

Jobs in AVIATION



career opportunities series



Northwest Territories Education, Culture and Employment

Canada

Cette publication peut aussi être disponible en français sous le titre:
Emplois dans l'industrie de l'aviation

Cover Photos

Main: P. Webber/GNWT Bottom: Yellowknife Airport/GNWT; Top: Mineral helisearch/GNWT

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JOBS IN AVIATION

INTRODUCTION

The aviation industry is one of the largest employers in the North. The North is heavily dependent upon air travel and air freight. Aviation plays a key role in economic and community development, and in the delivery of social services such as air ambulances and scheduled transportation, protection from natural disasters such as forest fires as well as non-renewable resource exploration. The aviation industry offers career opportunities that suit many interests and backgrounds. As aviation remains a key part of life in the North, there will be a growing need for trained workers.

WHAT IS THE AVIATION INDUSTRY?

The aviation industry is one of the main industries in the transportation sector. Air carrier operations cover a wide range of occupations. Pilots, flight attendants, aircraft maintenance engineers and dispatchers are some of the members of the air carriers' service team. The airport is one of the most vital elements in our air transport system. A well-equipped airport provides a variety of facilities for the aircraft and for crews and passengers. It also supports safe arrival and departure of aircraft. Millwrights, firefighters, security guards, reservation agents, freight agents and facility managers are just some of the occupations that support airport operations. Flight service specialists, air traffic controllers and CARS (Community Aerodrome Radio Station) observer/communicators provide air navigation services.

WILL THERE BE JOBS IN THE AVIATION INDUSTRY?

Air transportation has developed quickly and hundreds of job opportunities have been created in the North. Although pilots and flight attendants are the most known occupations in this industry, over 80 percent of all employees work in other related occupations and are often not seen by air travellers. There is a shortage of qualified technical specialists, Aircraft Maintenance Engineers and flight crews in the North.

WHAT JOBS WILL THERE BE IN THE AVIATION INDUSTRY?

There are many different types of jobs within the aviation industry and they require varying degrees of education, skills and experience. It is important to remember that the more training and education you have, the higher the level of job you can get. Many of the skills learned in the aviation industry are transferable to other careers. Aviation sector job seekers not only require specific work related skills such as literacy, computers, and math and science but they also need good general workplace skills, such as flexibility and adaptability to change, independence, and the ability to communicate well. Change is constant in today's world, and lifelong learning is a reality for most jobs especially those within the aviation industry. The skills and experience needed by workers in the aviation industry differ by occupation. Some jobs may be entered directly from high school, while others require extensive specialized training.

ENTRY LEVEL JOBS

Some entry-level jobs in this industry require little or no previous training. The basic tasks associated with many of these jobs are learned on-the-job, working with an experienced employee.

<i>Baggage Handler</i>	Loads/unloads passengers' bags.
<i>Aircraft Groomer</i>	Cleans aircraft.
<i>Food Service Worker</i>	Replenishes the meal service on the aircraft.
<i>Airline Security Representative</i>	Performs airport security checks of passengers and luggage.
<i>Dock Hand</i>	Assists in loading, unloading and preparing aircraft – usually aspiring pilots who have a commercial pilot's license.
<i>Ramp Attendant</i>	Operates ramp-servicing vehicles; handles cargo and baggage, marshals and tows aircraft, and cleans aircraft interiors and exteriors.



TECHNICAL AND SKILLED JOBS

These jobs require a high school diploma and may require a college diploma or specialized training. It is possible to work your way up to some of these positions through years of work experience and on-the-job training.

<i>Flight Attendant</i>	Has training in emergency procedures and ensures the safety and comfort of passengers.
<i>Flight Follower</i>	Assists in planning flights, monitors flights to ensure safety, and reports missing or overdue aircraft.
<i>Airline Ticket and Reservation Agent</i>	Makes reservations and/or sells tickets to passengers.
<i>Customer Service</i>	Assists passengers, checks tickets when passengers board and disembark an airplane.
<i>Cargo Agent</i>	Takes orders from shippers and arranges for transportation of goods.
<i>Firefighter (Airport)</i>	Provides a fire free escape in the event of an accident.
<i>CARS Observer/Communicator</i>	Provides services to assist local aviation activities at select airports.
<i>Refueller</i>	Refuels aircraft.
<i>Storeskeeper</i>	Acquires inventory and controls aircraft parts and supplies.

