

SKILLS FRAMEWORK FOR PUBLIC TRANSPORT SKILLS MAP - SENIOR DEPOT SUPERVISOR/DEPOT SUPERVISOR				
Sector	Public Transport			
Track	Bus Operations			
Sub-Track	Bus Depot Management			
Occupation	Bus Operations Supervisor			
Job Role	Senior Depot Supervisor/Depot Supervisor			
Job Role Description	<p>The Senior Depot Supervisor/Depot Supervisor supervises day-to-day bus depot operations to ensure operational continuity and efficiency to support daily bus service commencement and termination. He/She is also responsible for the development and review of the bus depot operational plans, as well as the execution of work activities in the areas of manpower deployment, contingency management, facilities maintenance and continuous improvement. He also oversees data management, operationalises procedures for compliance management, and manages the team's development needs and performance in achieving Key Performance Indicators (KPIs).</p> <p>He is a resourceful individual who is able to work collaboratively with others and communicate effectively. He works on rotating shifts within the depot and may be required to work on some weekends and public holidays.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Manage depot operational activities	Key Tasks	
			Supervise the conduct of bus checks for service readiness	
			Supervise bus despatching activities	
			Supervise the implementation of bus parking and washing plans	
			Supervise the retrieval and consolidation of coin boxes	
			Supervise the refuelling of buses	
			Supervise the redeployment of Bus Captains to maintain bus service regularity	
			Develop contracting requirements for vendor appointment	
			Supervise the maintenance of bus depot facilities	
			Supervise the safe movement of personnel and buses within the bus depot	
	Monitor the conduct of security checks to ensure adherence with security protocols			
	Operationalise procedures for compliance management in accordance with bus regulatory requirements and Workplace Safety and Health (WSH) policies, procedures and regulations			
	Manage incidents and/or accidents	Execute recovery actions for incidents and/or accidents in the bus depot		
		Document the occurrence of incidents and/or accidents in the bus depot		
		Develop contingency plans for managing incidents and/or accidents in the bus depot		
		Propose improvements to enhance operational efficiency		
		Contribute to continuous improvement activities to enhance service standards	Review data records in the data management system for audit and continuous improvement purposes	
			Assist with the implementation of improvement initiatives to improve operational efficiency	
	Manage people and team performance	Review manpower allocation and duty rosters for daily operations		
		Manage team performance to achieve Key Performance Indicators (KPIs)		
Identify team's training needs				
Investigate Bus Captain disciplinary issues				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Bus Depot Operations	Level 3	Communication	Intermediate
	Bus Garaging	Level 3	Resource Management	Intermediate
	Bus Regulatory Compliance	Level 3	Teamwork	Intermediate
	Continuous Improvement Management	Level 3	Problem Solving	Intermediate
	Crisis Management	Level 3	Leadership	Intermediate
	Health and Fatigue Risk Management	Level 3		
	Manpower Planning and Deployment	Level 3		
	People Development	Level 3		
	Report Writing	Level 1		

	Security Management	Level 1	
	Staff Performance Management	Level 3	
	Vendor Management	Level 3	
	Workplace First-Aid	Level 1	
	Workplace Safety and Health Culture Development	Level 3	
	Workplace Safety and Health for Fire Prevention and Fire Fighting	Level 1	
	Workplace Safety and Health for Incident and Accident Investigation	Level 3	
	Workplace Traffic Safety Management	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.