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Menjana Pembangunan K-Pekerja

OCCUPATIONAL STRUCTURE

Transport Equipment Industry

Menjana Pembangunan K-Pekerja

OCCUPATIONAL STRUCTURE
FOR
TRANSPORT EQUIPMENT INDUSTRY

Department of Skills Development
Ministry of Human Resources, Malaysia

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EXECUTIVE SUMMARY

Transport Equipment Industry sector is expanding well in the manufacturing sector and it has gained the government's attention to support its development. The manufacturing sector is a major contributor to the growth of the Malaysian economy. The sector assumes an important intermediary role of supporting manufacturing in all sectors of the economy and the sector has generated the large number of employment opportunities. Apart from the products and services offered, the manufacturing industry is really dependent on the people's quality and skills in ensuring the success of the industry.

Recognizing the importance of skilled human resource, the Department of Skills Development, Ministry of Human Resource, Malaysia has requested an Occupational Analysis to be carried out on the Transport Equipment Industry sector to evaluate the requirement of skilled manpower in this sector. In conducting the Occupational Analysis on the Transport Equipment Industry sector, the information was gathered through literature search, interviews with the industry experts and players from the industry. A workshop was held in an attempt to get better understanding on the sub sector structure, job titles and hierarchy, and the activities of the said sub sector. The occupational analysis conducted on the Transport Equipment Industry sector has led the team to identify 13 job areas under 3 main sub sectors. These job areas cover 130 job titles identified in this sector. The hierarchy of each job title is identified and their definition is well defined by the panels.

Lack of skilled workers is identified as one of the factors affecting the Transport Equipment Industry sector, especially skilled workers at middle level and below. Thus, efforts and necessary actions need to be taken to rectify this situation. Efforts to conduct occupational analysis in this sector followed by the development of National Occupational Skills Standard by the Department of Skills Development are considered timely and critical to overcome this situation.

National Occupational Skill Standard (NOSS)

Definition:- A NOSS is defined as a specification of the competencies expected of a skill worker who is gainfully employed in Malaysia for an occupational area and level.

CONCEPT AND STRUCTURE OF MALAYSIAN SKILL CERTIFICATION SYSTEM

Type of Skill Certification

SKM Level 8 - Management Level
(Ph.D - Doctorate)

Level 8 qualifications recognise leading experts or practitioners in a particular field. Learning ai this level involves the development of new and creative approaches that extend or redefine existing knowledge or professional practice

SKM Level 7 - Management Level
(Post-Graduate Diploma, Masters MA, M sc)

Level 7 qualifications recognise highly developed and complex levels of knowledge which enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level involves the demonstration of high level specialist professional knowledge and is appropriate for senior professionals and managers Level 7 qualifications are at a level equivalent to Masters degrees, postgraduate certificates and postgraduate diplomas

SKM Level 6 – Management Level (Degree – Honours)Level 6
qualifications recognise a specialist high level knowledge of an area of work or study to enable the use of an individual's own ideas and research in response to complex problems and situations. Learning at this level involves the achievement of a high level of professional knowledge and is appropriate for people working as knowledge-based professionals or in professional management positions. Level 6 qualifications are at a level equivalent to Bachelors degrees with honours, graduate certificates and graduate diplomas

SKM Level 5 - Management Level
(Diploma/Advance Diploma Technology)

'Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountabilities for analysis and diagnosis, design, planning, execution and evaluation.'

SKM Level 4 - Supervisory Level
(Diploma/Diploma Technology)

'Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.'

SKM Level 3 - Supervisory Level
(Malaysian Skill Certificate)

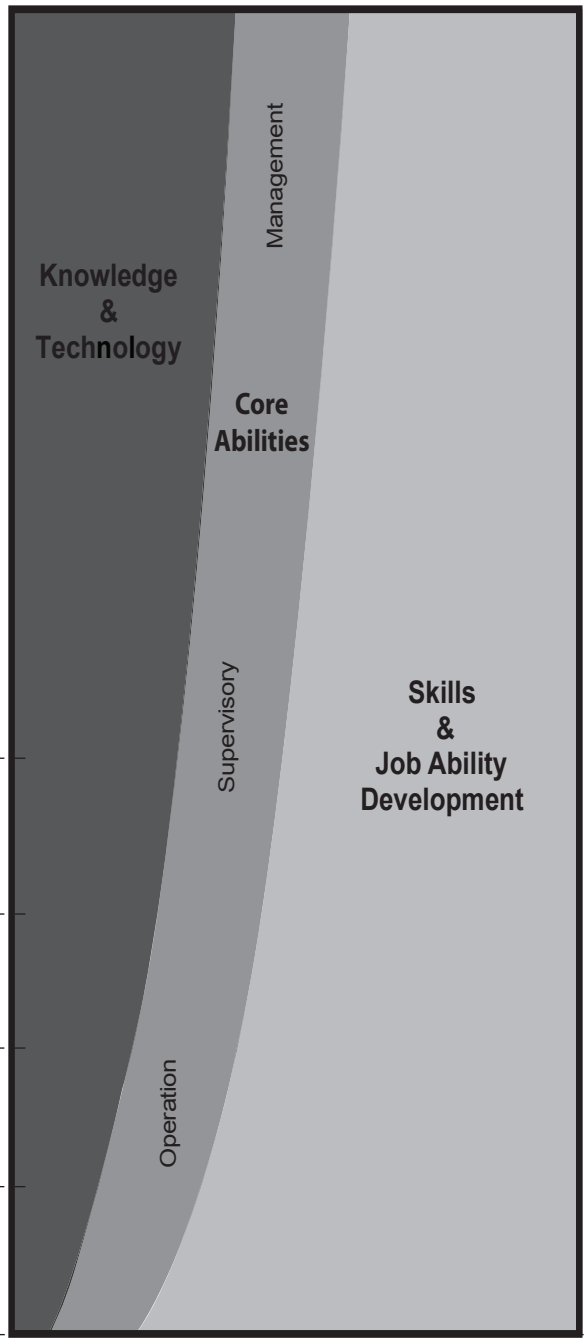
'Competent in performing a broad range of varied work activities, performed in a variety of context, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.'

SKM Level 2 - Operation and Production Level
(Malaysian Skill Certificate)

'Competent in performing a significant range of varied work activities, performed in a variety of context . Some of the activities are non-routine and required individual responsibility and autonomy.'

SKM Level 1 - Operation and Production Level
(Malaysian Skill Certificate)

'Competent in performing a range of varied work activities, most of which are routine and predictable.'



UNITED KINGDOM QUALIFICATION FRAMEWORK

Framework Level	Level Indicators
Entry	Entry level qualifications recognise basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.
1	Level 1 qualifications recognise basic knowledge and skills and the ability to apply learning with guidance or supervision. Learning at this level is about activities which mostly relate to everyday situations and mat be linked to job competence.
2	Level 2 qualifications recognise the ability to gain a good knowledge and understanding of a subject area of work or study, and to perform varied tasks with some guidance or supervisions. Learning at this level involves building knowledge and/or skills in relation to an area of work or a subject area and is appropriate for many job roles.
3	Level 3 qualifications recognise the ability to gain, and where relevant apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, people working independently, or in some areas supervising and training others in their field of work.
4	Level 4 qualifications recognise specialist learning and involve detailed analysis of high level of information and knowledge in an area of work or study. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others. Level 4 qualifications are at a level equivalent to Certificates of Higher Education.

5	Level 5 qualifications recognise the ability to increase the depth of knowledge and understanding of an area of work or study to enable the formulation of solutions and response to complex problems and situations. Learning at this level involves the demonstration of high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Qualifications at this level are appropriate for people working as higher grade technicians, professionals or managers. Level 5 qualifications are at a level equivalent to intermediate higher education qualifications such as Diplomas of Higher Education, Foundation and other degrees that do not typically provide access to post graduate programmes.
6	Level 6 qualifications recognise a specialist high level knowledge of an area of work or study to enable the use of an individual's own ideas and research in response to complex problems and situations. Learning at this level involves the achievement of a high level of professional knowledge and is appropriate for people working as knowledge-based professionals or in professional management positions. Level 6 qualifications are at a level equivalent to Bachelors degrees with honours, graduate certificates and graduates diplomas.
7	Level 7 qualifications recognise highly developed and complex levels of knowledge which enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level involves the demonstration of high level specialist professional knowledge and is appropriate for senior professionals and managers. Level 7 qualifications are at a level equivalent to Masters degrees, post graduate certificates and postgraduate diplomas.
8	Level 8 qualifications recognise leading experts or practitioners in a particular field. Learning at this level involves the development of new and creative approaches that extend or redefine existing knowledge or professional practice.

Figure 2.2: Proposed Competencies and Skill Qualification Certification

TRANSPORT EQUIPMENT INDUSTRY OVERVIEW

Introduction

The transport equipment industry has contributed significantly to Malaysia's industrial development. Its contributions include investments, technology development, expansion of domestic capabilities and creation of linkages. The industry comprises three sub-sectors:

- automotive, including motor vehicles (passenger and commercial vehicles), motorcycles and parts and components;
- marine transport, comprising ship building (engineering works) and ship repairing; and
- aerospace, covering activities such as maintenance, repair and overhaul, manufacture of parts and components.

During the period of the Second Industrial Master Plan (IMP2), 1996-2005, progresses were achieved in the sub-sectors of:

- Automotive
  - increase in production by more than two-fold, mainly in passenger cars;
  - development of technology and enhancement of engineering capabilities and skills upgrading;
  - ability to develop and produce Malaysia's own engine for passenger cars;
  - increase in investments; and
  - significant increase in the number of manufacturers in parts and components, with several of them having gained access to export markets.

- Marine transport
  - development of capabilities in marine engineering design and technological upgrading;

- construction of small ships and boats, including leisure craft and yachts, as well as undertaking of ship repairing activities, such as maintenance and overhauling of vessels; and
- increase in exports, comprising mainly small leisure and recreational vessels, as well as tug boats and pusher craft.

• Aerospace

- development of the capacity of local companies to undertake maintenance work for aircraft and engines in electronics overhaul, and repair and modification; and
- manufacture of aircraft parts and components by some companies.

During the period of the Third Industrial Master Plan (IMP3), 2006-2020, major areas of focus for the sub-sectors are:

• Automotive

Emphasis will be on the development of a viable production and distribution centre for automotive vehicles, and parts and components in the region. Efforts to be undertaken include enhancing domestic capabilities through rationalisation and consolidation, and promoting global market orientation.

• Marine transport

Efforts will focus on enhancing domestic capabilities in the building of smaller vessels and maintenance, repair and overhaul activities.

• Aerospace

Areas of focus include the development of technological capabilities in parts & components, strengthening of maintenance and repair & overhaul activities.

Automotive Sub-Sector

The sub-sector comprises the production of passenger cars, commercial vehicles and motorcycles. Presently, there are four manufacturers and 10 assemblers of motor vehicles and one manufacturer and nine assemblers of motorcycles. The manufacture and assembly of motor vehicles are supported by 590 manufacturers of parts and components, of which 32 have been identified by PROTON as Tier-1 vendors. These vendors have developed the capacity to design and raised their levels of production to reap economies of scale.

The production and capacity utilisation of the sub-sectors in 2005 were:

- in respect of the production of passenger cars, two of the manufacturers accounted for 62.3 per cent of the total production of passenger cars. The production of multi-purpose vehicles by the assemblers increased by two-fold;

- within the commercial vehicles segment, production of trucks and buses of gross weight less than 20 tonnes accounted for 88.3 per cent of the total production of commercial vehicles;

- for motorcycles, the manufacturer and assemblers produced 61 models, in the category of 150cc and below. Efforts are being undertaken by the manufacturer and assemblers to increase exports. The value of exports of motorcycles amounted to RM117.7 million; and

- in terms of capacity utilisation, manufacturers and assemblers of passenger cars and commercial vehicles utilised 63.2 per cent of their installed capacity, while those of motorcycles, 42 per cent.

Marine Transport Sub-Sector

The marine transport sub-sector has contributed to the development of engineering design capabilities, technological upgrading and establishment of linkages to other industries and manufacturing. The linkages with other industries include steel and glass. The linkages with other manufacturing include logistics, financing and insurance, storage, bulk-breaking of goods and port manufacturings.

During the IMP2 period, focus of the shipbuilding and ship repairing segments were on:

- construction of small ships and boats, and vessels of up to 30,000 dead weight tonnes (DWT), including leisure craft and yachts;
- efforts to promote ship repairing activities, such as maintenance, overhauling and refurbishing of vessels; and
- fabrication and assembly works of offshore structures, in line with the increase in activities in oil and gas exploration.
- During the IMP3 period, the development focus of the sub-sector includes:

- enhancing domestic capabilities in the building of smaller vessels of up to 30,000 DWT;

- encouraging greater involvement in ship repairing and maintenance activities;

- increasing activities in the fabrication of offshore structures; and

- intensifying skills upgrading.

The marine transport sub-sector comprises two segments:

- shipbuilding segment, which includes the building of cargo vessels, ferries, tug boats, leisure craft and yachts and fabrication of offshore structures and floating structures, such as fire-floats, dredgers and floating cranes. The segment has the capability in the production of vessels of up to 30,000 DWT; and
- ship repairing segment, which includes the maintenance, repair and overhaul of ships, boats and leisure craft. The segment has the facilities to repair vessels of up to 400,000 DWT.

There are 56 companies with manufacturing licences undertaking the building and repairing of commercial and naval vessels. In addition, there are more than 30 smaller shipyards, producing mainly wooden hulls for fishermen and traders, small ferries, tugboats, barges, standby vessels and patrol boats, leisure craft, yachts, cruisers and speedboats.

Aerospace Sub-Sector

Various development initiatives have been undertaken in the aerospace sub sector, which include the acquisition of advanced technologies and upgrading of engineering capabilities in areas such as electronics, materials manufacturing, systems integration and space telecommunications. The sub-sector is also involved in the development and utilisation of composite materials for the aviation segment.

The sub-sector has the potential to enhance its technological capabilities in the manufacture of aerospace related products and the provision of aerospace related maintenance, repair and overhaul manufacturing. Collaboration will be encouraged with major aerospace companies, in terms of certification, licensing and joint ventures. Malaysia will continue to be developed as an outsourcing centre for aerospace products and services.

The sub-sector comprises two segments:

- aviation segment, which has developed a wide range of capabilities in both civil and military aviation. The capabilities range from the modification and overhaul of engines and components to the maintenance of light and heavy aircraft; and
- space segment, which has contributed to the development of the telecommunications and entertainment industries, through the launching of Malaysian MEASAT satellite. A second satellite, RAZAK-SAT, will be launched. A space astronaut programme is also being undertaken.