APPRENTICESHIP/TRADES

These jobs require that you be a journeyperson or certified tradesperson.

<i>Airport Electrician</i>	Installs, connects and troubleshoots electrical equipment and systems.
<i>Aircraft Maintenance Engineer</i>	Inspects, repairs and is responsible for airworthiness of aircraft and aircraft equipment.
<i>Electronic Technician</i>	Maintains and repairs ground and navigation equipment.
<i>Sheet Metal Worker</i>	Repairs and fabricates aircraft components.
<i>Millwright (Industrial Mechanic)</i>	Installs, maintains and repairs industrial equipment.
<i>Heavy Duty Equipment Technician</i>	Cleans, lubricates, repairs and maintains heavy equipment.
<i>Heavy Equipment Operator</i>	Operates plough trucks, bulldozers, loaders, graders, towed sweepers and other heavy equipment.

MANAGEMENT AND SUPERVISORY JOBS

These jobs usually require a college diploma or university degree or the equivalent. However, it is possible in some of these occupations to work your way up to these positions through years of work experience and on-the-job training. These jobs usually require specialized training in a related area.

<i>Pilot</i>	Operates aircraft and ensures safe inflight operations.
<i>Flight Engineer</i>	Monitors aircraft functions and manipulates controls on demand.
<i>Quality Assurance</i>	Inspects aircraft and aircraft systems and ensures they meet standards.
<i>Base Manager</i>	Plans, manages and directs the day-to-day air carrier operations of a specific site.
<i>Airport Manager</i>	Oversees all operations and maintenance of the airport facilities.
<i>Flight Dispatcher</i>	Plans flights, analyzes weather conditions, determines fuel requirements and provides weight and balance control.
<i>Flight Service Specialist</i>	Provides airport advisory, flight plan processing and altering, weather information and other related services.
<i>Aircraft Mechanic</i>	Inspects and repairs planes.
<i>Air Traffic Controller</i>	Directs air and ground traffic at airports within controlled airspace.
<i>Avionics Technologist</i>	Modifies, installs, maintains and repairs electronic equipment used in aviation.

MANAGEMENT AND SUPERVISORY JOBS

Continued...

<i>Manager/Safety and Security</i>	Plans and manages the regulatory safety and security programs for the airport as well as being the fire chief.
<i>Director of Maintenance</i>	Directs and supervises the maintenance department.
<i>Chief Engineer</i>	Directs/supervises engineering staff.
<i>Chief Pilot</i>	Directs/supervises all flight crew.
<i>Operations Manager</i>	Directs and controls the company's maintenance and flight operations and ensures that all rules and regulations are followed.
<i>Professional Engineer</i>	Plans, designs and constructs airport infrastructure including runways, buildings and lighting systems.
<i>Flying Instructor</i>	Teaches flying techniques and ground school subjects to student pilots and trains licensed pilots for additional certification.

MANAGEMENT AND ADMINISTRATION

There are many jobs in management and administration in the aviation industry. These jobs include clerks, human resource specialists, receptionists, office managers, bookkeepers, lawyers and secretaries.

CREATE YOUR OWN JOB

There are many opportunities in the aviation industry to start your own business. If you have a good business idea, have confidence in your abilities, and are willing to take a risk then starting your own business might be a very good option. The Department of Education, Culture and Employment provides supports such as the Self Employment Option Program to individuals who would like to start a small business. Contact your regional Career Centre or Canada/NWT Service Centre to see if you qualify or for more information on the Self Employment Option Program. For more information on how to start a business in the NWT, you may also go to the Industry, Tourism and Investment (ITI) home page at www.iti.gov.nt.ca and hit the “Starting a Business” button.

WORKING CONDITIONS

Working conditions vary widely, depending on the occupation. Most employees work in comfortable surroundings, such as offices or terminals. Pilots, mechanics and ramp attendants work outside when required. Because airlines operate flights at all hours of the day and night, some workers often have irregular hours or schedules. Flight and ground staff are required to work at night, on weekends and holidays. Flight personnel may be away from their home bases frequently. When they are away from home, the airlines provide hotel accommodations, transportation between the hotel and airport, and an allowance for meals and expenses.

