2 / 20

The working environment is good, however, detached duty in the Arctic requires occasional exposure to several disagreeable conditions for periods of up to 5 days.

Flying Requirements

3 / 70

The primary duties of the position require long periods of flying. Concentrated precision flying is required for Flight Inspection purposes.

SUPERINTENDENT FLIGHT
INSPECTION OPERATIONS
CAI

FLIGHT INSPECTOR
NAVAIDS
CAI - 12 POSITIONS

11.3

Sub-group: Civil Aviation Inspection
Aircraft Operations
B.M.P.D. No. 11

12.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 12

Level : 3

Descriptive Title: Training and Check
Pilot (Fixed Wing) (H.O.)

Point Rating: 497

Reports to: Chief, Training

Arranges and carries out flight and simulator training to ensure maintenance of a high level of competency of departmental pilots.

Prepares course syllabi, lesson plans, visual aids, etc.

Conducts classroom, simulator and airborne instruction on aircraft flight characteristics and emergency procedures.

Demonstrates airborne normal and emergency flight procedures, engine limitations, take off, cruise flight and landings.

Demonstrates the proper utilization of aircraft electronic and avionics systems during instrument flight conditions.

Develops and recommends standards and procedures for the initial, conversion and recurrent training of departmental fixed wing pilots to ensure such training reflects the 'latest state of the art.

Determines, from consultation with aircraft manufacturers, airline operations and flight training organizations improvements and new techniques in flight training, and where desirable, recommends changes or additions to the flight training program.

Develops and recommends new or revised training procedures necessitated by the introduction of new aircraft and equipment or changes in flying regulations.

Consults with Civil Aeronautics Safety and Accident Investigation Division personnel on their opinions and evaluation of accident investigation reports, safety recommendations and bulletins and where applicable, recommends modifications to Transport Canada flight training operations.

Carries out flight proficiency checks utilizing departmental turb-jet, turbo-propeller and piston engine aircraft to ensure departmental pilots meet established standards.

Flight tests departmental aircraft after overhaul, major repairs or modifications to determine their airworthiness.

Assists in the evaluation of new types of aircraft by flight testing and review of operating manuals and performance envelopes.

| | Degree/ Points |
|--|-------------------|
| Specifications | |
| Knowledge | 2 / 182 |
| <p>The work requires knowledge of flight and aircraft simulator instructional techniques, air navigation theory, IFR and VFR flight procedures and the operation and performance characteristics of a variety of turbo-jet, turbo propeller and piston engine aircraft to conduct flight and simulator training. The work requires knowledge of the organization and operations of air carriers and the aviation industry to determine and recommend improvements and new techniques in flight training. Knowledge of standards and procedures development is required to initiate and recommend changes in training standards.</p> <p>Experience and skill are required to conduct classroom, simulator and airborne instruction and to observe the performance and assess the proficiency of pilots. Experience and skill in coordinating the timing and programming of flight training activities are required.</p> | |
| Decisions and Recommendations | B2 / 140 |
| <p>Initiative and judgment are required in the conduct of classroom, simulator and airborne instruction and in the preparation of course syllabi, lesson plans and visual aids. Initiative and judgment are required in undertaking flight proficiency checks and second opinion checks in the role of arbitrator. Initiative and judgment are also required to develop flight lesson plans tailored to individual pilots progress in training, to identify operational and training deficiencies and to recommend changes or additions to the flight training program.</p> <p>Recommendations for new or improved standards and procedures for initial, conversion and recurrent training can have an impact on the quality and currency of training with latest developments. Decisions made in respect of pilot proficiency checks affect the granting or withholding of pilot endorsements and can have an impact on the cost of required additional training. The position is accountable for ensuring the maintenance of a high level of pilot competency for departmental pilots engaged in civil aviation inspection duties.</p> | |
| Managerial Responsibility | 131 / 85 |
| <p>The work requires that inspection staff are trained to a high level of competence. The work also requires developing and recommending changes or additions to the flight training program and the effective use of aircraft.</p> | |
| Working Conditions | |
| Environment | 2 / 20 |
| <p>There is an occasional exposure to harsh conditions during flight testing and ferrying operations.</p> | |
| Flying Requirements | 3 / 70 |
| <p>The work requires continuous periods of flying.</p> | |



Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 12

13.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 13

Level: 2

Descriptive Title: Regional Investigator, Operations (CASB)

Point Rating: 482

Reports to: Regional Superintendent, Investigation Operations
Development

Organizes and conducts on-site investigations into aircraft accidents, other than those of a major or sensitive nature, under the authorities and responsibilities authorized to certified investigators under the Canadian Aviation Safety Board (CASB) Act, and makes findings as to contributing factors and causes together with general recommendations to eliminate or reduce safety deficiencies.

Assesses the extent of the damage or injury and, as investigator in charge, organizes and arranges for site security, technical investigation, autopsies and salvage operations.

Searches the accident scene on foot or by helicopter to retrieve pieces of wreckage, bodies and aircraft instruments; photographs, surveys and sketches details of the accident scene to show the location of damaged aircraft or pieces of wreckage, the extent of damage, ground impact markings and general characteristics of the surrounding area.

Interviews pilots, passengers, mechanics, aircraft owners, eyewitnesses and aircraft manufacturers, records their statements and decides upon the extent of wreckage recovery to be undertaken, which components require further investigation, and the extent of reconstruction required.

Prepares reports and makes findings and general recommendations concerning investigated accidents, incidents and safety hazards to prevent recurrence.

Develops and maintains a close working relationship with external agencies in order to effectively complete the thorough and timely investigation of aviation occurrences and to prevent recurrence.

Specifications

Degree/
Points

Knowledge

2 / 182

The work requires knowledge of the CASB Act and departmental regulations as well as knowledge of investigative standards, methods and techniques to organize and conduct on site investigations into aircraft accidents, incidents and safety hazards. A knowledge of air carrier and aviation industry organizations and operations is required to discuss company policies and procedures, identify possible cause factors of accidents and prepare and present flight safety lectures. The work also requires knowledge of the construction and operation of aircraft, including large jet transport and rotary wing aircraft, power plants, components, related systems and aerodynamics to assess the extent of damage and determine causal factors. Awareness of policies, standards and procedures development is required in relation to the preparation of reports, findings and recommendations.

Experience and skill are required in dealing with officials of the air industry, other federal, provincial and municipal government departments, law enforcement and other external agencies to effectively schedule, organize and coordinate the timely investigation of aviation occurrences.

Decisions and Recommendations

CI / 150

Initiative and judgment are required in organizing and conducting accident investigations in such areas as extent of wreckage recovery to be undertaken, the interviewing of pilots, passengers, owners, and the coordination of the activities of external agencies involved in the conduct of investigations. Initiative and judgment are required in the analysis of evidence, the identification of causal factors and in recommending courses of action to eliminate or reduce safety deficiencies. Initiative and judgment are required to resolve problems related to security at the crash site, the plotting and recovering of wreckage and the questioning of next of kin.

Decisions and recommendations can have a financial impact on aviation systems where accident investigation findings dictate changes in equipment or flight procedures and on users of aviation services in terms of improved flight safety. The position is accountable for making findings as to contributing factors and causes of aviation occurrences.

Managerial Responsibility

A2 / 80

Although there is no requirement for the continuing supervision of others, the ability to plan, organize and coordinate the work of other investigators, coroners, medical authorities, police, search and rescue personnel, and instruct and supervise junior team members is required.