Presently, there are seven companies involved in the manufacture of aircraft parts and components and 28, in maintenance, repair, and overhaul activities. Products manufactured locally include aircraft seats, metal parts, composite structures and aircraft fixed leading edge lower panels, as well as inboard outer fixed leading edge panels. Domestic companies have acquired the skills and capabilities to undertake maintenance works for aircraft and engines; components and avionics integration; electronics; and maintenance, repair, and overhaul services.

METHODOLOGY OF OCCUPATIONAL ANALYSIS IN TRANSPORT EQUIPMENT INDUSTRY

In conducting the occupational analysis, several brainstorming sessions were held primarily to strategize the Plan of Action in accordance with guidelines as presented by JPK in term of scope of study, time frame and representation by panel of transport equipment experts as stipulated in the letter of offer.

After several discussion and brainstorming sessions, a Plan of Action was formulated taking into consideration the activities and time frame required.

Literature search

As outlined by the guidelines, a literature search on the transport equipment was carried out to get some insight on the scope, policy, program, activities in the context of Malaysian scenarios and international challenges. The scope covered under this search includes definitions, current analysis of the sector/sub-sector, current status of the transport equipment industry sector, skilled workers requirement in the local industry and the industrial demand at international level.

Identifying industry & public players

The literature search findings were used as a guide to identify the scope of occupational study and analysis.

Based on research, players from Automotive, Railway Transport, Road Transport, Sea Transport and Aviation were identified and short listed for further communication and contact.

Besides site visit, more data and information were gathered from the key players of the related logistic sector at MIDA website.

Established contact with the Transport Equipment Industrial players

A pool of transport equipment experts form the industry and public sector has been contacted. Some kind of working relationship has been established with these experts.

Information gathering and Analysis

Brainstorming session was held on 22 June 2008 at Singgahsana Hotel Petaling Jaya. Two sessions were conducted to collect and analyse the information related to transport equipment industries. A total of 15 experts in the field of transport equipment attended the workshop. The objectives of the workshop are:

- Preliminary findings
    - Outline of Job Title
    - Career structure
    - Hierarchy structure (Level 1 – 8)
    - Occupational Definition

- Validation of the findings

Based on the activities done as above, substantial data and information were collected. The data and information were discussed and analysed in several in-house workshop attended by selected key person or experts from transport equipment player.

During these sessions, panels had agreed to reframe the Transport Equipment Industry and its sub-sector in Malaysia using the following framework:

i. Scope of the transport equipment sector and its sub-sector
ii. Main job area
iii. Major occupational group of the industry
iv. Job title
v. Hierarchy structure (Level 1 – 8)
vi. Occupational definition

FINDINGS

Based on the Occupational Analysis carried out as outlined in the methodology, the findings of this study are as follows:

Job Title and Hierarchy

In the Occupational Analysis conducted for Transport Equipment Industry sector, the job title and hierarchy are defined from the current practice in the industry. Details of Job Title and Hierarchy in Transport Equipment Industry sector are explained in *Annex 3 Job Titles and Hierarchy in Transport Equipment Industry*

Occupational Definition

Each sub-sector in the Transport Equipment Industry is further refined by identifying and defining the job titles involved. Each job title is given an occupational definition as specified in *Annex 4 Occupational Definitions in Transport Equipment Industry.*

Annex 1

List of Panel Expert for the Development of Occupational Analysis for Transport Equipment Industry

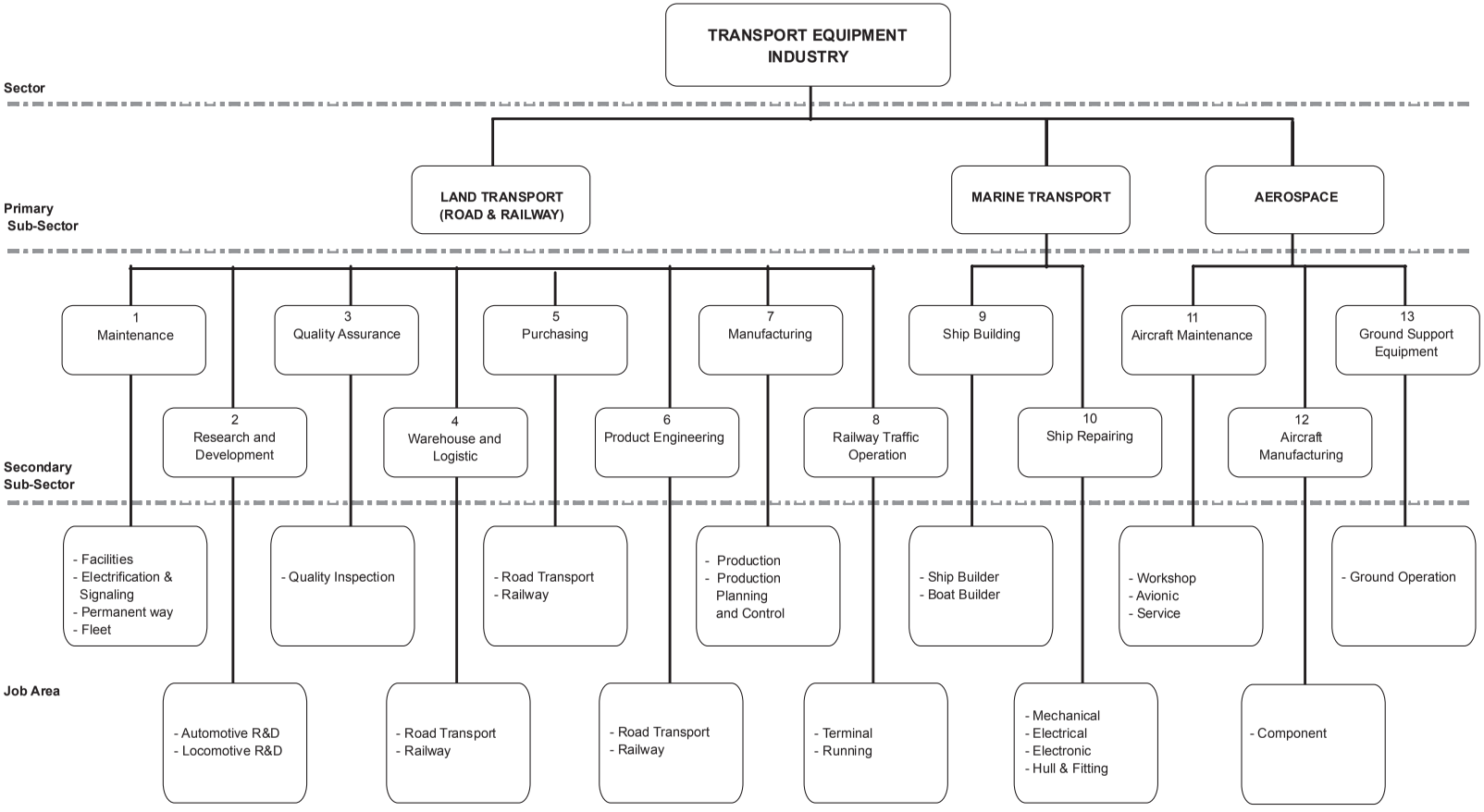
LIST OF COMMITTEE MEMBERS FOR OCCUPATIONAL ANALYSIS FOR TRANSPORT EQUIPMENT INDUSTRY

PANEL/INDUSTRIAL EXPERT			
No.	**Name**	**Company**	**Designation**
1	Hasnul Azahari B. Aman	KTMB	Training Executive
2	Zainudin Elias	Budiman Dinamik Sdn. Bhd.	Manager
3	Tengku Ithmith Tengku Ilham	Transnasional Berhad	Manager System and Operation
4	Che Rostam B. Saad	Sapura Schulz Hydroforming Sdn. Bhd.	QA/Engineer
5	Abdul Rahman Ibrahim	Grade one Marine Shipyard	Maintenance Manager
6	Mohd Syawan Solah	MIROS	Researcher
7	Nor Sazlinawati Salihudin	MISC	Executive
8	Zalaludin Selamat	Sapura Industrial Berhad	Senior Manager
9	Azlan Jalil	Bridgestone Armstrong Sdn. Bhd.	Manager
10	Zulfakar Arshad	Ingress Engineering Sdn. Bhd.	Executive
11	Mohd Roslan Rahman	City Liner Sdn.Bhd.	Operation Manager
12	Azhar Hamzah	MIROS	Executive
13	Zairafizah Hamid	Ingress Research Sdn. Bhd.	Engineer
14	Nik Mohd Fadzil Nik Mohd Sukri	Ingress Research Sdn. Bhd.	Designing/Drafting
15	Zakaria	ADTEC Shah Alam	Head of Aviation Department
16	Hasbullah Mohd Saleh	AIROD Bhd.	Production Controller
FACILITATOR/CO-FACILITATOR			
1	Abdul Hadi Che Wail	ADIMEGA Sdn.Bhd.	Managing Director
2	Y.M. Engku Azmi Y.M. Engku Hatim	Total Oracle Sdn.Bhd.	Senior Consultant

Annex 2

Industrial Chart for Transport Equipment Industry

CHART OF SUB-SECTOR AND JOB AREA FOR TRANSPORT EQUIPMENT INDUSTRY



Annex 3

Job Titles and Hierarchy in Transport Equipment Industry

1) MAINTENANCE

MAINTENANCE	
	FACILITIES AND MAINTENANCE
L8	*Not Available*
L7	*Not Available*
L6	Facilities and Maintenance Senior Manager
L5	Facilities and Maintenance Manager
L4	Facilities and Maintenance Executive
L3	Facilities and Maintenance Supervisor
L2	*Facilities and Maintenance Technician
L1	*Fitter

MAINTENANCE					
	RAILWAY MAINTENANCE				
	Electrification and Signaling	Fleet		Permanent Way	
L8	*Not Available*				
L7	*Not Available*				
L6	Maintenance Senior Manager				
L5	Electrical and Technical Manager	Fleet Manager	Planning & Scheduling Manager	Permanent Way Manager	
L4	Maintenance Engineer	Fleet Executive		Technical Service Engineer	*Bridge Engineer
L3	*Electrification and Signaling Supervisor	*Mechanical Supervisor	*Failure Analysis Supervisor	*Mechanize Supervisor	*Permanent Way Supervisor
L2	*Electrification and Signaling Technician	*Fleet Technician		*Permanent Way Technician	
L1	*Maintenance Wireman	*Maintenance Fitter	*Maintenance Draughtsman	*Track Maintenance Staff	

2) RESEARCH AND DEVELOPMENT (R&D)

RESEARCH AND DEVELOPMENT(R&D)		
	AUTOMOTIVE R & D	LOCOMOTIVE R & D
L8	*Not Available*	
L7	*Not Available*	
L6	Research and Development Senior Manager (Automotive)	Research and Development Senior Manager (Locomotive)
L5	Research and Development Manager (Automotive)	Research and Development Manager (Locomotive)
L4	Research and Development Executive (Automotive)	Research and Development Executive (Locomotive)
L3	*Research and Development Supervisor (Automotive)	*Research and Development Supervisor (Locomotive)
L2	*Research and Development Technician (Automotive)	*Research and Development Technician (Locomotive)
L1	*Not Available*	

3) QUALITY ASSURANCE (QA)

QUALITY ASSURANCE (QA)		
	QUALITY ASSURANCE (QA) - (AUTOMOTIVE)	QUALITY ASSURANCE (QA) - RAILWAY
L8	*Not Available*	
L7	*Not Available*	
L6	*Not Available*	
L5	Quality Assurance Manager (Automotive)	Quality Assurance Manager (Railway)
L4	Quality Assurance Executive (Automotive)	Quality Assurance Executive (Railway)
L3	*Quality Assurance Supervisor (Automotive)	*Quality Assurance Supervisor (Railway)
L2	*Quality Assurance Inspector (Automotive)	*Quality Assurance Inspector (Railway)
L1	*Not Available*	

4) WAREHOUSE AND LOGISTIC

WAREHOUSE AND LOGISTIC		
	ROAD TRANSPORT	RAILWAY
L8	*Not Available*	
L7	*Not Available*	
L6	*Not Available*	
L5	Warehouse and Logistic Manager	
L4	Warehouse and Logistic Executive	
L3	*Warehouse and Logistic Supervisor	
L2	*Warehouse and Logistic Storekeeper	
L1	*Not Available*	

5) PURCHASING

PURCHASING		
	ROAD TRANSPORT	RAILWAY
L8	*Not Available*	
L7	*Not Available*	
L6	*Not Available*	
L5	Purchasing Manager	
L4	Purchasing Executive	
L3	*Purchasing Supervisor	
L2	Purchasing Clerk	
L1	*Not Available*	

6) PRODUCT ENGINEERING

PRODUCT ENGINEERING		
	ROAD TRANSPORT	RAILWAY
L8	*Not Available*	
L7	*Not Available*	
L6	Product Engineering Senior Manager (Automotive)	Product Engineering Senior Manager (Railway)
L5	Product Engineering Manager (Automotive)	Product Engineering Manager (Railway)
L4	Product Engineering Executive (Automotive)	Product Engineering Executive (Railway)
L3	*Product Engineering Supervisor (Automotive)	*Product Engineering Supervisor (Railway)
L2	*Product Engineering Technician (Automotive)	*Product Engineering Technician (Railway)
L1	*Not Available*	

7) MANUFACTURING

<table>
<tr><td colspan="4">MANUFACTURING</td></tr>
<tr><td></td><td colspan="3">ROAD TRANSPORT</td></tr>
<tr><td></td><td colspan="2">PRODUCTION PLANNING AND CONTROL</td><td>PRODUCTION</td></tr>
<tr><td>L8</td><td colspan="3">Not Available</td></tr>
<tr><td>L7</td><td colspan="3">Not Available</td></tr>
<tr><td>L6</td><td colspan="2">Not Available</td><td>Production Senior Manager</td></tr>
<tr><td>L5</td><td colspan="2">Production Planning and Control Manager</td><td>Production Manager</td></tr>
<tr><td>L4</td><td>Planning Executive</td><td>Production Control Executive</td><td>Production Executive</td></tr>
<tr><td>L3</td><td>Production Planning Supervisor</td><td>*Production Controller</td><td>Production Supervisor</td></tr>
<tr><td>L2</td><td>*Production Planning Clerk</td><td>*Production Control Line Leader</td><td>*Production Line Leader</td></tr>
<tr><td>L1</td><td colspan="2">Not Available</td><td>*Production Operator</td></tr>
</table>

8) RAILWAY TRAFFIC OPERATION

	RAILWAY TRAFFIC OPERATION		
	TERMINAL		RUNNING
L8	*Not Available*		
L7	*Not Available*		
L6	Operation Senior Manager		
L5	Train Operation Manager	Operation Control Manager	Locomotive and EMU Manager
L4	Operation Executive	Rules and Regulation Executive	Locomotive and EMU Executive
L3	*Station/Terminal Supervisor		*Running Supervisor
L2	*Traffic Assistant		*Locomotive Driver
L1	*Ticketing Staff	*OMC Clerk	*Locomotive Assistant

