

| SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – SENIOR ASSOCIATE (OPERATIONS & MAINTENANCE/ SPECIALISED SYSTEMS/PROJECTS) | | | |
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| Sector | Air Transport | | |
| Sub-Sector | Airport | | |
| Track | Airport Engineering | | |
| Occupation | Airport Engineering Professional | | |
| Job Role | Senior Associate (Operations & Maintenance/Specialised Systems/Projects) | | |
| Job Role Description | <p>The Senior Associate (Operations & Maintenance/Specialised Systems/Projects) evaluates maintenance defects and puts up proposals for the maintenance courses of action for airport equipment and operations. He/She also oversees the preparation of schedules for airfield maintenance works and monitors the performance of contractors and consultants against established project Key Performance Indicators (KPIs). Furthermore, he analyses test results of defects and takes appropriate actions to rectify them. His role also comprises writing of technical specifications and scope of work for project tenders.</p> <p>Besides working closely with third-party service providers and ensuring all procedures conform to regulatory and safety standards of the organisation, the Senior Associate (Operations & Maintenance/Specialised Systems/Projects) has a sound comprehension of technical drawings, specifications and requirements to perform maintenance works and conduct safety checks. He possesses an Airfield Driving Permit (ADP) to work at the airport, landing fields, runways and other construction sites. In addition, he is competent in an array of aptitudes which includes project management and advanced computer skills to use design software. He also possesses good interpersonal and stakeholder management skills.</p> | | |
| Critical Work Functions and Key Tasks / Performance Expectations | Critical Work Functions | Key Tasks | Performance Expectations (For legislated / regulated occupations) |
| | | | In accordance with: Singapore Qualified Driving Licence (Class 3) and Airfield Driving Permit (ADP) |
| | Maintain airfield civil infrastructure | Evaluate the extent and impact of defects on overall operations | |
| | | Plan schedules for airfield maintenance works | |
| | | Inform relevant parties of airfield conditions and maintenance works to fix defects | |
| | | Examine defects or faults related to airfield maintenance operations | |
| Maintain specialised systems | Determine the extent and impact of defects on overall operations | | |
| | Analyse test results to identify defects in airfield specialised systems | | |

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| | | Assess performance standards of airfield specialised systems and identify additional maintenance needs | | | | |
| | | Take appropriate actions to rectify defects identified | | | | |
| | Manage engineering projects | Write technical specifications and scope of work for project tenders | | | | |
| | | Support the development of tender specifications for engineering projects | | | | |
| | | Prepare documentation to support capital replacement project tenders | | | | |
| | | Liaise with contractors and consultants to meet engineering project schedules | | | | |
| | | Monitor contractors' and consultants' progress against established project Key Performance Indicators (KPIs) | | | | |
| | | Supervise the work of contractors and consultants to ensure adherence to project schedules and safety procedures | | | | |
| | Maintain airport infrastructure and facilities | Propose maintenance plans for airport equipment and facilities | | | | |
| | | Participate in meetings with external contractors to scope maintenance works | | | | |
| | | Review maintenance works performed by external contractors to ensure completion of tasks assigned | | | | |
| | Conform to engineering audit requirements and standards | Administer the compilation of documentation to facilitate timely audits | | | | |
| | | Maintain documentation and records to facilitate accurate audits | | | | |
| | Uphold safety and/or security standards | Enforce compliance of safety and/or security standards in the workplace | | | | |
| | | Investigate root causes of breaches in safety and/or security standards | | | | |
| | | Carry out safety and/or security checks in the workplace | | | | |
| | Skills & Competencies | Technical Skills & Competencies | | Generic Skills & Competencies (Top 5) | | |
| | | Airfield Civil Infrastructure Maintenance and Design | | Level 3 | Digital Literacy | Basic |
| | | Airfield Specialised Systems Maintenance and Design | | Level 3 | Teamwork | Intermediate |

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| | Airport Infrastructure and Facilities Maintenance and Design | Level 3 | Communication | Intermediate |
| | Airport Operations Management | Level 2 | Interpersonal Skills | Basic |
| | Change Management | Level 3 | Problem Solving | Intermediate |
| | Engineering Contract Management | Level 3 | | |
| | Engineering Project Management | Level 3 | | |
| | Engineering Safety and Security Standards | Level 3 | | |
| | Engineering Standards Audit and Assessment | Level 3 | | |
| | Hazard and Risk Control and Policy Management | Level 3 | | |
| | Human Factors Management | Level 3 | | |
| | Learning and Development | Level 3 | | |
| | Process Improvement and Optimisation | Level 3 | | |
| | Stakeholder Management | Level 3 | | |
| | Technology Application | Level 3 | | |
| Programme Listing | For a list of Training Programmes available for the Air Transport sector, please visit: www.skillsfuture.sg/skills-framework/air-transport | | | |

The information contained in this document serves as a guide.