

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT SKILLS MAP - DEPUTY WORKSHOP MANAGER				
<b>Sector</b>	Public Transport			
<b>Track</b>	Bus Fleet Engineering			
<b>Sub-Track</b>	Bus Workshop			
<b>Occupation</b>	Automotive Manager			
<b>Job Role</b>	<b>Deputy Workshop Manager</b>			
<b>Job Role Description</b>	<p>The Deputy Workshop Manager supports the day-to-day workshop operations and the implementation of fleet maintenance activities to meet service requirements. He/She supports the coordination of workshop operations with other functional teams such as the Depot and Interchange Management, as well as the Bus Operations Control Centre (BOCC) to support the overall bus service operations.</p> <p>He supports fleet maintenance activities, implements improvement initiatives and conducts engineering studies by allocating required resources and coordination amongst different workshop sections. He also oversees the implementation of housekeeping practices, ensuring that quality logistic support is rendered to facilitate maintenance needs. He supports the management of workshop operating expenditures and forecasting of annual budgetary requirements to meet the workshop operations requirements.</p> <p>He has good knowledge of the bus service operations and is able coordinate effectively with internal and external stakeholders. He possesses excellent supervision skills, is resourceful and seeks continual manpower capability improvement and resources requirement to meet the bus maintenance and service requirements of the organisation.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Maintain bus fleet	<b>Key Tasks</b>	
			Manage the overall implementation of bus fleet maintenance regime	
			Provide technical guidance to maintenance teams	
	Support maintenance activities and operational requirements	Manage maintenance operations to meet bus service requirement		
		Manage workshop operation standards and performance to achieve bus service requirements		
		Manage the condition and quantity of supplies required for bus maintenance activities at work base		
		Define procurement specifications for the sourcing of vendors		
		Endorse inspection and maintenance documents for work closure at the workshop level		
		Review audited assessments of completed bus maintenance and repair activities		
		Manage contractors and stakeholders external to the bus maintenance team to ensure safety requirements, operating standards and quality standards are met		
	Support continuous improvement activities to enhance service reliability	Ensure workplace adherence with Workplace Safety and Health (WSH) policies, procedures and regulations when carrying out work		
		Evaluate recommendations on workflow improvements to enhance the reliability and efficiency of bus systems		
		Implement work and process improvement initiatives		
	Manage people and team performance	Support the conduct of engineering studies		
		Reprioritise work activities and manpower allocation to address bus service requirements		
Identify team's training needs				
	Track workshop expenditure to assist in the forecasting of annual budget			
	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Budgeting	Level 3	Communication	Advanced
	Bus Air-Conditioning Systems Maintenance	Level 4	Leadership	Advanced
	Bus Brake Systems Maintenance	Level 4	Decision Making	Advanced
	Bus Drivetrain Systems Maintenance	Level 4	Problem Solving	Advanced
	Bus Electrical and Electronic Systems Maintenance	Level 4	Developing People	Intermediate
	Bus Engine System Maintenance	Level 4		
	Bus Regulatory Compliance	Level 4		
	Bus Steering and Suspension Systems Maintenance	Level 4		
	Business Continuity Planning	Level 4		
	Change Management	Level 4		
	Continuous Improvement Management	Level 4		
	Equipment Maintenance and Housekeeping	Level 3		
	Heavy Lifting Machinery Operation	Level 2		

<b>Skills &amp; Competencies</b>	Innovation Management	Level 4
	Internet of Things Application	Level 3
	Inventory Management	Level 3
	Maintenance Scheduling	Level 4
	People Development	Level 4
	Project Management	Level 4
	Robotics and Automation Application	Level 3
	Report Writing	Level 2
	Staff Performance Management	Level 3
	Stakeholder Management	Level 3
	Technology Application	Level 2
	Vendor Management	Level 3
	Work at Heights	Level 3
	Workplace Facilities Safety Management	Level 3
	Workplace Safety and Health Culture Development	Level 4
	Workplace Safety and Health for Confined Spaces	Level 3
	Workplace Safety and Health for Electrical Safety	Level 3
	Workplace Safety and Health for Fire Prevention and Fire Fighting	Level 2
	Workplace Safety and Health for Incident and Accident Investigation	Level 3
<b>Programme Listing</b>	For a list of Training Programmes available for the Public Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/public-transport">www.skillsfuture.sg/skills-framework/public-transport</a>	

The information contained in this document serves as a guide.