

SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – AIRPORT EMERGENCY OFFICER					
Sector	Air Transport				
Sub-Sector	Airport				
Track	Airport Emergency Services				
Occupation	Airport Emergency Services Professional				
Job Role	Airport Emergency Officer				
Job Role Description	<p>The Airport Emergency Officer executes emergency and security drills in the event of airport emergencies, incidents or accidents. He/She operates vehicles and equipment during emergencies and provides initial emergency medical aids. Besides briefing airport stakeholders of their responsibilities in the event of emergencies, he conducts regular checks on the functionality of firefighting equipment and vehicles in the airport. In bids to maintain personnel operational readiness and pass the various operational readiness tests administered, he attends courses and training sessions. The Airport Emergency Officer reports to relevant authorities should breaches in safety and/or security occur.</p> <p>The Airport Emergency Officer possesses a Class 3 driving licence and Airfield Driving Permit (ADP) to operate advanced fire vehicles, vessels and specialised firefighting equipment. He works in shifts and travels to different airports and airbases when necessary. He is physically and medically fit with good hearing and eyesight. In addition, he possesses good communication skills to work effectively in a team along with a strong inclination for rescue work.</p>				
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions		Key Tasks	Performance Expectations (For legislated / regulated occupations)	
	Conduct emergency response planning activities		Inform stakeholders of their responsibilities in the event of emergencies		In accordance with: Singapore Qualified Driving Licence (Class 3), Airfield Driving Permit (ADP) and a pass in Individual Physical Proficiency Test (IPPT)
			Assist in preparing emergency response plans for large-scale events		
	Perform emergency operations		Operate vehicles and equipment during emergencies		
			Administer initial emergency medical aid		
			Execute appropriate drills during emergencies		
Maintain equipment operational readiness		Apply appropriate procedures during Aircraft Rescue and Fire Fighting (ARFF) situations			
		Check functionality of firefighting and rescue equipment and vehicles			
		Determine maintenance treatment for firefighting and rescue equipment			

		Conduct regular stock-take to ensure inventories are maintained at operational-ready levels and submit requests for re-stock if required		
	Maintain personnel operational readiness	Attend simulated training exercises to gain proficiency in emergency requirements		
		Participate in and pass operational readiness tests administered by the organisation		
		Assist specialist officers in conducting fire safety inspections		
	Uphold safety and/or security standards	Escalate reports of breaches in safety and/or security standards to relevant authorities		
Interpret and follow safety and/or security standards for teams in the workplace				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Accident and Incident Response Management	Level 3	Teamwork	Basic
	Airport Operations Management	Level 2	Communication	Intermediate
	Airside Driving	Level 2	Decision Making	Basic
	Change Management	Level 2	Problem Solving	Basic
	Dangerous Goods Management	Level 2	Service Orientation	Intermediate
	Emergency Response Planning	Level 2		
	Fire Prevention and Firefighting	Level 2		
	Hazard and Risk Control and Policy Management	Level 2		
	Human Factors Management	Level 2		
	Inclement Weather Operations and Planning	Level 3		
	Learning and Development	Level 2		
	Personnel and Equipment Operational Readiness	Level 2		
	Process Improvement and Optimisation	Level 2		
	Stakeholder Management	Level 2		
Technology Application	Level 2			
Programme Listing	For a list of Training Programmes available for the Air Transport sector, please visit:			

The information contained in this document serves as a guide.