Wages for jobs in this field are competitive. For more information on current wages and demand see NWT Job Futures available at the Career Centre in your community or online at www.jobfutures.stats.gov.nt.ca and talk to people who work in the field.

WHERE TO GET TRAINING

AURORA COLLEGE

Aurora College offers a variety of programs that can help you get a job in the aviation sector. These programs and services include: Observer/Communicator Training, Management Studies, Office Administration and Pre-trades and Apprenticeship Programs. Student Services at Aurora College will explain current course offerings. Although these courses and programs are a good introduction to many jobs in the aviation sector, some jobs will require additional schooling or on-the-job training.

Call your local campus, or visit www.auroracollege.nt.ca to find out about current programs and courses being offered.

COLLEGES IN SOUTHERN CANADA

Other courses and programs available at colleges in southern Canada that can lead to jobs in the aviation sector include the following: Pilot, Pre-trades and Trades, Bookkeeping and Accounting, Business Administration and Office Administration. Check with your regional Career Centre for college information or look on the Internet for on-line calendars.



BUFFALO SCHOOL OF AVIATION

This training centre, located in Yellowknife, offers a two-year Aircraft Maintenance Engineer (AME) program, which combines classroom and practical shop instruction. An AME is the person who accepts the responsibility for the condition of the aircraft, which he/she certifies as airworthy. Some of the areas of study include ethics and responsibilities of an AME, theory of flight, aviation law, hydraulics, electric and piston engines, turbine and jet engines, propellers, weight and balance, aircraft inspection, flight control rigging, and avionics.

UNIVERSITY PROGRAMS

For professional jobs in the aviation sector, you need a university degree. There are many Canadian universities that offer professional programs for Engineering, Law, Commerce, Business Administration, Marketing and Computer Science. Universities also offer academic programs for professions that are common to most large businesses, such as human resources, industrial and labour relations, business, management and accounting. Programs such as these can also lead to employment in the aviation sector. Check with your regional Career Centre for more information on universities, or look on the Internet for online course calendars.

APPRENTICESHIP TRAINING & OCCUPATIONAL CERTIFICATION

Apprenticeships are generally three to four year programs during which you take short term formal training for part of the year and get paid to train on the job with a certified journeyperson. When you're finished, you become certified in that trade. With certification, you can make more money, work on your own, train others, and find jobs more easily.

To start an apprenticeship, you must pass the Trades Entrance Exam, and either find an employer to hire you or take a pre-employment or trades access program through Aurora College. There is no set level of education you need to take an apprenticeship, but many employers want apprentices to have a high school diploma. The more education you have, the greater your chance is of passing the exam and being successful in your trade.

Schools North Apprenticeship Program (SNAP) is a program that allows students to begin apprenticeships while continuing their high school courses. By the time they graduate from high school, students enrolled in SNAP may already be several months into their apprenticeship.

Certification in any of the 24 designated occupations in the NWT is recognition that an employee has the knowledge, skills and attitude required to work in that occupation. Certification is administered through the Department of Education, Culture and Employment and is recognized across the NWT. Certification requires a minimum number of work hours, on-the-job training, an examination and a demonstration of skills.

Your regional Career Centre or Canada/NWT Service Centre can give you more information or help you start an apprenticeship or occupational certification program.

ON-THE-JOB TRAINING

Many companies in the aviation industry may offer on-the-job training programs that combine hands-on work experience with industry sponsored courses. If you are interested in finding out about on-the-job training opportunities in the aviation sector, talk to a Career Development Officer at your nearest Career Centre.

FINANCIAL ASSISTANCE

The Aviation Career Development Program offers twelve \$5,000 annual bursaries to NWT students pursuing an aviation career.

For information on the program and how to apply, please go to www.dot.gov.nt.ca/_live/pages/wpPages/acdppage.aspx.

