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# Civil Aviation Safety Inspector, Aerodromes and Air Navigation

**Reference number:** MOT22J-062795-000002  
**Selection process number:** 22-MOT-EA-HRS-25107

Transport Canada - Civil Aviation  
Toronto (Ontario)  
TI-06  
\$78,864 to \$90,012

For further information on the organization, please visit [Transport Canada](#)

**Closing date: 22 August 2022 - 23:59, Pacific Time**

**Who can apply:** Persons residing in Canada, and Canadian citizens and Permanent residents abroad.

## Important messages

Transport Canada  $\approx$  A smart career move!

Transport Canada (TC) employs over 6,000 talented and motivated employees working across Canada. We strive to serve the public interest through the promotion of a safe and secure, efficient and environmentally responsible transportation system in Canada. As an employer, TC fosters employee well-being, provides an open and respectful workplace, and flexible work arrangements that promote work-life balance.

Your application must be submitted on this GC Jobs website to be accepted.

## Duties

Working in the Civil Aviation Directorate at Transport Canada, Civil Aviation Safety Inspectors - Aerodromes and Air Navigation are responsible for performing oversight activities as they relate to aerodromes and airport zoning regulations to assure compliance with the regulatory framework, to promote a proactive safety management systems culture, and for the safety of civil air operations in Canada.

What this position can offer you:

- ✓ To work in action with industry to continuously improve civil air operations in Canada;
- ✓ An opportunity to get involved in an oversight program that works closely with industry partners and stakeholders through various oversight activities;
- ✓ An environment to expand your expertise; and
- ✓ An opportunity to travel and engage with colleagues regionally and nationally.

What you will be doing:

- Conducting surveillance activity of airports;
- Reviewing and approving airport plans of constructions;

- Reviewing of airport operating manuals; and
- Analyzing and processing of aeronautical assessments.

Civil Aviation Safety Inspectors must be skilled communicators capable of working effectively with others in a multidisciplinary environment, exercising judgement, and adapting to the different needs of stakeholders. They must be able to facilitate behaviour change and respond effectively to stressful situations. In the course of ensuring regulatory requirements are met, inspectors carry significant responsibility and accountability as their decisions can have a direct impact on the transportation system and safety of the travelling public.

## Work environment

The key activities of this position require occasional travel locally, regionally, and sometimes nationally to conduct oversight activities. Most tasks will be performed in a typical office environment or telework environment. Some activities may be performed in various indoor and outdoor environments and under varying weather conditions.

## Intent of the process

This is an anticipatory process. A pool of qualified candidates may be established and used to staff positions in Toronto, Ontario. It may also be used to staff other similar positions of various tenures and/or various linguistic requirements within Transport Canada.

**Positions to be filled:** Number to be determined

## Information you must provide

Your résumé.

## In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

! You must demonstrate your education, experience, and asset qualifications (if applicable) by answering screening questions within the application and providing supporting information in your résumé. The information and examples you provide must be concrete and with details (e.g. when, where, and how) to demonstrate how you meet the qualifications. It is not sufficient to only state that you meet a qualification or provide a listing of your current or past responsibilities. Failure to provide the required information may result in your application being screened out.

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Education:

- » Successful completion of a post-secondary education program from a recognized post-secondary institution.

Degree equivalency

Experience:

- » Significant\* experience in two (2) of the following:
  - Having regulatory responsibilities in an airport environment.
  - Holding supervisory responsibilities in managing an airport environment.
  - Operating an aircraft into airports and/or aerodromes.
- » Significant\* experience in comprehending and applying legislation or regulations.

» Experience in using Microsoft Word, Excel, and Outlook.

\*Significant is defined as having performed complex activities in a wide variety of situations and that it is at least three (3) years of cumulative experience.

## **If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)**

Asset Qualifications:

Education:

- » Graduation with a degree from a recognized post-secondary institution with a specialization in Aviation Management.
- » Successful completion of a post-secondary education program from a recognized post-secondary institution with a specialization in Aviation Management.

Degree equivalency.

Experience:

- » Experience in conducting audits or evaluations of compliance.
- » Experience in developing and delivering presentations.
- » Experience working as an airport manager in Canada.
- » Experience in airport operations (e.g. plans of construction, zoning regulations, etc.).
- » Experience in the development or application of quality assurance systems.
- » Experience in developing, evaluating, or applying safety management systems and risk management concepts in civil aviation.

## **The following will be applied / assessed at a later date (essential for the job)**

English essential

Information on language requirements

Knowledge:

Knowledge of the Aeronautics Act and the Canadian Aviation Regulations and Standards pertaining to airports.  
Knowledge of airport operations.

Competencies:

Demonstrating integrity and respect  
Thinking things through  
Working effectively with others  
Showing initiative and being action-oriented

Abilities:

Ability to analyze issues and make recommendations.  
Ability to organize and manage priorities.  
Ability to communicate effectively in writing.  
Ability to communicate effectively orally.

## **The following may be applied / assessed at a later date (may be needed for the job)**

### Organizational Needs:

In support of achieving a diversified workforce, consideration may be given to qualified candidates who self-identify as belonging to one of the following employment equity groups: Aboriginal peoples, persons with a disability, visible minorities, and women.

### Operational Requirements:

Ability and willingness to work remotely, as required.

This position requires, on occasion, manual and physical dexterity such as lifting, reaching, bending, and carrying equipment, etc.

Ability and willingness to perform activities in various aviation environments where there may be exposure to noise, industrial and chemical hazards, outdoor elements, and dangers associated with aircrafts and vehicles.

Ability and willingness to use various types of personal protective equipment.

## Conditions of employment

Secret security clearance.

Possession of a valid provincial or territorial driver's license.

Ability and willingness to work overtime, on weekends, and irregular hours, as required.

Ability and willingness to travel occasionally (approximately once a month) and sometimes on short notice, as required.

Ability and willingness to travel regionally, nationally, and internationally, including to remote locations and by using all modes of transportation, as required.

## Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

### Information on employment equity

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Candidates are entitled to participate in the appointment process in the official language of their choice.

A variety of assessment tools and methods may be used as part of this process. All information obtained throughout the selection process from the time of application to close of process may be used to evaluate candidates. A top-down approach may also be used to determine which candidates will be given further consideration during the assessment process.

Communications for this process will be sent via email. It will be the candidate's responsibility to provide accurate contact information and updated as required. Candidates should provide an email address that accepts emails from unknown users (some email systems block these types of email). Failure to respond to communications in a timely manner may result in elimination from this process.

Proof of education in the form of a diploma or official transcripts will be required as part of this process. Candidates with foreign educational credentials must have the credentials assessed against Canadian education standards. You may consult the Canadian Information Centre for International Credentials ([www.cicic.ca](http://www.cicic.ca)) for more information.

Successful candidate(s) must meet and maintain the conditions of employment throughout their employment.

Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605 or inform the Contact persons below.

## Preference

Preference will be given to veterans first and then to Canadian citizens and permanent residents, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

**We thank all those who apply. Only those selected for further consideration will be contacted.**

## Contact information

**Kelly Tsang, Human Resources Generalist  
Advisor**

[kelly.tsang@tc.gc.ca](mailto:kelly.tsang@tc.gc.ca)

**Adrianna Di Florio, Human Resources Assistant**

[adrianna.diflorio@tc.gc.ca](mailto:adrianna.diflorio@tc.gc.ca)

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**Date modified:**

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