Working Conditions

Environment

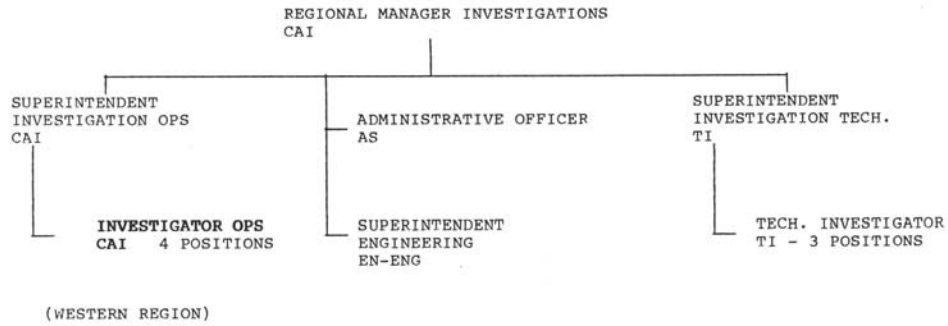
3 / 30

The work requires investigating aircraft accidents where there is exposure to dirt, fumes and inclement weather conditions and where human remains and aircraft wreckage must be retrieved and identified.

Flying Requirements

2 / 40

The duties of this position require sufficient flying to maintain pilot-in-command status, as well as in checking the flying characteristics of different aircraft.



13.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 13

BENCH-MARK POSITION DESCRIPTION

Bench-mark Number: 14

Level: 2

Descriptive Title: Regional Inspector,
Air Carrier (Small) (Edmonton)

Point Rating: 462

Reports to: Superintendent, Air Carrier Operations (Edmonton)

Conducts base inspections and operational evaluations of air carrier operations and training facilities for air carriers operating aircraft up to 35,000 lbs. maximum gross take-off weight for turbine powered aircraft and up to 44,000 lbs. for conventional aircraft to ensure compliance with departmental regulation, operating procedures and safety standards for air carriers.

Writes comprehensive reports of result of examinations of base maintenance, hangars, training facilities, offices, flight planning centres, passenger accommodations, stores, workshops, dispatch facilities and pre-flight procedures, such as A.T.C. crew scheduling, dispatch weather services, communications, flight watch and aeroplane loading.

Conducts en route flight checks and writes reports of the results of observations of the operation of aircraft flight instruments, navigation equipment, pressurization and air conditioning systems, lighting and oxygen systems, de-icing systems, fuel supply and jettison systems and electrical, hydraulic, pneumatic, waste and fire protection systems.

Assesses the performance of flight crew members and other staff and air carrier flight training programs in order to ensure competency and compliance with legislative requirements and departmental policies, standards and procedures.

Evaluates and makes recommendations on air carrier applications for operating certificates and proposals for the positions of Flight Operations Managers, Chief Pilots, Company Check Pilots.

Reviews the qualifications and performance records of air carrier proposed candidates for Flight Operations Manager and Chief Pilots, conducts monitoring flight checks on Air Carrier Company Check Pilot candidates and makes recommendations for awarding of CCP Authority.

Inspects and recommends revisions to air carrier safety standards and company operating and training manuals to ensure the safety of commercial air operations.

Acts as Minister's Representative during CASB investigations, providing timely information to Transport Canada on regulatory implications and may also act as the Case Presenting Officer for Transport Canada at Civil Aviation Technical hearings.

Specifications

Knowledge

2 / 182

The work requires knowledge of the legislation and departmental regulations governing the operations of air carriers operating small aircraft, i.e. certification requirements, aircraft maintenance, flight operations, crew member requirements, training and required qualifications of crew members, as well as knowledge of standards, directives, inspection and enforcement techniques and methods in order to conduct operational evaluations of small air carriers.

The work requires experience and skill in operating multi-engined aircraft to conduct en route flight checks, assess the performance of flight crew members and recommend revisions to company safety standards and training procedures. The provision of advice and guidance to air carrier officials concerning required corrective action and operating techniques requires skill and experience.

Decisions and Recommendations

B2 / 140

Initiative and judgment are required in making recommendations in respect of the required corrective action to operating procedures, in the provision of advice on flight training programs and on the acceptability of proposed flight operations managers, chief and check pilots. Initiative and judgment are also required in conducting en route pilot proficiency and instrument rating checks and in the evaluation of air carrier applications for operating certificates.

