

FLIGHT SERVICE OFFICERS

PREAMBLE

The Flight Service Officer series is a three level series in which the levels are determined by the activity of the assigned airports.

Level 1 -

This is a full working level and may be allocated to all levels of airports requiring a Flight Service Officer.

Level 2 -

This is a supervisory level for a Group 3 airport or a Shift Supervisor for a Group 4 airport. A Group 3 airport is defined as an airport equipped with VHF radio and non-directional beacons, runway lengths of 3,000 - 3,500 feet and permanently lighted. Volume of airport traffic is normally sufficient to warrant a minimum of two Flight Service Officers. A Group 4 airport is defined as an airport equipped with VHF radio, non-directional beacon, weather reading facilities, permanently lighted and runways of 4,000 feet or more. Airports in this class are normally staffed by three or more Flight Service Officers frequently functioning on a 24-hour, seven-day week basis.

Level 3 -

This is a senior supervisory level for Group 4 airports where weather reporting functions are carried out on behalf of the Federal Government.

FLIGHT SERVICE OFFICER 1

GENERAL

An incumbent, under supervision of the Airport Manager or Senior Flight Service Officer, will be required to operate and maintain standby watch on HF and VHF radio equipment at an airport. This is the first working level for Flight Service Officers at all airports.

TYPICAL DUTIES

- Conducts, within an airport, a flight advisory and communications service to control the safe movement of aircraft.
- Maintains a constant radio-telephone watch on prescribed frequencies for normal and emergency communications from aircraft in flight.
- Transmits and receives radio-telephone communication to and from aircraft on subjects such as Flight Safety, Weather Information and the Operational Status of Aids of Navigation. Controls traffic into and leaving the airport.
- Maintains arranged schedules and provides standby service for both ground and aircraft traffic.
- Controls the network in an assigned area and provides relay between stations, as necessary.
- Accepts aircraft flight plans and relays to Air Traffic Control Centres as required.
- Makes up monthly summary for statistical purposes and lists all commercial messages for billing purposes.
- Performs general office routine and clerical duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge's, Abilities and Skills

- Knowledge of radio-telephone regulations.
- Ability to speak clearly and precisely.
- Ability to handle emergency traffic in a calm and efficient manner.

Education, Training and Experience

Grade X education with a Restricted Radio Telephone Operator's Certificate (Canada).

FLIGHT SERVICE OFFICER 2 GENERAL

An incumbent will be required to operate and maintain standby watch on HF and VHF radios in an advisory capacity. Incumbents in this class act as the Chief Flight Service Officer in Group 3 airports and normally have weather training, or act as Shift Supervisors for a Group 4 airport.

TYPICAL DUTIES

- Conducts, within an airport, a flight advisory and communications service to control the safe movement of aircraft.
- Maintains a constant radio-telephone watch on prescribed frequencies for normal and emergency communications from aircraft in flight.
- Transmits and receives radio-telephone communication to and from aircraft on subjects such as Flight Safety, Weather Information and the Operational Status of Aids of Navigation. Controls traffic into and leaving the airport.
- Maintains arranged schedules and provides standby service for both ground and aircraft traffic.
- Controls the network in an assigned area and provides relay between stations, as necessary.
- Conducts weather surveys as designated by Environment Services and completes and reports determined information as designated by same.
- Accepts aircraft flight plans and relays to Air Traffic Control Centres as required.
- Makes up monthly summary for statistical purposes and lists all commercial messages for billing purposes.
- Performs general office routine and administrative duties.
- Supervises junior Flight Service Officers.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Good knowledge of radio-telephone regulations.

- Ability to speak clearly and precisely.
- Ability to handle emergency traffic in a calm and efficient manner.

Education, Training and Experience

- Grade X education with a Restricted Radio Telephone Operator's Certificate (Canada) and training in weather observation.
- A minimum of one year's experience as a radio operator.

FLIGHT SERVICE OFFICER 3

GENERAL

An incumbent acts as the Senior Flight Service Officer at a Group 4 airport and has supervisory responsibility for a number of workers in the Flight Service Officer capacity. The incumbent will be responsible for planning and co-ordinating shift schedules for personnel and staff training.

TYPICAL DUTIES

- Conducts, within an airport, a flight advisory and communications service to control the safe movement of aircraft.
- Maintains a constant radio-telephone watch on prescribed frequencies for normal and emergency communications from aircraft in flight.
- Transmits and receives radio-telephone communication to and from aircraft on subjects such as Flight Safety, Weather Information and the Operational Status of Aids to Navigation. Controls traffic into and leaving the airport.
- Maintains arranged schedules and provides standby service for both ground and aircraft traffic.
- Controls the network in an assigned area and provides relay between stations, as necessary.
- Maintains records as incidents occur, including appropriate entries in the station log, the proper numbering of messages, and position reports of aircraft in flight.
- Accepts aircraft flight plans and may relay same to Air Traffic Control Centres as required.

- Carries out weather service activities, supplying Ministry of Transport Environmental Services with required weather data as contracted by the Department of Northern Affairs.
- Takes tests as required by the Ministry of Transport and/or the department to maintain Ministry of Transport operation standards.
- Prepares monthly summary for statistical purposes and lists all commercial messages for billing purposes.
- Performs general office routine and administrative duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge's, Abilities and Skills

- Good knowledge of radio-telephone regulations.
- Ability to speak clearly and precisely.
- Ability to handle emergency traffic in a calm and efficient manner.
- Ability to organize, allocate and review the work of others.

Education, Training and Experience

- Grade X education with a Restricted Radio Telephone Operator's certificate (Canada) and training in weather observation.
- A minimum of two years' experience as a radio operator.