

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT SKILLS MAP - 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>	Workshop Manager			
<b>Job Role Description</b>	<p>The Workshop Manager leads the overall bus maintenance operations in close coordination with other functional teams such as the Depot and Interchange Management and the Bus Operations Control Centre (BOCC) to manage the overall bus service operations. He/She facilitates the implementation of organisational maintenance regimes and ensuring quality and adequate technical expertise, manpower and operating resource requirement are met to support effective workshop operations. He leads in the implementation of process improvement initiatives, and review the maintenance, operations and safety audits findings to make informed decisions for process and operations improvement requirement.</p> <p>He exhibits excellent leadership and managerial skills, is analytical and resourceful to manage the diverse workshop operations and fleet maintenance to achieve service operations standards and equipment.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Maintain bus fleet	<b>Key Tasks</b>	
			Lead the overall implementation of bus fleet maintenance regime	
			Provide technical guidance to maintenance teams	
	Support maintenance activities and operational requirements		Lead technical recovery, complex fault analysis, and testing of bus fleet and systems	
			Recommend vendors based on proposal evaluation and cost estimation	
			Approve documentation of all maintenance activities	
			Review audited assessments of maintenance, repair and overhaul operations	
			Manage multiple 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	
			Implement improved maintenance regimes to enhance the reliability and efficiency of bus systems	
Manage people and team performance		Formulate improvement plans for maintenance processes		
		Evaluate and approve maintenance schedule and manpower allocation to meet bus service requirement		
		Manage annual budget required by the workshop		
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Budgeting	Level 4	Leadership	Advanced
	Bus Air-Conditioning Systems Maintenance	Level 4	Communication	Advanced
	Bus Brake Systems Maintenance	Level 4	Decision Making	Advanced
	Bus Drivetrain Systems Maintenance	Level 4	Resource Management	Advanced
	Bus Electrical and Electronic Systems Maintenance	Level 4	Developing People	Advanced
	Bus Engine System Maintenance	Level 4		
	Bus Regulatory Compliance	Level 4		
	Bus Steering and Suspension Systems Maintenance	Level 4		
	Business Continuity Planning	Level 5		
	Change Management	Level 5		
	Continuous Improvement Management	Level 5		
	Engineering Maintenance Management	Level 4		
	Innovation Management	Level 5		
	Internet of Things Application	Level 3		
	Maintenance Scheduling	Level 5		
	Organisational Planning and Target Setting	Level 4		
	People Development	Level 5		
	Project Management	Level 5		

	Report Writing	Level 2	
	Robotics and Automation Application	Level 3	
	Staff Performance Management	Level 4	
	Stakeholder Management	Level 4	
	Technology Application	Level 2	
	Vendor Management	Level 4	
	Work at Heights	Level 3	
	Workplace Facilities Safety Management	Level 4	
	Workplace Safety and Health Culture Development	Level 5	
	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 4	
<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.