

SKILLS FRAMEWORK FOR ELECTRONICS SKILLS MAP - PRODUCTION SUPERVISOR				
Sector	Electronics			
Sub-sector	Semiconductor and Data Storage			
Track	Management			
Occupation	Supervisor			
Job Role	Production Supervisor			
Job Role Description	<p>The Production Supervisor manages production operations to ensure optimal efficiency within the organisation. He/She performs troubleshooting on production line issues and highlights maintenance issues to the engineering team. He maximises assets utilisation through the coordination of day-to-day operations across the production processes to ensure the availability of resources in order to fulfil shipment and cycle times.</p> <p>As an analytical person, the Production Supervisor contributes to the productivity improvement in an organisation through data collection analysis and implementation of improvement projects.</p> <p>He is expected to have good leadership and communication skills to lead teams to provide focus and direction to achieve organisational goals.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Manage production operations	Key Tasks	
			Supervise production operations	
			Maintain good housekeeping in production areas	
			Interpret information from the networks and/or dashboard for production monitoring	
			Highlight issues that affect output and operations	
	Maximise assets utilisation	Interpret information from the networks and/or dashboard to maximise the use of assets		
		Ensure availability of resources to fulfil shipment and cycle times		
	Conform to management system requirements	Enforce good safety culture and good manufacturing practices		
		Ensure adherence to processes and procedures		
		Ensure the robustness of processes with the use of process control tools		
		Supervise compliance to Workplace Safety and Health requirements		
	Contribute to continuous improvement	Assist in the implementation of improvement projects		
Identify opportunities for continuous improvement projects				
Collect data for analysis				
Influence organisational development	Develop and implement training plans for production staff			
	Perform training and assessment			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Audit Management	Level 4	Communication	Basic
	Continuous Process Improvement	Level 3	Decision Making	Basic
	Data Analytics Systems Design	Level 3	Leadership	Basic
	Data Synthesis	Level 3	Lifelong Learning	Basic
	Emergency Management	Level 3	Teamwork	Basic
	Enterprise Risk Management	Level 3		
	Factory Systems Management	Level 4		
	Good Manufacturing Practices Implementation	Level 3		
	Hazards and Risk Control, and Policy Management	Level 3		
	Innovation Management	Level 3		
	Internet of Things (IoT) Management	Level 3		
	Learning and Development	Level 2		
	Operations Management	Level 4		
	Production Performance Management	Level 3		
	Production Planning	Level 4		
	Production Resource Management	Level 3		
	Production Shut-down and Re-start	Level 3		
	Quality Control and Assurance	Level 3		
	Quality Systems Management	Level 3		
	Report Writing	Level 3		
Solutioning	Level 4			
Technical Presentations	Level 4			
Workplace Safety and Health (WSH) Practices Implementation	Level 3			

**Programme
Listing**

For a list of Training Programmes available for the Electronics sector, please visit: www.skillsfuture.sg/skills-framework/electronics

The information contained in this document serves as a guide.