Decisions concerning pilot proficiency and required revisions to flight operating procedures can have an impact on users of aviation services in terms of delays in or revisions to flight schedules for passengers or freight.

Managerial Responsibility

A1 / 50

There are no managerial tasks.

Working Conditions

Environment

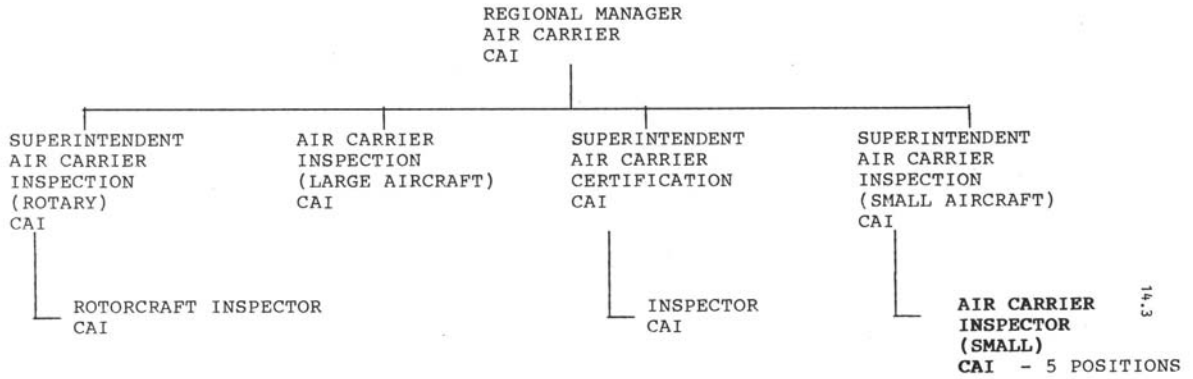
2 / 20

There is an occasional exposure to harsh conditions during inspection of small carriers in isolated locations.

Flying Requirements

3 / 70

The primary duties of this position require continuous flying in small and large aircraft.



14.3

Sub-group: Civil Aviation Inspection
Aircraft Operations
B.M.P.D. No. 14

15.1
BENCH-MARK POSITION DESCRIPTION

Bench mark Number: 15

Level: 2

Descriptive Title: Senior Inspector,
Flight Training Standards (Winnipeg)

Point Rating: 462

Reports to: Superintendent, Flight Training Standards

Conducts examinations and evaluations for the issue and renewal in various classes of Flight Instructor Categories and for the appointment or reappointment of Designated Flight Test Examiners to ensure regulatory standards in the quality of flying instruction and testing are maintained.

Conducts flight tests on pre-licensed and licensed trainees and applicants for pilot licenses or multi-engine ratings to ensure a high and uniform standard of flying training is maintained.

Carries out Base Inspections of training institutions to ensure adherence with Department of Transport certification standards and prepares reports on the findings.

Examines company records and documents to ensure proper administrative procedures are maintained and inspects operational and training facilities such as manuals, aircraft, simulators and classrooms.

Monitors instructors during ground school and airborne lessons presentation, reviews performance records, counsels individual instructors on identified deficiencies and monitors their progress.

Collects and accounts for fees for flight tests, licenses and license endorsements.

Conducts flight tests on individuals who have some physical disability to determine restrictions or limitations to be imposed.

Specifications

Degree/
Points

Knowledge

2 / 182

The work requires knowledge of the organization and operations of flying clubs and schools as well as knowledge of the legislation, departmental regulations and policies pertaining to operating certificates in order to carry out base inspections for conformance with certification standards. Knowledge of licensing standards and procedures for aircrew, flying instructors and examiners is required to conduct flight tests for pilot licenses and instructor ratings.

The work also requires knowledge of aircraft operating procedures and experience and skill in assessing instructors instructional techniques and aircraft handling abilities. Skill and discretion are required to provide advice on improvements in training methods and facilities to owners and operators.

