

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT SKILLS MAP - DEPOT OPERATIONS MANAGER/DEPOT MANAGER				
<b>Sector</b>	Public Transport			
<b>Track</b>	Bus Operations			
<b>Sub-Track</b>	Bus Depot Management			
<b>Occupation</b>	Bus Operations Manager			
<b>Job Role</b>	Depot Operations Manager/Depot Manager			
<b>Job Role Description</b>	<p>The Depot Operations Manager/Depot Manager leads the bus depot team to ensure operational efficiency and the fulfilment of service delivery targets. He/She reviews operational plans, oversees the implementation of bus depot operational procedures and activities, including manpower deployment, contingency management and facilities maintenance, to achieve improved efficiency and continuous improvement. He is also responsible for the management of vendors and budget, as well as the bus depot's compliance to regulatory and safety requirements. As a leader, he is accountable for the performance and development of the bus depot team.</p> <p>He is an analytical individual with strong leadership skills. He is able to articulate clear instructions and work under pressure. He performs duties within the depot and may be required to work on some weekends and public holidays.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Manage depot operational activities	Key Tasks	
			Review bus inspection plans	
			Review Bus Captain despatch plans to optimise bus service route operations	
			Manage external contractors to meet business requirements	
			Oversee the maintenance of bus depot facilities	
			Review traffic movement plans for the bus depot	
			Oversee bus depot security	
	Manage incidents and/or accidents	Lead recovery actions for incidents and/or accidents in the bus depot		
		Validate the accuracy of reports and investigation outcomes for incidents and/or accidents in the bus depot		
		Evaluate the effectiveness of contingency plans for managing incidents and/or accidents in the bus depot		
	Contribute to continuous improvement activities to enhance service standards	Review improvement proposals for implementation		
		Implement improvement initiatives to enhance operational efficiency		
		Review the effectiveness of operations improvements		
	Manage people and team performance	Develop processes to optimise manpower allocation		
		Manage staff performance to achieve Key Performance Indicators (KPIs) set for the bus depot		
		Review training needs to implement training plans for staff development		
		Review Bus Captain disciplinary issues to determine follow-up actions		
Manage budgets and expenditure	Monitor budgets and expenditure of the bus depot			
	Formulate annual budgets required for the bus depot			
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>	
	Budgeting	Level 4	Communication	Advanced
	Bus Depot Operations	Level 4	Decision Making	Advanced
	Bus Garaging	Level 4	Leadership	Advanced
	Bus Regulatory Compliance	Level 4	Problem Solving	Advanced
	Business Continuity Planning	Level 5	Teamwork	Advanced
	Change Management	Level 4		
	Continuous Improvement Management	Level 4		
	Crisis Management	Level 4		
	Data and Statistical Analytics	Level 3		
	Health and Fatigue Risk Management	Level 3		
	Manpower Planning and Deployment	Level 4		

	Organisational Planning and Target Setting	Level 4	
	People Development	Level 4	
	Report Writing	Level 3	
	Security Management	Level 2	
	Staff Performance Management	Level 4	
	Stakeholder Management	Level 4	
	Vendor Management	Level 4	
	Workplace Safety and Health Culture Development	Level 5	
	Workplace Safety and Health for Incident and Accident Investigation	Level 5	
	Workplace Traffic Safety Management	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.