Notes:

*EMU: Electric Multiple-Unit Car
*OMC: Office of Management Controls

9) SHIP BUILDING

SHIP BUILDING				
	SHIP BUILDER	BOAT BUILDER		
		METAL	WOOD	FIBER
L8	*Not Available*	*Not Available*		
L7	*Not Available*	*Not Available*		
L6	*Not Available*	*Not Available*		
L5	Ship Builder Manager	Boat Builder Manager		
L4	Technical Executive	Boat Builder Executive		
L3	*Foreman	*Boat Builder Supervisor		
L2	*Ship Fabricator	*Senior Boat Builder		
L1	*Not Available*	*Boat Builder		

10) SHIP REPAIRING

SHIP REPAIRING				
	MECHANICAL	ELECTRIC	ELECTRONIC	HULL & FITTING
L8	*Not Available*			
L7	*Not Available*			
L6	*Not Available*			
L5	*Marine Maintenance Manager			
L4	*Marine Maintenance Superintendent			
L3	*Marine Senior Technician			
L2	*Mechanical - Marine Mechanic	*Electrical - Marine Mechanic	*Electronic - Marine Mechanic	*Hull & Fitting - Marine Mechanic
L1	*Marine Mechanic			

11) AIRCRAFT MAINTENANCE

AIRCRAFT MAINTENANCE			
	WORKSHOP	AVIONIC	SERVICES
L8	*Not Available*		
L7	*Not Available*		
L6	*Not Available*		
L5	Aircraft Maintenance Manager		
L4	*Aircraft Maintenance Engineer		*Assistant Aircraft Maintenance Engineer LWTR (License Without Type Rated)
L3	*Aircraft Maintenance Senior Technician		
L2	*Workshop Technician	*Avionic Technician	*Service Technician
L1	*Not Available*		

12) AIRCRAFT MANUFACTURING

	AIRCRAFT COMPONENT
L8	*Not Available*
L7	*Not Available*
L6	Production Senior Manager
L5	Production Manager
L4	Production Executive
L3	Production Supervisor
L2	*Production Line Leader
L1	*Production Operator

13) Ground Support Equipment (Air-Port)

Level	Ground Support Equipment	
L8	*Not Available*	
L7	*Not Available*	
L6	*Not Available*	
L5	Ground Support Equipment Engineer	Ground Handling-Operation Manager
L4	Ground Support Equipment Assistant Engineer	Ground Handling-Operation Executive
L3	Q –062-3 *Aircraft Senior Technician-Ground Support Equipment(Avionics)	*Ground Handling-Operation Supervisor
L2	Q –062-2 *Aircraft Technician-Ground Support Equipment(Avionics)	*Ground Handling-Operation Crew
L1	Q –062-1 *Aircraft Junior Technician-Ground Support Equipment(Avionics)	*Ramp/Baggage Handler

Annex 4

Occupational Definitions in Transport Equipment Industry

JOB TITLES
(MAINTENANCE)

LEVEL 1

FITTER
MAINTENANCE WIREMAN
MAINTENANCE FITTER
MAINTENANCE DRAUGHTSMAN
TRACK MAINTENANCE STAFF

LEVEL 2

FACILITIES AND MAINTENANCE TECHNICIAN
ELECTRIFICATION AND SIGNALING TECHNICIAN
FLEET TECHNICIAN
PERMANENT WAY TECHNICIAN

LEVEL 3

FACILITIES AND MAINTENANCE SUPERVISOR
ELECTRIFICATION AND SIGNALING SUPERVISOR
MECHANICAL SUPERVISOR
FAILURE ANALYSIS SUPERVISOR
MECHANIZE SUPERVISOR
PERMANENT WAY SUPERVISOR

LEVEL 4

FACILITIES AND MAINTENANCE EXECUTIVE
MAINTENANCE ENGINEER
FLEET EXECUTIVE
TECHNICAL SERVICE ENGINEER
BRIDGE ENGINEER

LEVEL 5

FACILITIES AND MAINTENANCE MANAGER
ELECTRICAL AND TECHNICAL MANAGER
FLEET MANAGER
PLANNING & SCHEDULING MANAGER
PERMANENT WAY MANAGER

LEVEL 6

FACILITIES AND MAINTENANCE SENIOR MANAGER
MAINTENANCE SENIOR MANAGER

LEVEL 7

Not Available

LEVEL 8

Not Available

LEVEL 1

FITTER

A FITTER IS DESIGNATED TO ASSIST TECHNICIAN TO PERFORM MAINTENANCE AND UTILIZATION OF SERVICE EQUIPMENTS AND TOOLS.

A FITTER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Carry out machine setup, troubleshooting, repairs and preventive maintenance service.
2. Carry out maintenance service in accordance with standard guidelines.
3. Comply with OSHA Safety and Health rules.
4. Perform emergency/unscheduled repairs of production equipment during production.
5. Perform scheduled maintenance repairs of production equipment during machine service.
6. Prepare and sets up machinery for scheduled production runs.
7. Perform mechanical, electrical, pneumatic and repair of packaging and production machines.
8. Read and interpret equipment manuals and work orders to perform required maintenance and service.
9. Dismantle, assemble and maintain standard equipment requiring skilled fitting and alignment.
10. Perform other task as per instructed by superior.

LEVEL 1

MAINTENANCE WIREMAN

A MAINTENANCE WIREMAN IS DESIGNATED TO PERFORM ELECTRICAL MAINTENANCE AND INSTALLATION WORKS.

A MAINTENANCE WIREMAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Carry out maintenance, upgrades and repairs on the generating equipment and associated systems.
2. Carry out installing, wiring, maintaining and repairing generating station equipment, motors, and switches, such as capacitor banks, oil circuit breakers, power transformers, motor operated switches and regulators, relays.
3. Install, overhaul and maintain all sizes and types of power circuit breakers, switches, motors, transformers and other electrical power plant equipment.
4. Carry out testing to locate faults on control, power and lighting circuits; potential and current transformer and switchboard wiring; motors and starters; and similar devices on AC and DC circuits.
5. Read and interpret blueprints, specifications and wiring diagrams.
6. Work safely on and around high voltage energized equipment.
7. Perform assignment as may given from time to time by superior.

LEVEL 1

MAINTENANCE FITTER

A MAINTENANCE FITTER IS DESIGNATED TO INSPECT, REPAIR AND PERFORM MAINTENANCE WORKS OF THE ENGINE AND MECHANICAL COMPONENTS ON DIESEL LOCOMOTIVES.

A MAINTENANCE FITTER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Comply with company and federal safety rules, policies and procedures to include wearing required safety equipment, responding to safety concerns and taking appropriate action.
2. Follow safety policies and procedures and wear the required personal protective equipment required for the job in a safe manner.
3. Handle hazardous materials.
4. Inspect, rebuild and repair freight cars.
5. Repair running gears such as wheels, springs, hangers and brake rigging traction motors.
6. Test and repair brake systems, safety appliances, couplers, draft systems, air compressors, safety valves, lubrication oil pumps filter systems, fuel systems, radiators and shutters.
7. Install, disassemble, assemble, repair or replace locomotive diesel engine components.
8. Perform schedule and preventative maintenance on tools and equipment.
9. Inspect locomotive components malfunctions in diesel engines, air equipment and trucks.
10. Inspect railcar frames and bodies for holes, cracks and other defects.
11. Maintain, replace and/or repair equipments as required.
12. Operate electrical and gas welding.
13. Operate acetylene torches for cutting and/or shaping metal parts.

14. Operate specialized off-highway motor vehicles including forklift trucks, mobile cranes, track mobiles and ship tractors.
15. Read a micrometer and use other machine shop tools.
16. Perform periodic maintenance on tools, equipment, etc.
17. Perform assignment as may given from time to time by superior.

LEVEL 1

MAINTENANCE DRAUGHTSMAN

A MAINTENANCE DRAUGHTSMAN IS DESIGNATED TO PREPARE DRAWINGS OF TRANSPORT INDUSTRIAL PART, ENGINES, TOOLS AND OTHER TRANSPORT EQUIPMENTS.

A MAINTENANCE DRAUGHTSMAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Study preliminary sketches.
2. Select scales for drawing and make any changes.
3. Read catalogue and publication for suitable and materials.
4. Carry out complete design drawing.
5. Prepare working drawing showing methods of manufacturing, joining and fastening, utilizing knowledge of machine shop practices.
6. Prepare bills of materials and cost estimation.
7. Carry out field trips to obtain measurement, restriction and pertinent codes.
8. Perform assignment as may given from time to time by superior.

LEVEL 1

TRACK MAINTENANCE STAFF

A TRACK MAINTENANCE STAFF IS DESIGNATED TO PERFORM MAINTENANCE ON THE TRACK INFRASTRUCTURE INCLUDING CONSTRUCTION, INSPECTION AND REPAIR OF THE TRACK AND OTHER RAILROAD PROPERTIES AND FACILITIES.

A TRACK MAINTENANCE STAFF MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Handle operation and maintenance of the equipment.
2. Comply with company and federal safety rules, policies and procedures.
3. Wear appropriate safety equipment, respond to safety concerns and take appropriate action.
4. Repair and rebuild railroad track using power and non-power hand tools.
5. Lift and carry track material, cut brush, trees and vegetation and clear the right-of-way of litter and cargo spillage.
6. Perform maintenance by pulling spikes from ties such as drilling holes through rails for insertion of bolts and fastening tighten or loosen bolts.
7. Cut rail, manually compress ballast, remove and install ties, lift, roll and adjust rails, and lift and carry track material with assistance.
8. Remove and replace ballast, operate large non-powered hand tools such as shovels, picks, axes, cutters and sledgehammers, and operate proper electric, pneumatic, or hydraulic hand tools such as drills, impact wrenches, jacks, power saws and grinders.
9. Perform assignment as may given from time to time by superior.

LEVEL 2

FACILITIES AND MAINTENANCE TECHNICIAN

A FACILITIES AND MAINTENANCE TECHNICIAN IS DESIGNATED TO PERFORM MAINTENANCE AND FACILITIES OF SERVICE EQUIPMENTS AND TOOLS.

A FACILITIES AND MAINTENANCE TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Carry out machine setup, troubleshooting, repairs and preventive maintenance service.
2. Carry out maintenance service in accordance with standard guidelines.
3. Comply with OSHA Safety and Health rules.
4. Carry our accurate installation by “fixing it right the first time”.
5. Perform emergency/unscheduled repairs of production equipment during production.
6. Perform scheduled maintenance repairs of production equipment during machine service.
7. Perform mechanical, electrical, pneumatic, hydraulic troubleshooting and production machines.
8. Read and interpret equipment manuals and work orders to perform required maintenance and service.
9. Dismantle, assemble and maintain standard equipment requiring skilled fitting and alignment.
10. Perform assignment as may given from time to time by superior.

LEVEL 2

ELECTRIFICATION AND SIGNALING TECHNICIAN

ELECTRIFICATION AND SIGNALING TECHNICIAN IS DESIGNATED TO SUPERVISE, TESTING, INSPECTING AND PROPERLY REPAIRING THE ELECTRICAL COMPONENTS.

ELECTRIFICATION AND SIGNALING TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Schedule repair activities to cars and locomotives at locations away from the terminal to ensure equipment are returned to service.
2. Provide technical support to new staff.
3. Coordinate information from several sources to ensure trains are moving efficiently and properly serviced.
4. Test, inspect and repair the electrical components of locomotive systems, equipment and machinery.
5. Comply with company and federal safety rules, policies and procedures to include wearing required safety equipment, responding to safety concerns and take appropriate action.
6. Maintain the integrated circuits, gating, basic computer concepts and ability to read wiring drawing.
7. Set up, calibrate, maintain and troubleshoot electronically controlled machines that utilize photo-electric units, numerical controls, programmable controllers, optical encoders, linear tape transducers and amplifiers.
8. Perform assignment as may given from time to time by superior.

LEVEL 2

FLEET TECHNICIAN

A FLEET TECHNICIAN IS DESIGNATED TO SUPERVISE, TEST, INSPECT AND PROPERLY REPAIR THE ELECTRICAL COMPONENTS.

A FLEET TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Schedule repair activities to cars and locomotives at locations away from the terminal to ensure equipment are returned to service.
2. Provide technical support to new staff.
3. Coordinate information from several sources to ensure trains are moving efficiently and properly serviced.
4. Test, inspect and repair the electrical components of locomotive systems, equipment and machinery.
5. Comply with company and federal safety rules, policies and procedures to include wearing required safety equipment, responding to safety concerns and take appropriate action.
6. Maintain the integrated circuits, gating, basic computer concepts and ability to read wiring drawing.
7. Test, inspect and repair switches, air conditioners, DC power systems, event recorder tapes, lights, air-condition, batteries, low voltage systems, high voltage systems, traction motors, cooling fans and fuel pumps.
8. Troubleshoot, repair, install, inspect, calibrate and replace electrical high-voltage, mechanical and electro-magnetic equipment.
9. Perform preventative maintenance on a variety of tools/equipment and machinery to ensure proper function.
10. Perform assignment as may given from time to time by superior.

LEVEL 2

PERMANENT WAY TECHNICIAN

A PERMANENT WAY TECHNICIAN IS DESIGNATED TO COORDINATE VARIOUS TRACK RECORDING AND ACTIVITIES TOWARDS PROVIDING SAFE, COST EFFECTIVE AND RELIABLE TRACK.

A PERMANENT WAY TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Operate track running recording car and analyse the quality index for track maintenance activities programmed.
2. Provide technical support to apprentice employees and serve as decision making authority on level of repairs, accident damage assessment and derailment recovery.
3. Arrange track machinery's material purchasing process.
4. Coordinate and evaluate progress and performance of track machinery.
5. Prepare, check and monitor report and documentation on all permanent way matter.
6. Arrange and provide on jobs training to ensure staff performance and skill.
7. Check daily, weekly and scheduled services to ensure the quality and performance.
8. Provide feedback on planning or track geometry that requires changing.

LEVEL 3

FACILITIES AND MAINTENANCE SUPERVISOR

A FACILITIES AND MAINTENANCE SUPERVISOR IS DESIGNATED TO SUPERVISE AND COORDINATE ACTIVITIES OF MECHANICAL WORKERS.

A FACILITIES AND MAINTENANCE SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Study work orders and determine manpower requirements, estimates materials and supplies needed for completion of work.
2. Arrange manpower assignment for daily operations.
3. Recommend or initiate personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
4. Train or arrange for the training of workers and explains company policies.
5. Initiate or suggest plans to motivate workers to achieve goals.
6. Confirm that quality of work meets standards and enforced safety regulations.
7. Analyze and resolves work problems.
8. Prepare and submit production progress or other reports.
9. Perform assignment as may given from time to time by superior.