To find out if you qualify for financial help while you study, contact:
NWT Student Financial Assistance

Department of Education, Culture and Employment, GNWT
P.O. Box 1320 Yellowknife, NT X1A 2L9

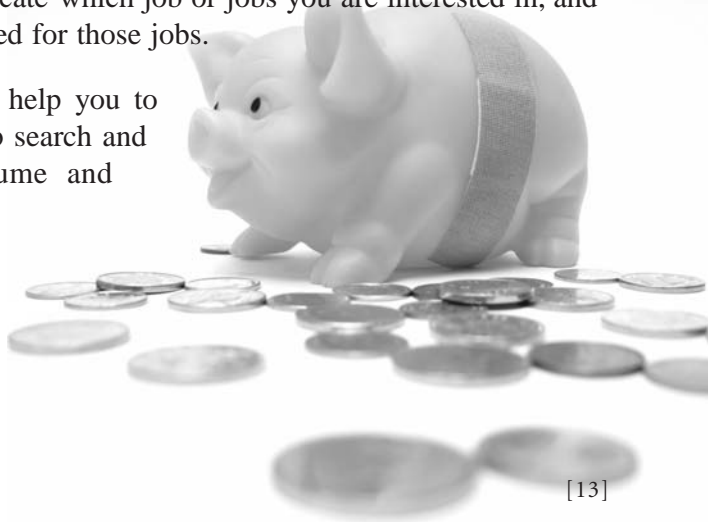
Call: (867) 873-7190 or 24-Hour Toll-Free Line at 1-800-661-0793

Internet: www.nwtsfa.gov.nt.ca

HOW TO APPLY FOR A JOB IN THE AVIATION SECTOR

If you are interested in a career in aviation, you should talk to someone who works in the field to see if it is right for you. Look for aviation sector jobs advertised in newspapers, on company websites, or at www.jobsnorth.ca. The most common way of applying for a job is to send your resume and a cover letter to all of the companies where you would like to work. However, because of the very strong interest in jobs, some employers only accept an electronic application, which can be accessed and completed on the company's website. Make sure you indicate which job or jobs you are interested in, and why you are qualified for those jobs.

Career Centres can help you to prepare for your job search and to write your resume and cover letter.



WORKPLACE RIGHTS AND RESPONSIBILITIES

Employers and workers have responsibilities to each other. The *Labour Standards Act* sets out the general rules, minimum requirements, and principles of employment standards in the Northwest Territories. The *Act* covers such areas as hours of work, minimum wage, termination of employment, annual vacation and general holidays, and pregnancy and parental leave. It is up to you to know what rights and responsibilities you have as an employee.

For more information, contact Labour Services at 1 (867) 873-7486 or toll free at 1 (888) 700-5707 or visit the Department of Education, Culture and Employment website at: <http://www.ece.gov.nt.ca/Divisions/Labour/index.htm>

CAREER PLANNING

Career planning is an ongoing process that starts in your youth and continues throughout adulthood. When you think about making changes in your working life, try to make decisions based on your personality, passions, aptitudes, skills and commitments. Also consider what training and education you want and what opportunities are available to you. By finding the best fit between your interests, skills, values and available jobs, you'll have more control over your life and find greater satisfaction in your work.

For more information or assistance with career planning and decision-making, contact your local career centre, adult educator, or school counsellor.

Put a lot of effort into your career today to make the most of your work. Always continue creating new opportunities for yourself.

NWT CAREER CENTRES, CANADA/NWT SERVICE CENTRE

Your regional Career Centre can help you to do the following:

- Learn about your skills, interests and values
- Find career, training and employment information
- Search for jobs
- Write resumes
- Apply for jobs
- Prepare and practice for a job interview
- Make a personal career or education plan

The regional Career Centres, Canada/NWT Service Centre are located in the following communities:

Fort Simpson	Deh Cho Hall	(867) 695-7333
Fort Smith	Sweetgrass Building	(867) 872-7425
Hay River	Courthouse Building	(867) 874-5050
Inuvik	Mack Travel Building	(867) 777-7365
Norman Wells	Town Square	(867) 587-7120
Yellowknife	Greenstone Building	(867) 766-5100



Other booklets in the Career Opportunities Series include:

- Jobs in Mining
- Jobs in Construction
- Jobs in Oil and Gas
- Jobs in Tourism
- Jobs in Health Services
- Jobs in Tourism
- Jobs in Community Government
- Jobs in Diamond Manufacturing
- Jobs in Social Sciences
- Jobs in the Service Sector
- Jobs in Information and Communications Technology

