

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT SKILLS MAP - WORKSHOP SUPERVISOR/SENIOR FOREMAN				
<b>Sector</b>	Public Transport			
<b>Track</b>	Bus Fleet Engineering			
<b>Sub-Track</b>	Bus Workshop			
<b>Occupation</b>	Automotive Supervisor			
<b>Job Role</b>	Workshop Supervisor/Senior Foreman			
<b>Job Role Description</b>	<p>The Workshop Supervisor/Senior Foreman supervises multiple maintenance teams in performing scheduled as well as routine preventive and corrective maintenance of bus fleets. His/Her duties include planning and assigning maintenance teams according to schedule, allocating prioritised maintenance and redirecting resources to meet service requirements. He is also responsible for the deployment and coordination of bus breakdown recovery teams.</p> <p>He coordinates the implementation of maintenance, operations and safety audits across multiple maintenance teams, review maintenance performances as well as recommends improvement initiatives to achieve established Key Performance Indicators (KPIs).</p> <p>He is required to work in the bus workshop and/or depot environment based on rotating shifts. He possesses excellent supervision skills, takes a systematic approach to coordinate work activities across multiple maintenance teams, and is resourceful to achieve maintenance targets and requirements.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Maintain bus fleet	<b>Key Tasks</b>	
			Supervise the execution of scheduled and routine maintenance activities across multiple maintenance teams	
			Plan and implement maintenance schedule and resource allocation	
	Support maintenance activities and operational requirements		Supervise housekeeping implementation and availability of workshop tools, equipment and expendables	
			Review inspection and maintenance records and documents to ensure accurate information is compiled for reporting	
			Conduct audit of maintenance and workshop operations 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	
	Support continuous improvement activities to enhance service reliability		Coordinate bus recovery plans with Bus Operations Control Centre (BOCC)	
			Propose enhanced workflow initiatives to improve the efficiency and reliability of bus fleets maintenance	
			Implement workflow improvement initiatives to enhance the efficiency and reliability of bus fleets maintenance	
	Manage people and team performance		Plan work activities and manpower allocation	
		Perform on-the-job coaching		
		Manage team's performance in achieving Key Performance Indicators (KPIs)		
<b>Skills &amp;</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Bus Air-Conditioning Systems Maintenance	Level 4	Leadership	Intermediate
	Bus Body Work Maintenance	Level 2	Communication	Intermediate
	Bus Brake Systems Maintenance	Level 4	Interpersonal Skills	Intermediate
	Bus Drivetrain Systems Maintenance	Level 4	Decision Making	Intermediate
	Bus Electrical and Electronic Systems Maintenance	Level 4	Teamwork	Intermediate
	Bus Engine System Maintenance	Level 4		
	Bus Recovery and Towing	Level 3		
	Bus Regulatory Compliance	Level 3		
	Bus Steering and Suspension Systems Maintenance	Level 4		
	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		

<b>Competencies</b>	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	
	<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.