LEVEL 3

ELECTRIFICATION AND SIGNALING SUPERVISOR

ELECTRIFICATION AND SIGNALING SUPERVISOR IS DESIGNATED TO ENSURE AND PERFORM SWITCHING, ELECTRICAL INSTALLATION, ISOLATION AND MAINTENANCE ACTIVITIES OF RAILWAY OVERHEAD EQUIPMENT AND POWER SUPPLY INFRASTRUCTURE.

ELECTRIFICATION AND SIGNALING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRAIN SERVICES PROVIDER.

In particular the person will:

1. Supervise, organize and perform maintenance activities for power supply infrastructure.
2. Allocate work to technician on duty at the time in accordance with workload and safe to use.
3. Confirm tools and equipment being used for switching, isolation and maintenance are well maintain and safe to use.
4. Investigate equipment failure and check all spare part is in place.
5. Conduct in house training to subordinate.
6. Carry out switching and isolation works.
7. Confirm tools and equipment are safe for switching and isolation works.
8. Remove any obstacles on the Over-Head Line Equipment (OHLE) which may cause damage to the train and avoid interruptions to train operation.
9. Implement all electrical installations are maintained in good and safe working condition.
10. Maintain all air conditioning system installed in order to give better working environment.
11. Prepare electrical drawing and contract document for new wiring and rewiring of premises.
12. Perform assignment as may given from time to time by superior.

LEVEL 3

MECHANICAL SUPERVISOR

A MECHANICAL SUPERVISOR IS DESIGNATED TO EXECUTE, MONITOR AND ENSURE MECHANICAL ASSEMBLY WORKS OF LOCOMOTIVE TO BE ACHIEVED ACCORDINGLY TO QUALITY STANDARD ESTIMATION.

A MECHANICAL SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Control and ensure all resources to be available to ensure inline with maintenance activity.
2. Execute, monitor and ensure mechanical assembly work of locomotive to be accordance with standard to achieve higher quality and reliability.
3. Identify availability of materials and tools to ensure inline with maintenance activity.
4. Implement and ensure safety practices and adopted to minimize mishap and accident in work place.
5. Identify and provide training program to enhance man power skill and knowledge.
6. Support and provide technical expertise to ensure high quality of workman ship and quality.
7. Counsel and motivate unit workforce to ensure compliance with discipline and performance according to human resource policy.
8. Maintain and collect records of activities for technical evaluation to improve condition of component power unit reliability.
9. Execute and ensure cleanliness of plant and machinery, tools, material and workplace to upkeep safety and quality.
10. Perform assignment as may given from time to time by superior.

LEVEL 3

FAILURE ANALYSIS SUPERVISOR

A FAILURE ANALYSIS SUPERVISOR IS DESIGNATED TO ANALYZE AND PROVIDE STATISTICAL AND TECHNICAL INFORMATION OF LOCOMOTIVE PERFORMANCE.

A FAILURE ANALYSIS SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Summarize and provide historical data of locomotive failures to show failure trend and actual cause.
2. Establish and monitor performance of locomotive in order to obtain effective records for analysis and problem solving.
3. Classify and analyse failure to enable easy and quick understanding to find the actual cause of the problem.
4. Collate and maintain historical data of locomotive and other component's failure for technical evaluation and record purpose.
5. Liaise with other user department to gather maintenance information to obtain sufficient data for technical analysis.
6. Identify defect and recommend necessary action to avoid repetitive failure of locomotive and other components.
7. Identify weaknesses and provide training program to improve locomotive performance.
8. Coordinate with original manufacturer or contractor regarding to failure in order to seek for their advice and recommendation.
9. Perform assignment as may given from time to time by superior.

LEVEL 3

MECHANIZE SUPERVISOR

A MECHANIZE SUPERVISOR IS DESIGNATED TO COORDINATE AND MONITOR MACHINE MAINTENANCE PROGRAMME.

A MECHANIZE SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Confirm safety, quality and cost effective maintenance programme.
2. Plan, arrange and monitor periodical maintenance of heavy track machines.
3. Check a systematic maintenance cycle.
4. Monitor, justify and certify all track machineries during or after annual service or repaired by service centre according to specification.
5. Monitor repair and supply spare parts to ensure full optimization of track machines.
6. Monitor all track machineries efficiency, arrange and ensure immediate action to be taken or solved.
7. Prepare and verify invoice and billing of repair and spare parts.
8. Monitor work and safety environment.

LEVEL 3

PERMANENT WAY SUPERVISOR

A PERMANENT WAY SUPERVISOR IS DESIGNATED TO DETERMINE, MONITOR AND ENSURE MONTHLY PRODUCTION OF TURNOUT.

A PERMANENT WAY SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Coordinate and supply permanent way material to district area.
2. Manage and control maintenance plant and machinery.
3. Confirm work environment safety.
4. Monitor and check monthly production of turnout.
5. Maintain total quality control.
6. Supply and maintaining record of material to district area.
7. Supply permanent way materials to contractor as required in contract.
8. Monitor contract completion within the time frame.
9. Inspect railway tracks using ultrasonic machines.
10. Carry out routine and ad-hoc inspection of tracks to ensure safety and reliability for the smooth and effective operation of trains.
11. Confirm safety and smooth running of trains at turnouts.
12. Monitor the maintenance of permanent way machinery.
13. Manage, plan and control budget allocation in order to ensure cost effective maintenance.

LEVEL 4

FACILITIES AND MAINTENANCE EXECUTIVE

A FACILITIES AND MAINTENANCE EXECUTIVE IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR PRODUCTION SHOP FLOOR INCLUDING TRAINING NEEDS TO SUBORDINATE.

A FACILITIES AND MAINTENANCE EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, MARINE SECTOR, HEAVY INDUSTRY AND ETC.

In particular the person will:

1. Plan and determine the manpower and resources required based on volume planned.
2. Prepare and propose resources required for budget preparation.
3. Participate in planning and countermeasure meetings to improve facilities and maintenance operation.
4. Confirm that quality of work meets standard and enforces safety regulations.
5. Prepare and submit facilities and maintenance, progress or other reports to the management.
6. Participate in internal production audit to further improve overall company facilities and maintenance performance.
7. Perform assignment as may given from time to time by superior.

LEVEL 4

MAINTENANCE ENGINEER

A MAINTENANCE ENGINEER IS DESIGNATED TO DEVELOP AND CONTROL THE MAINTENANCE OVERHEAD CENTENARY SYSTEM AND POWER SUPPLY INFRASTRUCTURE.

A MAINTENANCE ENGINEER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Attain the electrification system is maintained in safe, effective and cost efficient manner.
2. Develop and plan the maintenance programs for Over-Head Line Equipment (OHLE) and power supply infrastructure.
3. Confirm all equipment in good condition, safe and reliable for train operation.
4. Advice to other division within company or outside party on all aspect of safety whilst working on, closed to or adjacent to railway high voltage equipment (OHLE & power supply).
5. Monitor, develop and control a daily basis of material spare equipment for Power Supply & Over-Head Line Equipment (OHLE) to ensure the availability of spare parts to meet the maintenance and incident requirements.
6. Carry out an investigation of system equipment failure and suggest or implement new procedure to prevent re-occurrence.
7. Develop a training and staff development program to enhance their skills and work performance.
8. Suggest and implement alteration to maintenance schedule and/or equipment.
9. Update and control all the maintenance document of the Railway Electrification System.

LEVEL 4

FLEET EXECUTIVE

A FLEET EXECUTIVE IS DESIGNATED TO EXECUTE, MONITOR AND ENSURE MECHANICAL ASSEMBLY WORKS OF LOCOMOTIVE.

A FLEET EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. List out detail vehicle that shall be used in the interior programmed.
2. List out detail component to be kept and overhaul or repair in house or by outsourcing.
3. Provide relevant engineering data for outsourced components.
4. Develop testing procedure to be followed.
5. Obtain and review method statement for all ongoing works.
6. Provide control management and supervision where required.
7. Provide quality assurance/control to company and contractor.
8. Liaise with operation to form vehicle into train rakes.
9. Liaise with operation for vehicle availability and set scheduling program.
10. Carry out detailed reporting of progress/failure to all other section within company.

LEVEL 4

TECHNICAL SERVICE ENGINEER

A TECHNICAL SERVICE ENGINEER IS DESIGNATED TO MANAGE AND MONITOR THE PROGRESS OF SPECIAL/NEW WORKS DONE BY CONTRACTORS/ DEPARTMENT AS TO ENSURE QUALITY & ACCORDING TO THE STANDARD REQUIREMENT.

A TECHNICAL SERVICE ENGINEER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Plan and design for the small scale project work for better infra and tracks.
2. Plan and monitor the process of new/special works for preparing the contract document and calling tender.
3. Manage and monitor the construction of contract work to ensure the specifications are followed and implemented.
4. Plan and design small scale structure for contract works.
5. Coordinate and participate with other department with related to new/special work of yard and sidings.
6. Monitor and examine the survey work done by the subordinates.

LEVEL 4

BRIDGE ENGINEER

A BRIDGE ENGINEER IS DESIGNATED TO PRODUCE, OBTAIN, MONITOR AND COORDINATE VARIOUS BRIDGES, TUNNELS AND CULVERTS CONTRACTUAL AND DESIGN WORK DOCUMENTS AND APPROVAL ACTIVITIES TOWARD EFFICIENT PROVIDING SAVE AND RELIABLE TRACK BENEFITING FOR SMOOTH OPERATION.

A BRIDGE ENGINEER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Prepare, plan and manage the preparation of tender documents for bridge works such as replacement, rectification, strengthening and painting for economical and maximization safety of construction.
2. Improve track alignment to enable more efficient use of platforms designs.
3. Supervise, monitor and coordinate of contractual works for bridges/ culverts.
4. Confirm work is done in accordance to the contract document and maintain good engineering practices.
5. Act and produce document and drawing obtain approval in order to proceed with replacement or rectification of faulty culvert quickly so that normal speed of train operation can be restored and to ensure works are done accordingly to quality control.
6. Define and recommend for processing of structure crossing application such as overhead bridge, drainage and road under.
7. Involve in checking of technical details enclosed.
8. Liaise with government agencies and consultants.
9. Prepare bridge assessments and design calculations for railway under bridges and highway bridges.

LEVEL 5

FACILITIES AND MAINTENANCE MANAGER

A FACILITIES AND MAINTENANCE MANAGER IS DESIGNATED TO PLAN, MONITOR AND COORDINATE ACTIVITIES FOR PRODUCTION SHOP FLOOR INCLUDING TRAINING NEEDS FOR STAFF.

A FACILITIES AND MAINTENANCE MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, MARINE SECTOR, HEAVY INDUSTRY AND ETC.

In particular the person will:

1. Verify plans and determine the manpower and resources required to run repair and maintenance based on volume planned.
2. Check and recommend proposal for resources required for budget preparation.
3. Involve in planning and countermeasure meetings to improve repair and maintenance operation.
4. Confirm quality of works against quality standard.
5. Check and verify repair and maintenance progress or other reports to the management.
6. Participate in internal repair and maintenance audit to further improve overall company repair and maintenance performance.
7. Manage department performance in meeting the budget allocation.
8. Perform assignment as may be given from time to time by superior.

LEVEL 5

ELECTRICAL AND TECHNICAL MANAGER

ELECTRICAL AND TECHNICAL MANAGER IS DESIGNATED TO DIRECT AND DEVELOP THE TECHNICAL AND ESTABLISH A QUALITY AND COST EFFICIENT ELECTRICAL AND AIR CONDITION SERVICE.

ELECTRICAL AND TECHNICAL MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Lead and direct the technical staff in providing a technical back up services.
2. Develop safety and quality procedure for maintenance activities.
3. Develop system of record keeping as required.
4. Establish standard of Electrical Control Room Procedure in logging and taking action as required.
5. Establish standard comment to other department regarding the working on adjacent to electrification system to ensure a safe working environment.
6. Direct and monitor the Electrical Control Room staff performance.
7. Prepare standard maintenance document for maintenance activities to be followed by staff.
8. Plan and establish the electrical installation maintenance service.
9. Prepare contract document for tendering purpose.
10. Plan and establish spare part inventory for maintenance activities.
11. Prepare drawing and contract document for new electrical installation.
12. Prepare training programme for staff to develop skill.

LEVEL 5

FLEET MANAGER

A FLEET MANAGER IS DESIGNATED TO MANAGE AND ENSURE MAINTENANCE, OVERHAUL SCHEDULE AND UNSCHEDULED REPAIR.

A FLEET MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Manage and provide technical expertise and support to enhance quality and improve reliability of locomotive.
2. Establish and update maintenance procedure to improve quality of maintenance.
3. Establish and monitor train performance records to obtain sufficient data for technical evaluation and record purpose.
4. Identify and provide technical specification and statement of need for any modification required to improve quality and reliability.
5. Establish and analyze locomotive failure record and provide recommendation to resolve the problem arise.
6. Liaise and coordinate with other department or outside party to contribute detail of engineering expertise.
7. Manage and monitor warranty period and requirement for locomotive.
8. Identify and provide technical training program in accordance with maintenance procedure and standard.
9. Manage and ensure sectional activities to achieve the maintenance, overhaul and repair schedule of locomotive.
10. Organize and ensure available sectional resources within planned schedule and cost estimation.
11. Plan and control sectional resources to meet production target within cost and time estimation, maintenance and production plan.

12. Identify and participate in Technical Guide Line formulation to provide better locomotive reliability.
13. Assess and review time, cost and labour saving measure to improve productivity and quality performance.
14. Counsel, motivate and appraise section work force to ensure compliance with discipline and performance according to human resource requirement.
15. Contribute and ensure cleanliness and safety practices are adopted to avoid or minimize accident in work area.

LEVEL 5

PLANNING & SCHEDULING MANAGER

A PLANNING & SCHEDULING MANAGER IS DESIGNATED TO MANAGE, PLAN, MONITOR, AND ENSURE THE ANNUAL OVERHAUL PLAN AND MAINTENANCE SCHEDULE OF LOCOMOTIVE ARE IMPLEMENTED WITHIN TIME AND COST ESTIMATION TO ACHIEVE AGREED AVAILABILITY.

A PLANNING & SCHEDULING MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Liaise and plan with other managers to improve maintenance performance.
2. Manage and organize good spare equipment availability to depots for effective maintenance of rolling stock on line.
3. Monitor and schedule quality element into repair on rolling stocks.
4. Manage and monitor the input of the daily, weekly and monthly position for coach & wagon pest off all depots.
5. Liaise with other department and support system services to achieve desire availability of rolling stock.
6. Plan and monitor the quality checks of repairs on coaches and wagons.
7. Plan and monitor in-house training to improve knowledge and upgrading skills staff.
8. Manage and plan overhaul & maintenance program of locomotive to meet department target within time and cost estimation.
9. Plan and control materials requirement are within financial limits.
10. Establish and provide locomotive performance report to ensure effective information disseminated.

