

SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – ASSISTANT MANAGER (OPERATIONS & MAINTENANCE/ SPECIALISED SYSTEMS/PROJECTS)			
Sector	Air Transport		
Sub-Sector	Airport		
Track	Airport Engineering		
Occupation	Airport Engineering Professional		
Job Role	Assistant Manager (Operations & Maintenance/Specialised Systems/Projects)		
Job Role Description	<p>The Assistant Manager (Operations & Maintenance/Specialised Systems/Projects) is responsible for the coordination of maintenance works and the development of maintenance plans for airfield specialised systems. He/She assesses and provides technical inputs on the feasibility of solutions provided by contractors and consultants to perform maintenance works. In order to prevent safety and/or security breaches, he reviews and approves audit documentation whilst recommending action plans. He also enforces conformity to regulatory and safety standards and leads small-scale capital replacement project tenders.</p> <p>The Assistant Manager (Operations & Maintenance/Specialised Systems/Projects) has a sound knowledge of engineering principles, methods and practices. He also has experience in the design and management of airport projects. He possesses an Airfield Driving Permit (ADP) to work in landing fields, runways and other construction sites. To develop feasible action plans, he is results-oriented with excellent analytical capabilities and stakeholder management skills. He is also adept in project management, along with advanced computer skills and abilities to utilise design software.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Maintain airfield civil infrastructure	Coordinate airfield maintenance works with relevant teams	In accordance with: Singapore Qualified Driving Licence (Class 3) and Airfield Driving Permit (ADP)
		Take appropriate actions in response to airfield conditions	
		Review surface reports and determine airfield maintenance needs	
	Maintain specialised systems	Advise relevant parties on airfield specialised systems performance standards	
		Analyse trends in faults and defects to develop improvement plans for airfield specialised systems	
Review performance standards of airfield specialised systems and manage completion of maintenance works			

	Manage engineering projects	Review feasibility and provide technical inputs on solutions provided by contractors and consultants		
		Write tender specifications for engineering projects		
		Lead small-scale capital replacement project tenders		
		Provide regular project management updates to higher authorities		
		Conduct investigations on defective works from engineering projects		
	Maintain airport infrastructure and facilities	Establish maintenance plans for airport infrastructure and facilities		
		Oversee the proposals for existing and future developments of the airport		
	Conform to engineering audit requirements and standards	Approve documentation compiled for audits		
		Address gaps identified in the audit results		
		Resolve queries which arise during auditing		
	Uphold safety and/or security standards	Enforce a strong safety and/or security culture in the workplace		
		Address internal or external audit issues		
		Recommend action plans to prevent future safety and/or security breaches		
	Influence organisational development	Advise team leads in the execution of new policies		
		Develop on-the-job training programmes		
Recommend suitable training courses				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Airfield Civil Infrastructure Maintenance and Design	Level 4	Problem Solving	Intermediate
	Airfield Specialised Systems Maintenance and Design	Level 4	Decision Making	Intermediate
	Airport Infrastructure and Facilities Maintenance and Design	Level 4	Communication	Intermediate
	Airport Operations Management	Level 3	Interpersonal Skills	Intermediate
	Business Negotiation	Level 4	Sense Making	Intermediate
	Change Management	Level 4		
	Engineering Contract Management	Level 4		

	Engineering Project Management	Level 4	
	Engineering Safety and Security Standards	Level 4	
	Engineering Standards Audit and Assessment	Level 4	
	Hazard and Risk Control and Policy Management	Level 4	
	Human Factors Management	Level 4	
	Learning and Development	Level 4	
	Process Improvement and Optimisation	Level 4	
	Stakeholder Management	Level 4	
	Standard Operating Procedures Development	Level 4	
	Technology Application	Level 4	
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.