

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT SKILLS MAP - SECTION SUPERVISOR/FOREMAN					
Sector	Public Transport				
Track	Bus Fleet Engineering				
Sub-Track	Bus Workshop				
Occupation	Automotive Supervisor				
Job Role	Section Supervisor/Foreman				
Job Role Description	<p>The Section Supervisor/Foreman supervises his/her team in performing scheduled and routine preventive and corrective maintenance of bus fleets under his section. His duties include implementing the maintenance schedule, assigning work instructions and proposing workflow improvements to improve the maintenance regime of the bus fleets. He also supports the coordination and deployment of breakdown recovery teams and manages recovery efforts in coordination with the Bus Operations Control Center (BOCC).</p> <p>He supports the conduct of maintenance, operations and safety audits and manages the section's performance in achieving established Key Performance Indicators (KPIs) as well as implementing staff capability development initiatives.</p> <p>He is required to work in the bus workshop and/or depot environment based on rotating shifts. He possesses good planning and coordination skills, is meticulous, analytical, and conducts his work and leads his section in a systematic approach to achieve the section's KPIs.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions	Maintain bus fleet	Key Tasks		
			Supervise the execution of scheduled and routine maintenance of the assigned bus fleet		
			Provide technical support to maintenance team on corrective maintenance and fault analysis of bus systems		
	Support maintenance activities and operational requirements	Conduct quality checks on maintenance work including testing of bus systems serviceability	Implement housekeeping activities and ensure the availability of workshop tools, equipment and expendables		
		Validate inspection and maintenance records and documents to compile for reporting	Assist to conduct audit of maintenance activities for quality assessment		
		Supervise and facilitate the work of contractors and stakeholders external to the bus maintenance team to ensure safety requirements, operating standards and quality standards are met	Ensure workplace adherence with Workplace Safety and Health (WSH) policies, procedures and regulations when carrying out work		
		Manage on-the-road bus technical assistance and recovery	Supervise execution of on-the-road recovery operations for bus breakdowns		
		Provide technical advice and operational recommendations for bus recovery plans	Coordinate bus recovery plans with Bus Operations Control Centre (BOCC)		
	Support continuous improvement activities to enhance service reliability	Propose workflow improvements processes to enhance efficiency of bus fleet maintenance	Implement workflow improvement processes to enhance efficiency of bus fleet maintenance		
		Manage people and team performance	Plan maintenance work activities and manpower allocation		
		Perform on-the-job coaching	Manage team's performance in achieving Key Performance Indicators (KPIs)		
	Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
		Bus Air-Conditioning Systems Maintenance	Level 3	Communication	Intermediate
		Bus Body Work Maintenance	Level 2	Leadership	Intermediate
Bus Brake Systems Maintenance		Level 3	Problem Solving	Intermediate	
Bus Drivetrain Systems Maintenance		Level 3	Teamwork	Intermediate	
Bus Electrical and Electronic Systems Maintenance		Level 3	Interpersonal Skills	Basic	
Bus Engine System Maintenance		Level 3			
Bus Recovery and Towing		Level 3			
Bus Regulatory Compliance		Level 3			
Bus Steering and Suspension Systems Maintenance		Level 3			
Continuous Improvement Management		Level 3			
Data and Statistical Analytics		Level 3			
Equipment Maintenance and Housekeeping		Level 2			
Heavy Lifting Machinery Operation		Level 2			
Innovation Management		Level 3			

Competencies	Internet of Things Application	Level 3
	Inventory Management	Level 3
	Learning and Development	Level 2
	Maintenance Scheduling	Level 3
	People Development	Level 3
	Report Writing	Level 2
	Robotics and Automation Application	Level 3
	Staff Performance Management	Level 3
	Vendor Management	Level 2
	Work at Heights	Level 3
	Workplace Facilities Safety Management	Level 3
	Workplace Safety and Health Culture Development	Level 3
	Workplace Safety and Health for Electrical Safety	Level 2
	Workplace Safety and Health for Fire Prevention and Fire Fighting	Level 2
	Workplace Safety and Health for Incident and Accident Investigation	Level 3
Programme Listing	For a list of Training Programmes available for the Public Transport sector, please visit: www.skillsfuture.sg/skills-framework/public-transport	

The information contained in this document serves as a guide.