11. Organize and maintain records of locomotive maintenance activities for technical evaluation and record purposes.
12. Plan and identify manpower requirement inline with maintenance cost estimation.
13. Plan and coordinate movement of locomotive to ensure higher availability and reliability.
14. Support and involve in technical guideline formulation to up keep quality and reliability.

LEVEL 5

PERMANENT WAY MANAGER

A PERMANENT WAY MANAGER IS DESIGNATED TO MANAGE, MONITOR AND COORDINATE ALL PERMANENT WAY ACTIVITIES TOWARD EFFICIENT PROVIDING SAVE AND RELIABLE TRACK BENEFITING FOR SMOOTH TRAIN OPERATION.

A PERMANENT WAY MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Update, manage and monitor permanent way asset.
2. Manage, organize and monitor all way leave application with includes checking of technical details enclosed to ensure the safety of train operation.
3. Organize, arrange and attend meeting with internal and outside parties regarding way leave before approval.
4. Prepare technical condition and calculate department cost of the way leave before approval.
5. Monitor progress of way leave work to ensure that railway is taken care off and safe of the operation train.
6. Prepare and check all way leave offer letter including way leave rental.
7. Audit recovers material of the government project as directed.
8. Manage and monitor contractual works are done in accordance with contract document.
9. Perform special inspection of structure to asses the damage due to derailment, after flooding and any damages reported to ensure the structure is functioning and safe for the train operation.

LEVEL 6

FACILITIES AND MAINTENANCE SENIOR MANAGER

A FACILITIES AND MAINTENANCE SENIOR MANAGER IS DESIGNATED TO BE RESPONSIBLE FOR THE SMOOTH RUNNING OF THE DAILY OPERATION IN THE MAINTENANCE AND FACILITIES DEPARTMENT INCLUDING MAINTENANCE AND REPAIR OF ALL EQUIPMENTS.

A FACILITIES AND MAINTENANCE SENIOR MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, MARINE SECTOR, HEAVY INDUSTRY AND ETC.

In particular the person will:

1. Confirm all facilities and maintenance systems meets the environmental and safety standard.
2. Plan, direct and lead the maintenance team to achieve maximum performance.
3. Establish procedures to implement policies and direction of repair & maintenance management.
4. Determine the most efficient sequence of operations and workflow.
5. Establish methods for maximum utilization of mechanical facilities and personnel.
6. Conduct studies pertaining to cost control, cost reduction, inventory control, and mechanical record systems.
7. Develop and implement plans and programs for facility modifications and revisions.
8. Respond to customer and/or client requests or events.
9. Develop solutions to problems utilizing formal education and judgment.
10. Recommend changes in policies to achieve assigned objective.
11. Prepare and submit financial estimates for approval.
12. Coordinate activities within department and with other department.

13. Review effectiveness of assigned repair and maintenance work, enforces regulation and prepare report.
14. Negotiate with maintenance executives, subordinates and other parties on repair and maintenance related matters.
15. Perform assignment as may be given from time to time by superior.

LEVEL 6

MAINTENANCE SENIOR MANAGER

A MAINTENANCE SENIOR MANAGER IS DESIGNATED TO DIRECT, MOTIVATE AND DEVELOP THE WORKFORCE IN MOTIVATE POWER DIVISION TO ACHIEVE AN AGREED LOCOMOTIVE AVAILABLE AND RELIABILITY.

A MAINTENANCE SENIOR MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE SERVICES PROVIDER, EXPRESS RAIL LINK SERVICE PROVIDER AND LIGHT RAPID TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Direct and develop management of plant facilities and infrastructure in workshop and various line depot to ensure that plant and machinery availability in good working environment.
2. Establish and monitor the annual overhaul and maintenance schedule.
3. Manage and control consumption of material used.
4. Monitor and review engineering process and practices.
5. Identify and recommend relevant training programme.
6. Develop and implement motivational activities to increase the commitment of the workforce.
7. Develop and implement communication channel between the shop floor staff and management so as to improve two ways communication.
8. Set, monitor and evaluate divisional targets and performance indicator.
9. Establish and implement effective cost maintenance programme to ensure optimum uptime of plant facilities and related tooling.

JOB TITLES
(RESEARCH AND DEVELOPMENT-R&D)

LEVEL 1
Not Available

LEVEL 2
RESEARCH AND DEVELOPMENT TECHNICIAN (AUTOMOTIVE)
RESEARCH AND DEVELOPMENT TECHNICIAN (LOCOMOTIVE)

LEVEL 3
RESEARCH AND DEVELOPMENT SUPERVISOR (AUTOMOTIVE)
RESEARCH AND DEVELOPMENT SUPERVISOR (LOCOMOTIVE)

LEVEL 4
RESEARCH AND DEVELOPMENT EXECUTIVE (AUTOMOTIVE)
RESEARCH AND DEVELOPMENT EXECUTIVE (LOCOMOTIVE)

LEVEL 5
RESEARCH AND DEVELOPMENT MANAGER (AUTOMOTIVE)
RESEARCH AND DEVELOPMENT MANAGER (LOCOMOTIVE)

LEVEL 6
RESEARCH AND DEVELOPMENT SENIOR MANAGER (AUTOMOTIVE)
RESEARCH AND DEVELOPMENT SENIOR MANAGER (LOCOMOTIVE)

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 2

RESEARCH AND DEVELOPMENT TECHNICIAN (AUTOMOTIVE)

A RESEARCH AND DEVELOPMENT TECHNICIAN (AUTOMOTIVE) IS DESIGNATED TO PERFORM ONE OR SERIES OF REPETITIVE OPERATIONS USING ONE OR MORE PREVIOUSLY SET UP PROCEDURES.

A RESEARCH AND DEVELOPMENT TECHNICIAN (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Monitor safety, health and environment targets are within set resources.
2. Perform the technical work and other related work to prepare for Product Development.
3. Check the testing facilities in good working condition.
4. Record all job done in a log book.
5. Follow the standard operating procedure of all equipment and machine.
6. Carry out cleaning and tiding at work area.
7. Perform assignment as may be given from time to time by superior.

LEVEL 2

RESEARCH AND DEVELOPMENT TECHNICIAN (LOCOMOTIVE)

A RESEARCH AND DEVELOPMENT TECHNICIAN (LOCOMOTIVE) IS DESIGNATED TO PERFORM ONE OR SERIES OF REPETITIVE OPERATIONS USING ONE OR MORE PREVIOUSLY SET UP PROCEDURES.

A RESEARCH AND DEVELOPMENT TECHNICIAN (LOCOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Monitor safety, health and environment targets are within set resources.
2. Perform the technical work and other related work to prepare for product development.
3. Check the testing facilities in good working condition.
4. Record all job done in a log book.
5. Follow the standard operating procedure of all equipment and machine.
6. Carry out cleaning and tiding the work area.
7. Build prototype which are consistent with the clinical and design requirements of a product under development.
8. Prepare design control documentation & filing of project related information in design history files.
9. Perform assignment as may be given from time to time by superior.

LEVEL 3

RESEARCH AND DEVELOPMENT SUPERVISOR (AUTOMOTIVE)

A RESEARCH AND DEVELOPMENT SUPERVISOR (AUTOMOTIVE) IS DESIGNATED TO SUPERVISE AND COORDINATE ACTIVITIES OF PRODUCT DEVELOPMENT WORKERS.

A RESEARCH AND DEVELOPMENT SUPERVISOR (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Study work order and determine manpower requirements, estimates materials and supplies needed for completion of work.
2. Arrange manpower and assign work for daily operations.
3. Recommend or initiates personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
4. Train or arrange for the training of workers and explains company policies
5. Initiate or suggest plans to motivates workers to achieve goals.
6. Supervise quality of work meets standards and enforced safety regulations.
7. Analyze and resolves work problems.
8. Prepare and submit product development progress or other reports.
9. Perform assignment as may be given from time to time by superior.

LEVEL 3

RESEARCH AND DEVELOPMENT SUPERVISOR (LOCOMOTIVE)

A RESEARCH AND DEVELOPMENT SUPERVISOR (LOCOMOTIVE) IS DESIGNATED TO ARRANGE, SUPERVISE OR CONDUCT THE STUDY DESIGN DEVELOPMENT AND PROCESSES.

A RESEARCH AND DEVELOPMENT SUPERVISOR (LOCOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Prepare designs and cost estimation.
2. Collect data and write report.
3. Evaluate installed plant, mechanical process and product to ensure compliance with specification and safety standard.
4. Recommend modification, repair and maintenance procedures.
5. Supervise and coordinate the work of designers and technician.
6. Collaborate with engineers in other disciplines.
7. Perform assignment as may given from time to time by superior.

LEVEL 4

RESEARCH AND DEVELOPMENT EXECUTIVE (AUTOMOTIVE)

A RESEARCH AND DEVELOPMENT EXECUTIVE (AUTOMOTIVE) IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR PRODUCT DEVELOPMENT SHOP FLOOR INCLUDING STAFF TRAINING NEEDS.

A RESEARCH AND DEVELOPMENT EXECUTIVE (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Plan and determine the manpower and resources required to run product development based on volume planned.
2. Prepare and propose for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve product development operation.
4. Manage that quality of work meets standard and enforces safety regulations.
5. Prepare and submit product development progress or other reports to the management.
6. Participate in internal product development audit to further improve overall company product development performance.
7. Perform assignment as may be given from time to time by superior.

LEVEL 4

RESEARCH AND DEVELOPMENT EXECUTIVE (LOCOMOTIVE)

A RESEARCH AND DEVELOPMENT EXECUTIVE (LOCOMOTIVE) IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR PRODUCT DEVELOPMENT SHOP FLOOR INCLUDING TRAINING IN NEEDS.

A RESEARCH AND DEVELOPMENT EXECUTIVE (LOCOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Plan and determine manpower and resources required to run product development based on volume planned.
2. Prepare and propose for resources required for budget preparation.
3. Attend countermeasure meetings to improve product development operation.
4. Manage that quality of work meets standard and enforces safety regulations.
5. Prepare and submit product development progress or other reports to the management.
6. Participate in internal product development audit to further improve overall company product development performance.
7. Train or monitor junior staff in doing their job.
8. Perform assignment as may given from time to time by superior.

LEVEL 5

RESEARCH AND DEVELOPMENT MANAGER (AUTOMOTIVE)

A RESEARCH AND DEVELOPMENT MANAGER (AUTOMOTIVE) IS DESIGNATED TO PLANS, ORGANIZE, DIRECT AND CONTROLS THE ACTIVITIES OF A RESEARCH & DEVELOPMENT DEPARTMENT.

A RESEARCH AND DEVELOPMENT MANAGER (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Establish procedures to implement policies and direction of product development management.
2. Recommend changes in policies to achieve assigned objective.
3. Prepare and submit financial estimates for approval.
4. Determine organization structure within his/her responsibility.
5. Coordinate activities within product development department and with other department.
6. Review effectiveness of assigned product development work, enforces regulation and prepares report.
7. Negotiate with subordinates and other parties on product development related matters.
8. Perform assignment as may given from time to time by superior.

LEVEL 5

RESEARCH AND DEVELOPMENT MANAGER (LOCOMOTIVE)

A RESEARCH AND DEVELOPMENT MANAGER (LOCOMOTIVE) IS DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF RESEARCH & DEVELOPMENT DEPARTMENT.

A RESEARCH AND DEVELOPMENT MANAGER (LOCOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Prepare designs and cost estimation.
2. Analyse and solve problem concerned with utilization of process, machinery, materials and equipment.
3. Supervise preparation of working drawing and specification indicating materials to be used and the methods of manufacturing.
4. Direct feasibility studies, construction, modification and final testing of prototypes, products or pilot plants.
5. Evaluate installed plant, mechanical process and product to ensure compliance with specification and safety standard.
6. Collaborate with engineers in other disciplines.
7. Perform assignment as may given from time to time by superior.

LEVEL 6

RESEARCH AND DEVELOPMENT SENIOR MANAGER (AUTOMOTIVE)

A RESEARCH AND DEVELOPMENT SENIOR MANAGER (AUTOMOTIVE) IS DESIGNATED TO LEAD AND CHAMPION THE PRIORITIZATION OF NEW PRODUCT OPPORTUNITIES.

A RESEARCH AND DEVELOPMENT SENIOR MANAGER (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Develop product strategies and new product plan.
2. Coordinate local product development from concept to the finished product.
3. Develop price strategy and monitor price/margin.
4. Control all local produced product meet legal and regulatory standard.
5. Manage pre-defined product concept through the product development process.
6. Organise the timely launch of high quality, creative and innovative new product to customer.
7. Drive communication of new product launch.
8. Identify and implement initiative to improve product quality, reduce cost and process efficiency.
9. Manage the business unit has appropriate quality and quantity of new product.
10. Rationalize product mix and implement product phase in/phase out plan.

LEVEL 6

RESEARCH AND DEVELOPMENT SENIOR MANAGER (LOCOMOTIVE)

A RESEARCH AND DEVELOPMENT SENIOR MANAGER (LOCOMOTIVE) IS DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF R&D AND DESIGN DEPARTMENT.

A RESEARCH AND DEVELOPMENT SENIOR MANAGER (LOCOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Establish procedures to implement policies and direction of management.
2. Recommend changes in policies to achieve R&D and design objective.
3. Prepare and submit cost estimation for approval.
4. Determine organization structure within his/her responsibility.
5. Coordinate activities within R&D and with other department.
6. Review effectiveness of assigned R&D and design work enforces regulation.
7. Define subordinate job function.
8. Negotiate with designers, researcher, subordinates and other parties on related matters.
9. Perform assignment as may given from time to time by superior.

JOB TITLES
(QUALITY ASSURANCE–QA)

LEVEL 1
Not Available

LEVEL 2
QUALITY ASSURANCE INSPECTOR (AUTOMOTIVE)
QUALITY ASSURANCE INSPECTOR (RAILWAY)

LEVEL 3
QUALITY ASSURANCE SUPERVISOR (AUTOMOTIVE)
QUALITY ASSURANCE SUPERVISOR (RAILWAY)

LEVEL 4
QUALITY ASSURANCE EXECUTIVE (AUTOMOTIVE)
QUALITY ASSURANCE EXECUTIVE (RAILWAY)

LEVEL 5
QUALITY ASSURANCE MANAGER (AUTOMOTIVE)
QUALITY ASSURANCE MANAGER (RAILWAY)

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 2

QUALITY ASSURANCE INSPECTOR (AUTOMOTIVE)

A QUALITY ASSURANCE INSPECTOR (AUTOMOTIVE) IS DESIGNATED TO PERFORM PARTS INSPECTION AND PRODUCT MEASUREMENT.