Aircraft Operations

Sub-group: Civil Aviation Inspection
B. M. P. D. No. 15

15.2

Degree/
Points

Decisions and Recommendations

B2 / 140

Initiative and judgment are required in conducting in-flight examinations of candidates instructional techniques, during flight tests on pre-licensed and licensed trainees and in the conduct of base inspections of training institutions. Initiative and judgment are required in identifying the need for Designated Flight Test Examiners, in questioning candidates on specific areas of aviation applicable to the license sought and in counseling instructors on identified deficiencies. Recommendations concerning withdrawal of instructors ratings or examiners privileges require judgment and initiative.

Decisions and recommendations concerning the issue or renewal of flight instructor categories and appointment or re-appointment of Designated Flight Test Examiners can have a financial impact on employees remuneration and on operator costs for additional training. Decisions reached in the conduct of flight tests have an impact in terms of increased costs to trainees for additional training.

Managerial Responsibility

AI / 50

There are no managerial tasks.

Working Conditions

Environment

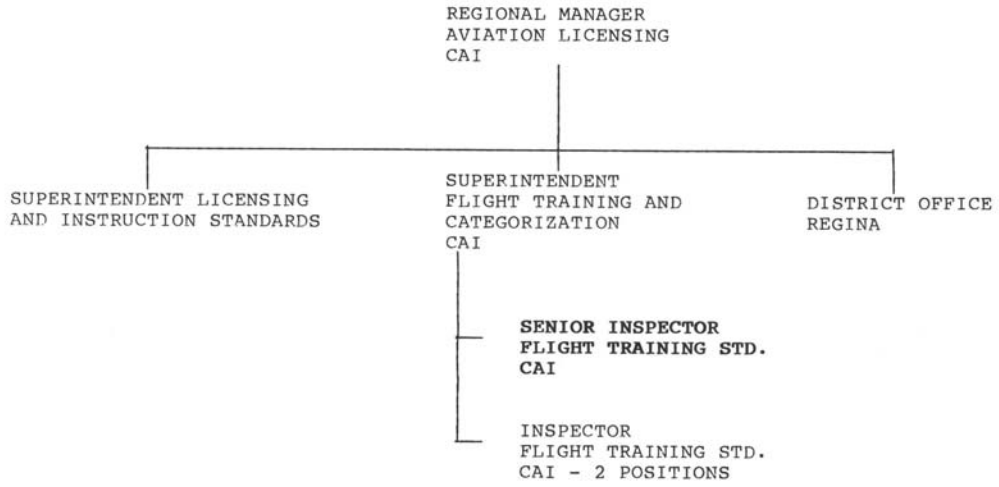
2 / 20

There are occasions when flight testing will be carried out in adverse weather conditions, or at harsh geographic locations.

Flying Requirements

3 / 70

The work requires continuous periods of flying in order to carry out inspection duties on aircraft of varying flight characteristics.



15.3

Sub-group: Civil Aviation Inspection
Aircraft Operations
B.M.P.D. No. 15

BENCH-MARK POSITION DESCRIPTION

Bench mark Number: 16

Level: 2

Descriptive Title: Regional Aviation Safety Officer (Vancouver)

Point Rating: 417

Reports to: Regional Manager, Aviation Safety Programs

Develops, promotes and administers assigned Regional Aviation Safety Programs and activities to maximize safety in the Commercial and Private sectors of flight operations.

Conducts and coordinates training seminars for company aviation safety officers and for company CEO's/owners to encourage the implementation of company safety programs.

Conducts voluntary company aviation safety surveys by means of confidential interviews and on site observations of company policies, procedures and operating practices, analyses complex interactions to determine human factors aspects and reports findings and recommendations in a confidential report to an executive of the company.

Develops and administers a safety education program for the Civil Air Search and Rescue Association (CASARA) and also prepares, conducts and/or coordinates safety presentations, briefings, displays and exhibits for the private/recreational pilot population.

