

SKILLS FRAMEWORK FOR ELECTRONICS SKILLS MAP - SUPERINTENDENT					
Sector	Electronics				
Sub-sector	Semiconductor and Data Storage				
Track	Management				
Occupation	Superintendent				
Job Role	Superintendent				
Job Role Description	<p>The Superintendent manages the production operations to ensure the efficiency and smooth flow of production processes. He/She applies technical approaches to formulate solutions for production or operation issues in accordance with organisation requirements. He is expected to maximise assets utilisation by forecasting the utilisation and demand of resources. He monitors and ensures adherence to quality standards in accordance with product specifications and executes benchmarked reliability test plans for quality assurance.</p>				
	<p>In addition, the Superintendent contributes to productivity improvement in the organisation by leading teams in continuous improvement projects. He is required to conduct core training for staff.</p>				
	<p>The Superintendent is expected to be a good team leader and have good communication skills to lead production teams to provide focus and direction to achieve organisational goals.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks		
	Manage production operations			Inspect business approaches to resolve work issues	
				Coordinate production, including production schedules and milestones	
				Apply technical approaches to formulate solutions for production or operation issues	
				Ensure that scheduled and unscheduled maintenance works are carried out	
				Ensure that good work discipline is practised in production lines	
				Compile production yield reports	
				Drive the team to meet production goals	
	Maximise assets utilisation			Forecast demand for materials	
				Monitor utilisation of materials	
	Conform to management system requirements			Enforce compliance to safety and good manufacturing practices and processes in production areas	
				Monitor and ensure adherence to quality standards in accordance with product specifications	
				Maintain quality assurance systems	
				Monitor process performance data to establish good control parameters	
		Execute benchmarked reliability test plans			
		Provide reliability presentations for audit and management reporting			
Contribute to continuous improvement			Investigate root causes of product and process failures		
			Lead continuous improvement projects		
Influence organisational development			Lead working level community to explore opportunities for improvement projects		
			Provide guidance to production staff		
				Develop training plans for production staff	
Skills & Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)	
	Continuous Process Improvement	Level 4	Communication	Intermediate	
	Data Analytics Systems Design	Level 4	Decision Making	Intermediate	
	Data Synthesis	Level 4	Leadership	Intermediate	
	Effectiveness Management	Level 4	Lifelong Learning	Intermediate	
	Emergency Management	Level 4	Teamwork	Intermediate	
	Enterprise Risk Management	Level 4			
	Factory Systems Management	Level 5			
	Good Manufacturing Practices Implementation	Level 3			
	Hazards and Risk Control, and Policy Management	Level 4			
	Innovation Management	Level 4			
	Internet of Things (IoT) Management	Level 4			
	Learning and Development	Level 3			
	Operations Management	Level 5			
	Production Performance Management	Level 4			
	Production Planning	Level 5			
	Production Resource Management	Level 4			
	Production Shut-down and Re-start	Level 4			
Quality Systems Management	Level 4				

	Report Writing	Level 4	
	Solutioning	Level 4	
	Technical Presentations	Level 5	
	Workplace Safety and Health (WSH) Practices Implementation	Level 4	
	Workplace Safety and Health (WSH) Systems Management	Level 4	
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.