A QUALITY ASSURANCE INSPECTOR (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ROAD TRANSPORT MANUFACTURER.

In particular the person will:

1. Identify and repair components defects.
2. Update accurate daily logs.
3. Participate and provide technical solution with regards to reject issues.
4. Liaise with the production superior on priority of inspection items.
5. Liaise with the production and other relevant departments to resolve quality issues.
6. Notify and hold discussion on non-compliances with relevant departments.
7. Carry out maintenance of measuring equipment including registration and calibration.
8. Maintain proper filing of Quality Control (QC) measurement reports for both parts and products.
9. Adhere to all safety and health rules and regulations.
10. Perform assignment as may given from time to time by superior.

LEVEL 2

QUALITY ASSURANCE INSPECTOR (RAILWAY)

A QUALITY ASSURANCE INSPECTOR (RAILWAY) IS DESIGNATED TO ASSIST QUALITY SUPERVISOR TO PERFORM PARTS INSPECTION AND PRODUCT MEASUREMENT.

A QUALITY ASSURANCE INSPECTOR (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE MANUFACTURER.

In particular the person will:

1. Identify and repair components defects.
2. Update accurate daily logs.
3. Participate and provide technical solution with regards to reject issues.
4. Liaise with the production superior on priority of inspection items.
5. Liaise with the production and other relevant departments to resolve quality issues.
6. Notify and hold discussion on non-compliances with relevant departments.
7. Carry out maintenance of measuring equipment including registration and calibration.
8. Maintain proper filing of Quality Control (QC) measurement reports for both parts and products.
9. Adhere to all safety and health rules and regulations.
10. Perform assignment as may given from time to time by superior.

LEVEL 3

QUALITY ASSURANCE SUPERVISOR (AUTOMOTIVE)

A QUALITY ASSURANCE SUPERVISOR (AUTOMOTIVE) IS DESIGNATED TO SUPERVISING AND PROVIDING ASSIGNMENT OF WORK AND ON-GOING DIRECTION TO OPERATORS/LEADERS TO MEET THE QUALITY, QUANTITY AND SCHEDULE REQUIRED.

A QUALITY ASSURANCE SUPERVISOR (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ROAD TRANSPORT MANUFACTURER.

In particular the person will:

1. Prepare reports on machine down time and any other reports.
2. Carry out incoming quality control, in process quality control, final quality assurance and prevention measures.
3. Implement “KAIZEN” for consistently improving in quality, quantity, yield, process and any other matters concerning quality assurance.
4. Carry out and practice “5S” at working place.
5. Supervise the entire quality assurance system.
6. Liaise with internal departments and customers in any quality issues.
7. Participate in resolving quality issues and propose countermeasures.
8. Demonstrate good communication and interpersonal skills.
9. Arrange equipment and work areas in neat and orderly condition.
10. Perform internal calibration, inspection on incoming part, finished products and outgoing part.
11. Supervise and lead a team of QC personnel.
12. Perform assignment as may given from time to time by superior.

LEVEL 3

QUALITY ASSURANCE SUPERVISOR (RAILWAY)

A QUALITY ASSURANCE SUPERVISOR (RAILWAY) IS DESIGNATED TO SUPERVISE AND COORDINATE ACTIVITIES OF QUALITY WORKERS.

A QUALITY ASSURANCE SUPERVISOR (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE MANUFACTURER.

In particular the person will:

1. Liaise with other department in any issue related to quality aspects.
2. Participate in internal and external complaint on quality issue.
3. Maintain the entire quality assurance system.
4. Study work orders and determine manpower requirements, estimates materials and supplies needed for completion of works.
5. Carry out manpower arrangement and assignment for daily operations.
6. Recommend or initiates personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
7. Train or arrange for the training of workers and explains company policies.
8. Ensure quality of works meet standards and enforce safety regulations.
9. Analyse and resolves work problems.
10. Prepare and submit quality progress or other reports.
11. Perform assignment as may given from time to time by superior.

LEVEL 4

QUALITY ASSURANCE EXECUTIVE (AUTOMOTIVE)

A QUALITY ASSURANCE EXECUTIVE (AUTOMOTIVE) IS DESIGNATED TO ENSURE ALL PROCEDURES RELATED TO THE DEPARTMENT ARE ADHERED TO AND CONTINUOUSLY IMPROVED.

A QUALITY ASSURANCE EXECUTIVE (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ROAD TRANSPORT MANUFACTURER.

In particular the person will:

1. Carry out new material study and new product evaluation for the feasibility study submission.
2. Carry out all QA/QC functions effectively and efficiently including customer complaints.
3. Develop and maintain Standard Operating Procedures (SOP's).
4. Develop and maintain Green Procurement activity.
5. Attend all quality related activities and functions.
6. Manage defects rectification works by optimizing the available resources and keeping the cost within allowable limits.
7. Organize and maintain quality system within organisation.
8. Promote continuous improvement activities such as KAIZEN and Quality Control Circle (QCC).
9. Provide technical supports to customers on products' applications, and gather technical feedbacks for improvement.
10. Manage implementation of new products development at production stage.
11. Responsible for customer complaints on products and feedback to management.
12. Responsible for rejection rate control and improvement.
13. Monitor products comply versus the statutory product standard.

LEVEL 4

QUALITY ASSURANCE EXECUTIVE (RAILWAY)

A QUALITY ASSURANCE EXECUTIVE (RAILWAY) IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR QUALITY SHOP FLOOR INCLUDING STAFF TRAINING NEEDS.

A QUALITY ASSURANCE EXECUTIVE (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE MANUFACTURER.

In particular the person will:

1. Carry out new material study and new product evaluation for the feasibility study submission.
2. Carry out all QA/QC functions effectively and efficiently including customer complaints.
3. Develop and maintain Standard Operating Procedures (SOP's).
4. Develop and maintain Green Procurement activity.
5. Attend all quality related activities and functions.
6. Manage defects rectification works by optimizing the available resources and keeping the cost within allowable limits.
7. Organize and maintain quality system within organisation.
8. Promote continuous improvement activities such as KAIZEN and Quality Control Circle (QCC).
9. Provide technical supports to customers on products' applications, and gather technical feedbacks for improvement.
10. Manage implementation of new products development at production stage.
11. Responsible for customer complaints on products and feedback to management.
12. Responsible for rejection rate control and improvement.
13. Monitor products comply versus the statutory product standard.

LEVEL 5

QUALITY ASSURANCE MANAGER (AUTOMOTIVE)

A QUALITY ASSURANCE MANAGER (AUTOMOTIVE) IS DESIGNATED TO INITIATE, COORDINATE, MONITOR AND AUDIT COMPANY SUPPLIERS'/ CUSTOMERS' PREVENTIVE MEASURES AND CORRECTIVE ACTIONS.

A QUALITY ASSURANCE MANAGER (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ROAD TRANSPORT MANUFACTURER.

In particular the person will:

1. Perform verification/failure analysis and capability studies.
2. Initiate, review, update and compile quality documentations and reports.
3. Manage all quality related activities and functions.
4. Formulate and implement sound quality assurance policies.
5. Manage all the procedures related to the department adhered to continual improvement.
6. Manage defects rectification works by optimizing the available resources and keeping the cost within allowable limits.
7. Attend to customers on all quality related issues.
8. Liaise with external auditors on all ISO related activities – as Quality Management Representative (QMR) and Environmental Management Representative (EMR).

LEVEL 5

QUALITY ASSURANCE MANAGER (RAILWAY)

A QUALITY ASSURANCE MANAGER (RAILWAY) IS DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF A QUALITY DEPARTMENT.

A QUALITY ASSURANCE MANAGER (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE MANUFACTURER.

In particular the person will:

1. Perform verification/failure analysis and capability studies.
2. Initiate, review, update and compile quality documentations and reports.
3. Manage all quality related activities and functions.
4. Formulate and implement sound quality assurance policies.
5. Manage all the procedures related to the department adhered to continual improvement.
6. Manage defects rectification works by optimizing the available resources and keeping the cost within allowable limits.
7. Attend to customers on all quality related issues.
8. Liaise with external auditors on all ISO related activities – as Quality Management Representative (QMR) and Environmental Management Representative (EMR).

JOB TITLES
(WAREHOUSE AND LOGISTIC)

LEVEL 1
Not Available

LEVEL 2
WAREHOUSE AND LOGISTIC STOREKEEPER

LEVEL 3
WAREHOUSE AND LOGISTIC SUPERVISOR

LEVEL 4
WAREHOUSE AND LOGISTIC EXECUTIVE

LEVEL 5
WAREHOUSE AND LOGISTIC MANAGER

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 2

WAREHOUSE AND LOGISTIC STOREKEEPER

A WAREHOUSE AND LOGISTIC STOREKEEPER IS DESIGNATED TO ASSIST STORE SUPERVISOR MONITOR WAREHOUSE ACTIVITIES AND HANDLE INVENTORY MANAGEMENT.

A WAREHOUSE AND LOGISTIC STOREKEEPER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, WAREHOUSING, LOGISTIC SERVICE PROVIDER AND ETC.

In particular the person will:

1. Coordinate with related department, suppliers, customers and shipping forwarders for smooth operation flow.
2. Prepare and arrange commercial and shipping documents for import and export.
3. Determine the appropriate equipment availability for operators to do their jobs such as gloves, goggles, caps and ear plug where applicable.
4. Handle import/export shipment, custom clearance and provide logistic support.
5. Prepare in custom and shipping documentation, such as invoice Packing List and Insurance.
6. Type invoices and prepare documentation.
7. Handle Custom declaration and LMW reports.
8. Monitor stocks level in branch to ensure required buffer level is maintained.

LEVEL 3

WAREHOUSE AND LOGISTIC SUPERVISOR

A WAREHOUSE AND LOGISTIC SUPERVISOR IS DESIGNATED TO SUPERVISE AND PERFORM FOR LOGISTIC AND WAREHOUSE AND STOCK CONTROL.

A WAREHOUSE AND LOGISTIC SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, WAREHOUSING, LOGISTIC SERVICE PROVIDER AND ETC.

In particular the person will:

1. Supervise day to day operations from order received to order dispatched to customers.
2. Perform stock reconciliation on a daily, weekly and monthly basis.
3. Attend customers on deliver or warehouse issues.
4. Prepare daily, weekly and monthly reports submit to the management or product owner.
5. Carry out planning of stock count/cycle count on a monthly basis.
6. Supervise and monitor of receiving activities to put away into locations.
7. Establish daily target for operators.
8. Convey any information from the management to operators.
9. Supervise the line areas are in proper order and inspection instruments are available.
10. Determine appropriate equipment is available for operators to do their jobs such as gloves, goggles, caps and ear plug where applicable.
11. Carry out manpower arrangement for day to day operation.
12. Perform job assigned by superior from time to time.

LEVEL 4

WAREHOUSE AND LOGISTIC EXECUTIVE

A WAREHOUSE AND LOGISTIC EXECUTIVE IS DESIGNATED TO HAVE OVERALL RESPONSIBILITY IN THE MANAGEMENT, COORDINATION AND LOGISTIC OF MATERIALS FLOW AND PRODUCTION PLANNING.

A WAREHOUSE AND LOGISTIC EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, WAREHOUSING, LOGISTIC SERVICE PROVIDER AND ETC.

In particular the person will:

1. Plan and execute material purchases to ensure materials availability to meet delivery, inventory cost objectives and factory demand.
2. Maintain proper inventory management system, coordination and logistics of materials flow.
3. Manage Quality and Audit on Waste and Scrap related topics.
4. Manage Waste and Scrap related processes and handling and process flow documentations.
5. Coordinate with transporter/ forwarding/ shipping agent for booking container, dispatch or freight.
6. Manage all shipping related documents.
7. Manage shipping coordination and arrangements of import and export clearance.
8. Plan and determines the manpower and resources required to run logistic based on volume planned.
9. Prepare and propose for recourses required for budget preparation.
10. Involve in planning and countermeasure meetings to improve logistic operation.
11. Enforce safety regulation and that quality of work meets standard.
12. Prepare and submit logistic, progress or other reports to the management.

13. Participate in internal logistic audit to further improve overall company logistic performance.
14. Perform assignment as may be given from time to time by superior.

LEVEL 5

WAREHOUSE AND LOGISTIC MANAGER

A WAREHOUSE AND LOGISTIC MANAGER IS DESIGNATED TO MANAGE ALL WAREHOUSE AND LOGISTIC OR STORE OPERATIONS INCLUDING RECEIVING, LABELING, SEGREGATING, ARRANGING AND LOADING.

A WAREHOUSE AND LOGISTIC MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, WAREHOUSING, LOGISTIC SERVICE PROVIDER AND ETC.

In particular the person will:

1. Design, implement and enforce an effective warehouse management system, including space optimization, FIFO and etc.
2. Monitor container loading operations to ensure effectiveness and optimization of space.
3. Monitor the conformance of warehouse operations with ISO and other relevant requirements.
4. Monitor the quality, cost & efficiency of warehouse operations.
5. Monitor all stock movements are properly and regularly updated and recorded.
6. Demonstrate teamwork and good rapport with colleagues, including those from other departments.
7. Manage good security and physical condition of all stocks.
8. Lead, train, coach and discipline employees to drive achievement of departmental goals and objectives.
9. Keep abreast with current best practices on warehousing management to facilitate continuous improvement initiatives.
10. Perform any other duties or tasks as assigned by superior.

JOB TITLES
(PURCHASING)

LEVEL 1
Not Available

LEVEL 2
PURCHASING CLERK

LEVEL 3
PURCHASING SUPERVISOR

LEVEL 4
PURCHASING EXECUTIVE

LEVEL 5
PURCHASING MANAGER

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 2

PURCHASING CLERK

A PURCHASING CLERK IS DESIGNATED TO ASSIST PURCHASING SUPERVISOR COORDINATE BETWEEN PRODUCTIONS AND PURCHASING ON ALL INVENTORIES MOVEMENT.

A PURCHASING CLERK MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, AGRICULTURE, HEAVY INDUSTRIES, OIL AND GAS AND ETC.

In particular the person will:

1. Handle a set of account.
2. Carry out variously daily accounting activities.
3. Keep accounting record and compile information requests by customer and others.
4. Keep records or correct and completes computer record.
5. Prepare report and enter charge and payment to customer.
6. Carry out account review and billed and prepare bills from available information.
7. Process final bills that exceed amount of deposit to enter amount of net bill.
8. Assist tracking inventory movement and update planner and purchaser when kit shortage occurs.

LEVEL 3

PURCHASING SUPERVISOR

A PURCHASING SUPERVISOR IS DESIGNATED TO COORDINATE BETWEEN PRODUCTION AND PURCHASING ON ALL INVENTORIES MOVEMENT.