Receives highly sensitive or confidential information volunteered by industry and the public, dealing with such matters as unsafe flight operating practices, calibre of training, infractions of regulations, etc..

Investigates and analyzes regional aviation operations to identify safety problems and provides advice, guidance and information to the public, governmental agencies and Regional Transport Canada Aviation Group manager and staff.

Visits locations of potential problems or hazards, identifies deficiencies and submits rectification recommendations.

Monitors aviation safety aspects of the Canadian civil air transportation system and supporting services through visits to facilities, observation of operations, discussions with personnel, investigation of complaints or recommendations and makes reports or recommendations to the Manager, Aviation Safety Programs.

Investigates aviation community/public complaints or suggestions concerning safety programs and services, forwards the complaints or suggestions to the appropriate agency for action, and monitors and reports subsequent action.

Provides Headquarters and Regional Aviation Safety Programs offices with safety related information, material, insights, recommendations and assistance.

Degree/
Points

Specifications

Knowledge

2 / 182

The work requires knowledge of the organization, policies and operations of air carriers, aviation enterprises, flying clubs and schools to develop, conduct and coordinate credible aviation safety training seminars, briefings, displays and exhibits. Knowledge of the human factors and limitations as they affect the operating of aircraft, together with knowledge of the causes of aircraft accidents are required in the development and promotion of aviation safety activities.

The work requires skill and experience in performing company aviation safety surveys and presenting findings and recommendations to company executives. Experience and skill are required in the provision of advice on safety programs to provincial and other government agencies and in organizing and coordinating safety promotion activities.

Decisions and Recommendations

C1 / 150

Initiative and judgment are required in the development and implementation of regional aviation safety promotional activities such as publicity, the coordination and conduct of training seminars and the creation and presentation of a wide variety of aviation safety material. Initiative and judgment are required in dealing with confidential information on reported unsafe flight operating practices and infractions and in conducting and reporting on findings and recommendations of voluntary company aviation safety surveys. Recommendations are made on new approaches for the dissemination of safety information and material and on topics or subjects which could be included in aviation safety programs or activities.

Recommendations to rectify identified safety deficiencies have an impact on aviation personnel and civil aviation operations in terms of increased efficiency, flight safety and compliance with regulations.

Managerial Responsibility

AI / 50

There is a requirement to provide advice and guidance to new inspectors and support staff.

Working Conditions

Environment

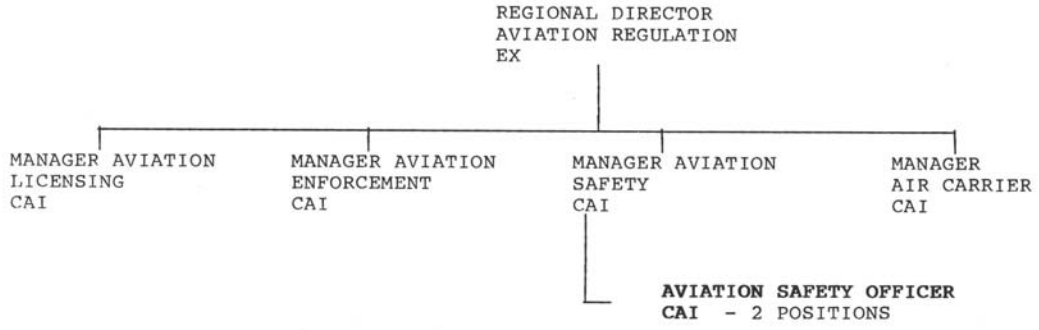
2 / 20

There is an occasional exposure to several disagreeable conditions during the investigation of regional aviation operations.

Flying Requirements

1 / 15

The duties require flying to maintain pilot in command status.



16.3

Aircraft Operations
Sub-group: Civil Aviation Inspection
B.M.P.D. No. 16

BENCH-MARK POSITION DESCRIPTION

Bench mark Number: 17

Level: 2

Descriptive Title: Regional Planning Officer (Moncton)

Point Rating: 407

Reports to: Supervisor, Air Navigation Systems Planning and Operational Requirements

Develops and recommends aviation master plans for assigned geographic areas to ensure the early identification of short and long term requirements for aeronautical services and facilities, and their coordination with national systems.

