

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

JOB DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** Air Traffic Controller I
- 1.2 Position Level:** S1
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Communication and Navigation Services
- 1.5 Job Code No:** 19.810.07
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,
Paro Airport
Ministry: Ministry of Communications. Department: Civil Aviation
Division: _____; Section: Aeronautical Information Services;
Unit: ____:
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Air Traffic Control Officer
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- 2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: Assist the Air Traffic Control Officer to control air traffic within that airspace for which he is responsible. Air Traffic Controller is also responsible for maintaining, as far as practicable, a continuous watch on all visible operations on and in the vicinity of the aerodrome, including aircraft, vehicles and personnel on the maneuvering area and carrying out airfield and facility inspections.

Duties and Responsibilities	% of
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	Time
<ul style="list-style-type: none"> ▪ Assist the Air Traffic Control Officer to control the air traffic within that airspace for which he is responsible. Is also responsible for maintaining, as far as practicable, a continuous watch on all visible operations on and in the vicinity of the aerodrome, including aircraft, vehicles and personnel on the maneuvering area and carrying out airfield and facility inspections. ▪ Remaining in the control room during the period of watch unless properly relieved. ▪ Rendering all possible assistance to aircraft in emergency or distress. ▪ Providing aircraft with meteorological and other information required for the safe and efficient conduct of their flights, maintaining a continuous watch on the assigned communication channels. ▪ Maintaining, in the approved manner, a flight progress display of all aircraft for which he is responsible. ▪ Relaying serviceability reports and navigational warnings as required. ▪ To ensure the prompt applications of all applicable Air Traffic Regulations and implementation of air Traffic Control Directives issued. ▪ Comply with procedures detailed in unit operating instructions ▪ Initiate when necessary in collaborating with others ▪ Inspecting the maintenance of equipment of Air Traffic Control and the navigational facilities and Inspecting the maintenance and markings of the Runway and Apron. 	

3. KNOWLEDGE AND SKILLS REQUIREMENTS *(Minimum requirement for performance of work described - Level of knowledge, skills and ability):*

3.1 **Education:** Class 12 with Diploma in Air Traffic Services

3.2 **Training:**

- Basic Air Traffic Control Services,
- Aerodrome Control Services,
- Approach Control Services,
- Area Control Service.

3.3 **Length and type of practical experience required:** Minimum of 4 yrs experience as Air Traffic Controller II or equivalent experience

3.4 **Knowledge of language(s) and other specialized requirements:**

- English with practical knowledge oriented.
- Radio Telephony Phraseology
- Dzongkha

4. COMPLEXITY OF WORK: *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work involves a careful review of the establishment of the Air Space organization, Air Traffic Services and Air Traffic Control policies and procedures in the light of national and international regulatory requirement. This is a highly complex job, which require an in depth knowledge of the regulation including the means of achieving compliance with them. A typical task like the organizing the Air Traffic Services and Air Traffic Control Services and complex reviewing of organization policies and procedures, Air Traffic Control policies, systems, standards and procedures. To review, decide and approve the evaluation, development and research of new system, Navigational & Air traffic services equipment's, personnel and training requirements. In the view the process, at various stages the SR, Air Traffic Controller Officer, will be confronted with complex web of decision- making actions but never losing sight of overall regulatory requirements. The task will involve critically analyzing of system and identifying various organizational and management deficiencies, asserting the effectiveness and deficiencies of Air Traffic Services and navigational facilities practices. Which combined together contribute to the safe operations of Air safety.

5. SCOPE & EFFECT OF WORK: *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization*

The primary purpose of Air Traffic Services is to provide a safe mode Air Transport and Air Navigation by ensuring safety, expeditious, efficient and economical flow of Air Traffics, by providing Air Traffic Control Services and passing of essential information to the aircraft's, operators, agencies, and users of the facility, greatly enhances the safety of aircraft and timely operations.

6. INSTRUCTION AND GUIDELINES AVILABLE:

6.1 Instruction: *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The Air Traffic Controller enforces all applicable air traffic regulations and instructions and the implementation of ATC directives issued by the Headquarters.

6.2 Guidelines: *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

The guidelines and operational standards adopted in the following manuals must be strictly followed as minimum standards.

- Bhutan Air Navigation Regulations,
- Bhutan Civil Airworthiness Requirements,
- Bhutan Aeronautical Publications,
- International Aeronautical Publications,
- International Civil Aviation Annexes, 2, 3, 4, 5, 6, 9, 10, 11, 12, 14, 15, 16, 17 & 18
- ICAO Documents ,8400, 4444, 8168, 7030, 7910, 8585, 8643, 7383, 7201,& 7100
- Other guidelines can be acquired by attending various Aviation Seminars and Workshops.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Chief of Air Traffic Services, Air Traffic Controller Officers and Controllers and Assistant Air Traffic Controllers, COM , MET, FIRE, AIS, Flight Safety, Airworthiness, Airport Manager, Security within the organization, the respective Officer maintaining a close co-ordination with all the sections. This will involve discussions on operational, Air Traffic Services, Communication & navigational matters involving safety matters.

Out side the organization, the job involves meeting, interviews, and discussions on safety, facilitation and security matters with the Air operators, agencies, Pilots, Crews, Military & Police, Dzongkhag, Hospitals, and various agency heads at the Airport.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

Less degree of supervision over others.

9. **JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involves a working mix of office task and Field audit and airport inspections. While in office it is mainly involving policy makings on Air Traffic Services, requirements of new Communication and navigational facilities, Changes to be made regarding Air Traffic procedures It does not involve any significant physical exertion. Field inspection ATC units, Apron Runway and in and around the airfield to see the developments which may cause hindrance to air safety. Liaison with neighboring Air Traffic Services units for co-ordination Of Air Traffics movements.