A PURCHASING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, AGRICULTURE, HEAVY INDUSTRIES, OIL AND GAS AND ETC.

In particular the person will:

1. Confirm work order is manageable for production.
2. Maintain cycle count accuracy.
3. Monitor and maintain purchasing system.
4. Plan and schedule correct and timely kitting and delivery of materials, ensure smooth material flow and practice FIFO.
5. Perform tracking inventory movement and update planner and purchaser when kit shortage occurs.
6. Supervise activities of worker engaged in computing, classifying, posting and recording data to keep sets of account and financial account in purchasing department.
7. Co-ordinate activities of worker engaged in computing, classifying, posting and recording data to keep sets of account and financial account purchasing department.
8. Carry out materials and services purchasing/procurement.

LEVEL 4

PURCHASING EXECUTIVE

A PURCHASING EXECUTIVE IS DESIGNATED FOR PURCHASING/ PROCUREMENT OF MATERIALS AND SERVICES IN ACCORDANCE WITH THE PROCUREMENT PROCEDURES.

A PURCHASING EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, AGRICULTURE, HEAVY INDUSTRIES, OIL AND GAS AND ETC.

In particular the person will:

1. Manage vendors, suppliers and business partners throughout the entire logistic functions of supply chain from procurement to payment and business management and development.
2. Prepare RFQ, Technical Bids Evaluation, Commercial Bids Evaluation, Purchase Orders and General Work Orders and liaising with Vendors/ suppliers for quotations, orders or related information.
3. Compile all detail design, approved MTO, technical datasheet and specification for procurement exercise.
4. Source for potential vendors and develop new and existing vendors by implementing SCM best practices.
5. Confirm on-time delivery of material to production and optimize utilization of resources to meet production demand.
6. Justify that all materials are purchased at competitive prices by negotiating with vendors/supplier.
7. Perform any other functions and responsibilities as stipulated by the Purchasing Manager or the Management from time to time.
8. Prepare project budget and expenses.
9. Co-ordinate project procurement technical and commercial evaluation.
10. Propose/suggestion on sub contracting strategy and sub-contract agreement and purchase order for approving authority.

11. Monitor on procurement costing, current expenses monitoring, logistic and warehousing facilities.
12. Record all invoicing and payment recommendation.
13. Prepare tax exemption and export rebate requirement.
14. Generate project procurement plan, procedures and planning.
15. Prepare Procurement Expediting Report and Procurement MOM with vendors.
16. Coordinate “Factory Acceptance Test” and Audit checks on Vendors.

LEVEL 5

PURCHASING MANAGER

A PURCHASING MANAGER IS DESIGNATED TO MANAGE AND HANDLE ALL FACETS OF PURCHASING/PROCUREMENT ACTIVITIES FOR THE GROUP.

A PURCHASING MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MANUFACTURING, AGRICULTURE, HEAVY INDUSTRIES, OIL AND GAS AND ETC.

In particular the person will:

1. Develop Standard Operating Procedures (SOP) for all purchasing/ procurement process including Supplier/Vendor Management Process within the Group.
2. Lead strategic sourcing with process within the assigned spends areas.
3. Identify Needs and Pre-project Planning, Define Projects.
4. Perform Supplier/Vendor Selection.
5. Measure and monitor Supplier/Vendor Performance Report.
6. Perform Strategic Analysis and Opportunities Identification and Formulate Strategies and Implementation Plan.
7. Locate, analyze and develop a consolidated supplier/vendor base to meet current and future demands.
8. Create and maintain mutually beneficial long term partnerships.
9. Form, lead and align strategies within the Group including participation to lease, rent or buy analysis.
10. Negotiate and execute all agreements for the Group effectively.
11. Coordinate with other departments/business units/subsidiaries within the Group to ensure timely implementation and compliance with the agreed sourcing strategies.
12. Benchmarks the best industry practice in the assigned spend areas.
13. Evaluate and monitor the market conditions and adjust sourcing strategies accordingly.
14. Monitor and forecast key cost drivers and market factors for all procurement activities.

JOB TITLES
(PRODUCT ENGINEERING)

LEVEL 1
Not Available

LEVEL 2
PRODUCT ENGINEERING TECHNICIAN (AUTOMOTIVE)
PRODUCT ENGINEERING TECHNICIAN (RAILWAY)

LEVEL 3
PRODUCT ENGINEERING SUPERVISOR (AUTOMOTIVE)
PRODUCT ENGINEERING SUPERVISOR (RAILWAY)

LEVEL 4
PRODUCT ENGINEERING EXECUTIVE (AUTOMOTIVE)
PRODUCT ENGINEERING EXECUTIVE (RAILWAY)

LEVEL 5
PRODUCT ENGINEERING MANAGER (AUTOMOTIVE)
PRODUCT ENGINEERING MANAGER (RAILWAY)

LEVEL 6
PRODUCT ENGINEERING SENIOR MANAGER (AUTOMOTIVE)
PRODUCT ENGINEERING SENIOR MANAGER (RAILWAY)

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 2

PRODUCT ENGINEERING TECHNICIAN (AUTOMOTIVE)

A PRODUCT ENGINEERING TECHNICIAN (AUTOMOTIVE) IS DESIGNATED TO PERFORM ONE OR SERIES OF REPETITIVE OPERATIONS USING ONE OR MORE PREVIOUSLY SET UP PROCEDURES.

A PRODUCT ENGINEERING TECHNICIAN (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Perform minor project/maintenance on production machines/equipment.
2. Practice safety, health and environment targets and achieved within set resources.
3. Provide technical support and trouble shooting for any engineering problems.
4. Wear proper Personnel Protective Equipment (PPE).
5. Perform technical work and other related work to prepare for Product Engineering.
6. Check testing facilities.
7. Record all job done in a log book.
8. Follow the standard operating procedure of all equipment and machine.
9. Clean and tide the work area.
10. Perform assignment as may be given from time to time by superior.

LEVEL 2

PRODUCT ENGINEERING TECHNICIAN (RAILWAY)

A PRODUCT ENGINEERING TECHNICIAN (RAILWAY) IS DESIGNATED TO PROVIDE TECHNICAL SUPPORT AND TROUBLE SHOOTING FOR ANY ENGINEERING PROBLEMS.

A PRODUCT ENGINEERING TECHNICIAN (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Carry out mechanical/engineering work.
2. Wear proper Personnel Protective Equipment (PPE).
3. Perform minor project/maintenance on production machines/equipment.
4. Repair and maintain the faulty machines.
5. Prepare daily report on scheduled task.
6. Operate and troubleshoot machine.
7. Practice that quality of work and meets standard and enforces safety regulations.
8. Analyse and help resolve work related problems.
9. Involve in planning and countermeasure meetings to improve engineering operation.
10. Perform assignment as may be given from time to time by superior.

LEVEL 3

PRODUCT ENGINEERING SUPERVISOR (AUTOMOTIVE)

A PRODUCT ENGINEERING SUPERVISOR (AUTOMOTIVE) IS DESIGNATED TO SUPERVISE AND COORDINATE ACTIVITIES OF PRODUCTION WORKERS.

A PRODUCT ENGINEERING SUPERVISOR (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Study work orders and determine manpower requirements, estimates materials and supplies needed for completion of work.
2. Perform Technical writing, design verification/validation protocols and reports.
3. Do the manpower arrangement and assignment for daily operations.
4. Recommend or initiates personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
5. Train or arrange for the training of workers and explains company policies.
6. Initiate or suggest plans to motivate workers to achieve goals.
7. Practice good quality of work and meets standards and enforced safety regulations.
8. Analyze and resolves work problems.
9. Prepare and submit production progress or other reports.
10. Perform assignment as may be given from time to time by superior.

LEVEL 3

PRODUCT ENGINEERING SUPERVISOR (RAILWAY)

A PRODUCT ENGINEERING SUPERVISOR (RAILWAY) IS DESIGNATED TO SUPERVISE AND ASSIST ENGINEERING EXECUTIVE TO PLAN AND COORDINATE ACTIVITIES FOR ENGINEERING ACTIVITIES.

A PRODUCT ENGINEERING SUPERVISOR (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Plan and determines the manpower and resources required to run engineering based on volume planned.
2. Prepare and propose for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve engineering operation.
4. Carry out good quality of work and meets standard and enforces safety regulations.
5. Prepare and submit engineering progress or other reports to the management.
6. Participate in internal engineering audit to further improve overall company engineering performance.
7. Perform assignment as may be given from time to time by superior.

LEVEL 4

PRODUCT ENGINEERING EXECUTIVE (AUTOMOTIVE)

A PRODUCT ENGINEERING EXECUTIVE (AUTOMOTIVE) IS DESIGNATED TO COORDINATE QUALITY CONTROL OBJECTIVES AND ACTIVITIES TO RESOLVE PRODUCTION PROBLEMS, MAXIMIZE PRODUCT RELIABILITY AND MINIMIZE COST.

A PRODUCT ENGINEERING EXECUTIVE (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Apply statistical methods and perform mathematical calculations to determine manufacturing processes, staff requirements and production standards.
2. Confer with vendors, staff and management personnel regarding purchases, procedures, product specifications, manufacturing capabilities and project status.
3. Review production schedules, engineering specifications, orders and related information to obtain knowledge of manufacturing methods, procedures and activities.
4. Communicate with management and user personnel to develop production and design standards.
5. Estimate production cost and effect of product design changes for management review, action and control.
6. Formulate sampling procedures and designs and develop forms and instructions for recording, evaluating and reporting quality and reliability data.
7. Direct workers engaged in product measurement, inspection and testing activities to ensure quality control and reliability.
8. Implement methods and procedures for disposition of discrepant material and defective or damaged parts and assess cost and responsibility.
9. Evaluate precision and accuracy of production and testing equipment.

10. Recommend methods for improving utilization of personnel, material and utilities.
11. Complete production reports, purchase orders and material, tool and equipment lists.
12. Regulate and alter workflow schedules according to established manufacturing sequences and lead times to expedite production operations.

LEVEL 4

PRODUCT ENGINEERING EXECUTIVE (RAILWAY)

A PRODUCT ENGINEERING EXECUTIVE (RAILWAY) IS DESIGNATED TO PLAN AND COORDINATE QUALITY CONTROL OBJECTIVES AND ACTIVITIES TO RESOLVE PRODUCTION PROBLEMS, MAXIMIZE PRODUCT RELIABILITY AND MINIMIZE COST.

A PRODUCT ENGINEERING EXECUTIVE (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Plan and determines the manpower and resources required to run engineering based on volume planned.
2. Prepare and propose for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve engineering operation.
4. Perform good quality of work and meets standard and enforces safety regulations.
5. Prepare and submit engineering progress or other reports to the management.
6. Participate in internal engineering audit to further improve overall company engineering performance.
7. Direct workers engaged in product measurement, inspection and testing activities to ensure quality control and reliability.
8. Implement methods and procedures for disposition of discrepant material and defective or damaged parts and assess cost and responsibility.
9. Evaluate precision and accuracy of production and testing equipment.
10. Train or monitor Supervisor and Technician in doing their job.
11. Perform assignment as may be given from time to time by superior.

LEVEL 5

PRODUCT ENGINEERING MANAGER (AUTOMOTIVE)

A PRODUCT ENGINEERING MANAGER (AUTOMOTIVE) IS DESIGNATED TO PLAN, COORDINATE, DIRECT AND CONTROL THE ACTIVITIES OF PRODUCT ENGINEERING DEPARTMENT.

A PRODUCT ENGINEERING MANAGER (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Plan and determine the manpower and resources required to run Product Engineering based on volume planned.
2. Prepare and propose for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve Product Engineering operation.
4. Demonstrate good quality of work and meets standard and enforces safety regulations.
5. Prepare and submit productions, progress or other reports to the management.
6. Participate in internal Product Engineering audit to further improve overall company Product Engineering performance.
7. Perform assignment as may be given from time to time by superior.

LEVEL 5

PRODUCT ENGINEERING MANAGER (RAILWAY)

A PRODUCT ENGINEERING MANAGER (RAILWAY) IS DESIGNATED TO PLAN, COORDINATE, DIRECT AND CONTROL THE ACTIVITIES OF PRODUCT ENGINEERING DEPARTMENT.

A PRODUCT ENGINEERING MANAGER (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Verify the plans and determines the manpower and resources required to run engineering based on volume planned.
2. Analyse and recommend proposal for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve engineering operation.
4. Demonstrate good quality of work and meets standard and enforce safety regulations.
5. Check and verify engineering progress or other reports to the management.
6. Participate in internal engineering audit to further improve overall company engineering performance.
7. Take responsibility for the department performance in meeting the budget location.

LEVEL 6

PRODUCT ENGINEERING SENIOR MANAGER (AUTOMOTIVE)

A PRODUCT ENGINEERING SENIOR MANAGER (AUTOMOTIVE) IS DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF PRODUCT ENGINEERING DEPARTMENT.

A PRODUCT ENGINEERING SENIOR MANAGER (AUTOMOTIVE) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Establish procedures to implement policies and direction of management.
2. Recommend changes in policies to archive Product Engineering objective.
3. Prepare and submits financial estimates for approval.
4. Determine organization structure within his/her responsibility.
5. Coordinate activities within Product Engineering department and with other department.
6. Review effectiveness of assigned Product Engineering work, enforces regulation.
7. Define subordinate job function.
8. Negotiate with designers, researcher, subordinates and other parties on related matters
9. Perform assignment as may be given from time to time by superior.

LEVEL 6

PRODUCT ENGINEERING SENIOR MANAGER (RAILWAY)

A PRODUCT ENGINEERING SENIOR MANAGER (RAILWAY) IS DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF PRODUCT ENGINEERING DEPARTMENT.

A PRODUCT ENGINEERING SENIOR MANAGER (RAILWAY) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS LOCOMOTIVE AND ROAD TRANSPORT PRODUCT MANUFACTURER.

In particular the person will:

1. Establish procedures to implement policies and direction of engineering management.
2. Determine the most efficient sequence of operations and workflow.
3. Establish methods for maximum utilization of engineering facilities and personnel.
4. Plan and schedule training programs for personnel concerning all phases of engineering operations.
5. Conduct studies pertaining to cost control, cost reduction, inventory control, and engineering record systems.
6. Develop and implement plans and programs for facility modifications and revisions to operating methods.
7. Respond to customer and/or client requests or events as they occur.
8. Develop solution to problems utilizing formal education and judgment.
9. Recommend changes in policies to achieve assigned objective.
10. Prepare and submit financial estimates for approval.
11. Determine organization structure within his/her responsibility.
12. Coordinate activities within engineering department and with other department.

13. Review effectiveness of assigned engineering work, enforces regulation and prepares report.
14. Negotiate with engineer executives, subordinates and other parties on engineer related matters.
15. Perform assignment as may be given from time to time by superior.