Contacts other federal, provincial and municipal government departments and the aviation industry to discuss and determine long range considerations as an aid to planning in such areas as company aircraft fleet plans, surface transportation plans, predicted traffic volumes, etc.

Provides the airside input in support of regional airport site master plans to ensure that the development of operational items and supporting facilities are adequate for existing and forecast aircraft operations.

Participates as a member of or provides input to project teams working on such programs as Microwave Landing System, Radar Modernization Program.

Assigns special projects relating to standards, legislation or policy development in preparing drafts etc.

Assists in the inspection of carriers' base facilities, workshops, training facilities and control procedures.

Specifications

Degree/
Points

Knowledge

2 / 182

The work requires knowledge of the standards and procedures development process to identify, plan and recommend on short and long term requirements for aeronautical services and facilities. Knowledge of departmental regulations, standards and directives relating to aeronautical services and facilities is required to provide input in support of regional airport site master plans. The work requires awareness of aircraft operating procedures, air navigation systems and the operations of air carriers and the air industry to identify trends and developments affecting future facilities and services requirements.

Experience and skill are required in dealing with other federal, provincial and municipal government departments to determine long range considerations affecting planning. Skill and experience are required in dealing with officials of the air industry to determine company aircraft flight plans and predicted traffic volumes. Experience is required to coordinate planning input from their regional branches.

Decisions and Recommendations

CI / 150

Initiative and judgment are required in the analysis of the capability of existing facilities and services to meet current and forecast future demands and in the identification of trends and developments affecting policies, procedures and operating practices. Initiative and judgment are also required to discuss long range planning considerations with external agencies, to develop alternatives in support of master plan recommendations and to identify airport zoning requirements.

Recommendations may have an impact on the extent aeronautical services may be modified to accommodate future civil aviation needs in such areas as en route and terminal navigation aids, airspace structure, visual aids and runway requirements. Recommendations concerning airside facilities such as airport lighting systems, electronic aids to navigation, communications meteorology and air traffic services can have an impact on the cost of the regional air navigation system.

Managerial Responsibility

AI / 50

There are no managerial tasks.

Working Conditions

Environment

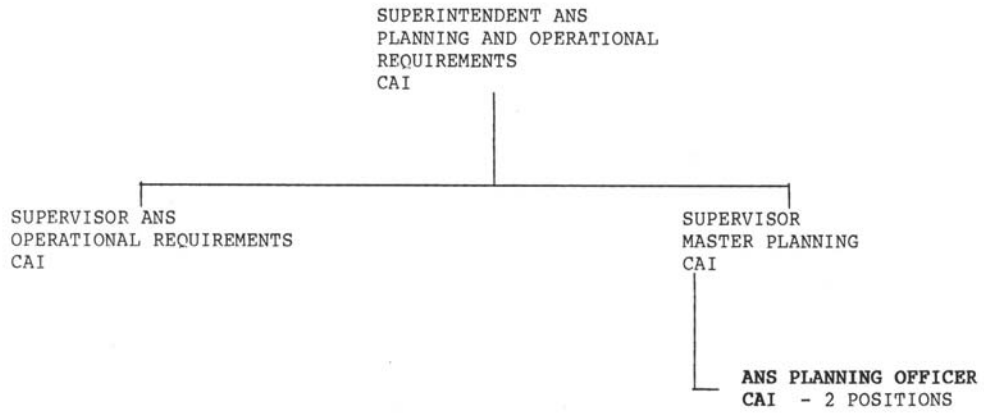
1 / 10

There are no adverse environmental factors associated with the work.

Flying Requirements

1 / 15

The duties require flying to maintain pilot in command status.



17.3

Sub-group: Aircraft Operations
Civil Aviation Inspection
B.M.P.D. No. 17