

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS  
SKILLS MAP - JUNIOR PROCESS TECHNICIAN**

<b>Sector</b>	Energy and Chemicals			
<b>Track</b>	Production and Process Engineering			
<b>Occupation</b>	Technician			
<b>Job Role</b>	Junior Process Technician			
<b>Job Role Description</b>	The Junior Process Technician supports the execution and maintenance of safe and reliable plant operations by assisting with process units and utilities operations at plant sites, as well as basic frontline maintenance activities, under close supervision and in compliance with Standard Operating Procedures (SOPs). He/She assists with process sampling and basic testing to ensure that the product quality is within customers' requirements.			
	The Junior Process Technician applies Safe System of Work (SSoW) procedures and risk control measures to ensure work activities are carried out safely. He is a member of the Emergency Response Team (ERT) and he supports continuous improvement projects in plants.			
	The Junior Process Technician usually works on a rotating shift, in a team, and in the field. He is a good team player and is able to interact effectively with others.			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)		Apply risk control measures to ensure work activities are carried out safely	
			Apply Safe System of Work (SSoW) procedures to ensure work activities are performed safely	
			Assist in toolbox meetings prior to starting work activities	
			Comply with WSH and EMS systems	
			Perform good housekeeping in the workplace	
	Manage emergency responses and crises		Respond to emergencies as an Emergency Response Team (ERT) member	
	Perform process units and utilities operations		Apply emerging technologies to perform process operational tasks	
			Assist in basic frontline maintenance, process sampling and testing	
			Assist in basic troubleshooting during all modes of operation, including process upset conditions	
		Assist in preparing process equipment and work areas for mechanical, maintenance and turnaround works		
		Assist in routine field data logging and reporting		
	Assist in the start-up, monitoring and shutdown of process units and utilities at plant sites			
	Follow Standard Operating Procedures (SOPs) for process operations			
Administer staff and organisational development		Support continuous improvement projects		
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Continuous Improvement Management	Level 2	Teamwork	Basic
	Data and Statistical Analytics	Level 1	Interpersonal Skills	Basic
	Emergency Response Management	Level 2	Communication	Basic
	Engineering Drawing Interpretation and Management	Level 1	Digital Literacy	Basic
	Environmental Management System Framework Development and Implementation	Level 1	Lifelong Learning	Basic
	Feedstock and Product Transfer Operations Management	Level 1		
	Operations Reporting Protocol Application	Level 1		
	Preventive Maintenance Management	Level 1		
	Process Equipment Preparation for Mechanical Work	Level 1		
	Process Unit and Utilities Operations Management	Level 1		
	Safe System of Work Development and Implementation	Level 1		
	Sample Management	Level 2		
	Standard Operating Procedure Development and Implementation	Level 1		
	Workplace Safety and Health Framework Development and Implementation	Level 1		
	Workplace Safety and Health Hazard Identification and Risk Control Management	Level 1		
<b>Programme Listing</b>	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/energyandchemicals">www.skillsfuture.sg/skills-framework/energyandchemicals</a>			

The information contained in this document serves as a guide.