AIR TRAFFIC CONTROL SUPERVISOR

(Reference: National Occupation Code - 2272)

Alternative Titles:
- air traffic controller (ATC)
- airport air traffic control supervisor
- enroute air traffic control supervisor
- flight dispatch supervisor
- terminal air traffic control supervisor

Industry Description

Air Traffic Control Supervisor is responsible for the coordination and facilitation of the inbound movement of airplane, oversees the daily traffic within assigned airspace, and control moving aircraft and service vehicles at airports. Flight dispatchers authorize airline flights over assigned routes. Flight service specialists provide pilots with flight information essential to aviation safety.

General Job Description

Air Traffic Control Supervisor ensures efficiency and accuracy of flight movement by liaising with internal and external customers, vendors and carriers.

Position-Job Functions

Air Traffic Control Supervisor perform some or all of the following duties:
- Provide pre-flight information concerning current and forecast weather conditions, radio frequencies, terrain, airports and related data to assist pilots in preparation of flight plans.
- Check flight plans for completeness and accuracy and forward flight plans to air traffic services facility.
- Respond to radio calls from aircraft preparing for takeoff or landing and supply information such as weather conditions, wind speed and direction and presence of local air traffic.
- Support air traffic control operations by relaying radio requests for flight clearances, arrival and departure information and position reports.
- Alert airport emergency services of aircraft experiencing difficulties and initiate communication searches when aircraft become overdue.
- Observe, record and report weather conditions at airports.
Physical Demands Analysis

- There is a frequent need to exert mental effort including prioritizing multiple demands and projects, and unpredictable demands for assistance from transportation manager, team members and vendors.
- Often required to work with fixed and competing deadlines
- Works in a typical office environment under conditions of minor risk or injury – also exposed to all areas– so may be infrequently exposed to noise, equipment, changes in temperature
- Frequent interruptions, often irregular hours depending on issues.

Air Traffic Control Supervisor Position Expectations

<table>
<thead>
<tr>
<th>Essential Skills</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Text</td>
<td>2</td>
</tr>
<tr>
<td>Document Use</td>
<td>3</td>
</tr>
<tr>
<td>Computation</td>
<td>2</td>
</tr>
<tr>
<td>Writing</td>
<td>2</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>2</td>
</tr>
<tr>
<td>Thinking Skills</td>
<td>3</td>
</tr>
<tr>
<td>Working with Others</td>
<td>2</td>
</tr>
<tr>
<td>Computers</td>
<td>2</td>
</tr>
<tr>
<td>Continuous Learning</td>
<td>3</td>
</tr>
</tbody>
</table>

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = High

Salary Range:

$29,844 to $62,195 average annual salary

Pre-employment Skills (Necessary training and where it can be obtained)

- Completion of secondary school is required.
- A basic radio telephone operator's license is required.
- Air traffic controllers and flight service specialists require completion of a NAV Canada training program, which includes structured in-class and on-the-job training.
- Air traffic controllers require an air traffic controller's license.
- Flight dispatchers may require experience in air traffic control or flight operations and may require a private pilot's license.
- The Canadian Institute of Traffic and Transportation offers continuing education courses and a ten-course Diploma in Distribution Logistics Management program. Successful completion of the diploma program and a minimum of five years of work experience in the field leads to the professional designation CITT.
## Career Levels/ Years of Experience

<table>
<thead>
<tr>
<th>Career Levels</th>
<th>Position</th>
<th>Average Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td>5</td>
<td>Vice President</td>
<td>7 years</td>
</tr>
<tr>
<td>4</td>
<td>Director</td>
<td>5 years+</td>
</tr>
<tr>
<td>3</td>
<td>Manager</td>
<td>4 years+</td>
</tr>
<tr>
<td>2</td>
<td>Manager Trainee</td>
<td>2 years</td>
</tr>
<tr>
<td>1</td>
<td>Supervisor</td>
<td>1 year</td>
</tr>
</tbody>
</table>

## Training Institutions

- NAV Canada - [http://www.navcanada.ca/](http://www.navcanada.ca/)
- SAIT - [http://www.sait.ab.ca/](http://www.sait.ab.ca/)

## Reference:

- Economic Research Institute (ERI) [http://www.eri.com](http://www.eri.com)
- Industry Standards (see industry information)