JOB TITLES
(MANUFACTURING)

LEVEL 1
PRODUCTION OPERATOR

LEVEL 2
PRODUCTION PLANNING CLERK
PRODUCTION CONTROL
LINE LEADER
PRODUCTION LINE LEADER

LEVEL 3
PRODUCTION PLANNING SUPERVISOR
PRODUCTION CONTROLLER
PRODUCTION SUPERVISOR

LEVEL 4
PLANNING EXECUTIVE
PRODUCTION CONTROL EXECUTIVE
PRODUCTION EXECUTIVE

LEVEL 5
PRODUCTION PLANNING AND CONTROL MANAGER
PRODUCTION MANAGER

LEVEL 6
PRODUCTION SENIOR MANAGER

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 1

PRODUCTION OPERATOR

A PRODUCTION OPERATOR IS DESIGNATED TO ENSURE PERSONAL PRODUCTION, QUALITY, SAFETY, HEALTH AND ENVIRONMENT TARGETS ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION OPERATOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Wear Personnel Protective Equipment (PPE) properly.
2. Demonstrate good practice of safety rules and regulations.
3. Handle properly machinery and equipment in working order and no abnormalities.
4. Check enough supply of raw materials/components.
5. Communicate and check “HENKATEN” (important change points).
6. Ensure quality of raw materials and components.
7. Follow Standard Operation Procedure (SOP).
8. Conduct production process to the required quality and quantity.
9. Confirm quality of production output.
10. Stop production and alert Team Leader on any production abnormalities.
11. Alert Team Leader on abnormalities of raw materials/components.
12. Mindful of abnormalities on machinery and equipment.
13. Alert Team Leader on shortage of raw materials/components (manage “kanban” card).
14. Mindful of “KAIZEN” activities and “MUDA”.
15. Carry out 5S activities.

LEVEL 2

PRODUCTION PLANNING CLERK

A PRODUCTION PLANNING CLERK IS DESIGNATED TO PROVIDE CLERICAL AND ADMINISTRATIVE SUPPORT TO THE PRODUCTION PLANNING AND CONTROL DEPARTMENT.

A PRODUCTION PLANNING CLERK MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Update and key in daily data.
2. Prepare weekly report.
3. Carry out filling and documentation activities.
4. Responsible for Production Planning and Control related duties.
5. Record planning and control data and any combination of clerical duties.
6. Analyze, compile and record planning and control data and any combination of clerical duties.
7. Verify titles on report forms.
8. Perform assignment as may be given from time to time by superior.

LEVEL 2

PRODUCTION CONTROL LINE LEADER

A PRODUCTION CONTROL LINE LEADER IS DESIGNATED TO ASSIST PRODUCTION SUPERVISOR ACTIVITIES OF PRODUCTION PLANNING AND CONTROL WORKERS.

A PRODUCTION CONTROL LINE LEADER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Carry out manpower arrangement and assignment for daily operations.
2. Recommend to supervisor for personnel actions such as promotions, transfers, discharges and disciplinary actions and monitor attendance records.
3. Ensure that quality of work meets standards and enforces safety regulations.
4. Carry out analyses and help resolve work problems.
5. Prepare production, control, progress and other reports.
6. Act as supervisor in case where supervisor absent.
7. Perform assignment as may be given from time to time by superior.

LEVEL 2

PRODUCTION LINE LEADER

A PRODUCTION LINE LEADER IS DESIGNATED TO ENSURE PRODUCTION AND QUALITY TARGETS OF TEAM ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION LINE LEADER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Confirm safety, health and environment targets are achieved.
2. Wear proper Personnel Protective Equipment (PPE) properly.
3. Confirm safety rules and regulations properly followed.
4. Confirm workstations are manned by qualified Team Members.
5. Check “HENKATEN” (important change points) for all stations.
6. Manage absenteeism and team performance.
7. Lead workstation produce the required quality and quantity.
8. Lead team member follow Standard Operation Procedure (SOP).
9. Attend Team Member “ANDON” calls.
10. Attend production quality abnormalities and line problems.
11. Control supply of raw materials and components at all workstations.
12. Act as relieved Team Member if necessary.
13. Conduct “KAIZEN” activities.
14. Communicate “HENKATEN” to other groups.
15. Prepare production and quality report and communicate to Group Leader.

LEVEL 3

PRODUCTION PLANNING SUPERVISOR

A PRODUCTION PLANNING SUPERVISOR IS DESIGNATED TO ASSIST MONITOR/CONTROL PRODUCTION PLANNING DOCUMENTATIONS.

A PRODUCTION PLANNING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Supervise day-to-day operations of all the outlets.
2. Conduct production planning activities.
3. Control smooth production line operations.
4. Gather planning report.
5. Motivate and train a team of sales promoter.
6. Manage a team to perform online piece parts scrap, sub inventory transfer timely and accurately, Expensive parts control and issuant.
7. Manage WIP Return problematic parts with good analytical skills in trouble shooting to get into the root causes of system related issues to achieve inventory accuracy.
8. Manage change-over process for production line model change.

LEVEL 3

PRODUCTION CONTROLLER

A PRODUCTION CONTROLLER IS DESIGNATED TO ASSIST MONITOR/ CONTROL PRODUCTION PLANNING DOCUMENTATIONS.

A PRODUCTION CONTROLLER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Supervise daily operations.
2. Conduct production planning/control activities to ensure smooth production line operations.
3. Conduct production planning activities.
4. Control smooth production line operations.
5. Assist to generate production schedule and update daily production progress.
6. Negotiate and communicate at all levels.
7. Plan and commit respective projects schedule to respective department on shipment schedule.

LEVEL 3

PRODUCTION SUPERVISOR

A PRODUCTION SUPERVISOR IS DESIGNATED TO ENSURE PRODUCTION AND QUALITY TARGETS FOR THE GROUP ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Confirm safety, health and environment targets are achieved.
2. Wear Personnel Protective Equipment (PPE) properly.
3. Confirm safety rules & regulations properly followed.
4. Confirm all workstations in-group are manned by qualified Team Members.
5. Check and share “HENKATEN” with Team Member and Team Leader.
6. Manage absenteeism, group performance and production targets.
7. Prepare and improve Standard Operation Procedure (SOP).
8. Identify “MUDA”, conduct improvement and change Standard Operation Procedure (SOP).
9. Conduct “KAIZEN” activities.
10. Conduct on the Job training for Team Member.
11. Offer counseling to problematic Team Member and Team Leader.
12. Prepare and implement production planning.
13. Conduct production line improvement.
14. Propose method of operations for new products.
15. Prepare production and quality report for the group.

LEVEL 4

PLANNING EXECUTIVE

A PLANNING EXECUTIVE IS DESIGNATED TO CONDUCT PRODUCTION PLANNING ACTIVITIES TO ENSURE SMOOTH PRODUCTION LINE OPERATIONS.

A PLANNING EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Perform any other functions and responsibilities as stipulated by the Production Planning and Control Manager or the Management from time to time.
2. Confirm safety, health and environment targets are achieved.
3. Manage and coordinate the work of Group Leaders.
4. Propose method of production for new product development.
5. Plan, confirm and implement production planning.
6. Communicate with other departments on important production planning and control, quality and material control issues.
7. Plan improvement in production lines.
8. Propose method of production for new product development.
9. Communicate production planning and “HENKATEN” to Group Leader/ Supervisor.
10. Perform material issuance to production in accordance to production plan with correct control.
11. Plan and commit respective projects schedule to respective department.

LEVEL 4

PRODUCTION CONTROL EXECUTIVE

A PRODUCTION CONTROL EXECUTIVE IS DESIGNATED TO CONDUCT AND ENSURE PRODUCTION CONTROL AND QUALITY TARGETS ARE ACHIEVED.

A PRODUCTION CONTROL EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Perform any other functions and responsibilities as stipulated by the Production Planning and Control Manager or the Management from time to time.
2. Confirm safety, health and environment targets are achieved.
3. Manage and coordinate the work of Group Leaders.
4. Propose method of production for new product development.
5. Generate production schedule and update daily production progress.
6. Communicate with other departments on important production planning and control, quality and material control issues.
7. Material issuance to production according to plan with correct control.
8. Prepare production related reports.
9. Organized and methodical.

LEVEL 4

PRODUCTION EXECUTIVE

A PRODUCTION EXECUTIVE IS DESIGNATED TO ENSURE PRODUCTION AND QUALITY TARGETS FOR EACH SHIFT ARE ACHIEVED WITHIN SET RESOURCES.

A PRODUCTION EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Confirm safety, health and environment targets are achieved.
2. Communicate with executive from other shift.
3. Check “HENKATEN” (important change points).
4. Manage and coordinate the work of Group Leaders.
5. Confirm production planning.
6. Plan and implement production for shift.
7. Communicate production planning and “HENKATEN” to Group Leader or Supervisor.
8. Communicate with other departments on important production planning and control, quality and material control issues.
9. Plan improvement in production lines.
10. Confirm periodic quality.
11. Implement cost cutting measures.
12. Propose method of production for new product development.
13. Communicate production achievement and “HENKATEN” with the next shift.

LEVEL 5

PRODUCTION PLANNING AND CONTROL MANAGER

A PRODUCTION PLANNING AND CONTROL MANAGER ARE DESIGNATED TO DIRECT AND MANAGE ALL ACTIVITIES OF PRODUCTION PLANNING AND CONTROL FUNCTION.

A PRODUCTION PLANNING AND CONTROL MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Plan schedule and monitor production planning analysis, expediting incoming materials and manage inventory control.
2. Develop and establish related procedures and policies.
3. Evaluate effectiveness and impact of improvements activities and make recommendation when appropriate.
4. Monitor suppliers' performance and quality.
5. Report to the Operations Manager on production matter.
6. Review capacity loading.
7. Plan human and materials resources needed.
8. Coordinate and manage manpower allocation.

LEVEL 5

PRODUCTION MANAGER

A PRODUCTION MANAGER IS DESIGNATED TO ENSURE PRODUCTION AND QUALITY TARGETS ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Confirm safety, health and environment targets are achieved.
2. Identify, set target and implement improvement activities.
3. Coordinate communication meeting with executives from all shifts.
4. Check “HENKATEN” (important change points).
5. Maintain and manage production and quality targets.
6. Manage resources to achieve production and quality targets.
7. Confirm non re-currency of issues that hinder the achievement of production and quality targets.
8. Execute compliance of safety, health and environment policy activities.
9. Identify need, develop plan and implement programs for continuous development of human resources.
10. Identify, set target, develop plan and implement measures to continuously reduce usage of resources.
11. Manage issues concerning human resources.
12. Communicate with other departments to come up with effective method of operations in optimum usage of resources.

LEVEL 6

PRODUCTION SENIOR MANAGER

A PRODUCTION SENIOR MANAGER IS DESIGNATED TO ENSURE PRODUCTION AND QUALITY TARGETS ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION SENIOR MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS ELECTRIC AND ELECTRONIC INDUSTRIES, AUTOMOTIVE MANUFACTURER, MACHINE MANUFACTURER AND ETC.

In particular the person will:

1. Confirm safety, health and environment targets are achieved.
2. Identify, set target and implement improvement activities.
3. Coordinate communication meeting with executives from all shifts.
4. Check “HENKATEN” (important change points).
5. Maintain and manage production and quality targets.
6. Manage resources to achieve production and quality targets.
7. Confirm non re-currency of issues that hinder the achievement of production and quality targets.
8. Execute compliance of safety, health and environment policy activities.
9. Identify need, develop plan and implement programs for continuous development of human resources.
10. Identify, set target, develop plan and implement measures to continuously reduce usage of resources.
11. Manage issues concerning human resources.
12. Communicate with other departments to come up with effective method of operations in optimum usage of resources.

JOB TITLES
(RAILWAY TRAFFIC OPERATION)

LEVEL 1
TICKETING STAFF
LOCOMOTIVE ASSISTANT
OMC CLERK

LEVEL 2
LOCOMOTIVE DRIVER
TRAFFIC ASSISTANT

LEVEL 3
STATION/TERMINAL SUPERVISOR
RUNNING SUPERVISOR

LEVEL 4
TERMINAL OPERATION EXECUTIVE
RULES AND REGULATION EXECUTIVE
LOCOMOTIVE AND EMU EXECUTIVE

LEVEL 5
TRAIN OPERATION MANAGER
OPERATION CONTROL MANAGER
LOCOMOTIVE AND EMU MANAGER

LEVEL 6
OPERATION SENIOR MANAGER

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 1

TICKETING STAFF

A TICKETING STAFF IS DESIGNATED TO CARRY OUT TICKET SALES MANAGEMENT, OPEN AND CLOSE ACCOUNT AND BOOKS, DOCUMENT AND STATEMENT MANAGEMENT.

A TICKETING STAFF MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Open ticket counter in accordance with scheduling table.
2. Examine all stock ticket is in good condition.
3. Handle ticketing sale whether current traveling or booking and also collect the right ticket.
4. Examine and identify ticket warrant, pass card, free pass and so on that valid before create that ticket.
5. Record necessary detail of ticket.
6. Check ticket that cannot pass through turnstile machine.
7. Examine and take care of station money is always adequate.
8. Close daily sales account and ready to finish Daily Ticket Sales Statement and deliver money collection to supervisor before finish the job.
9. Compile Ticket Sales Account Statement and credit card slip.
10. Prepare letter and daily and monthly statement.
11. Perform assignment as may be given from time to time by superior.

LEVEL 1

LOCOMOTIVE ASSISTANT

A LOCOMOTIVE ASSISTANT IS DESIGNATED TO ASSIST LOCOMOTIVE DRIVER FOR SMOOTH TRAIN OPERATION.

A LOCOMOTIVE ASSISTANT MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Perform on duty procedure to ensure locomotive within good condition for operation.
2. Carry out locomotive control during shorting and train operation.
3. Carry out procedure as instructed by locomotive drivers.
4. Highlight by verbal the condition of signal exhibit driving train operation.
5. Check locomotive running item within good condition driving operation.
6. Read gauges and visualise any irregularity during operation.
7. Fix the train with appropriate tools required by Rule and Regulation.
8. Perform assignment as may be given from time to time by superior.

LEVEL 1

OMC CLERK

AN OMC CLERK IS DESIGNATED TO BE RESPONSIBLE TO LOCOMOTIVE MOVEMENT AND KEEP STATISTIC RECORD FOR ADMINISTRATION USAGE.

AN OMC CLERK MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Examine and keep all record and bills from external.
2. Inspect and store locomotive progress statistic.
3. Examine and deliver monthly statistic to head office.
4. Examine process and submit all rental bills to Finance Department for payment.
5. Prepare locomotive chart movement and others form to Locomotive Control Department for every month.
6. Submit report and statistic to Audit Department.
7. Report to head office about locomotive position whether in operation or not and locomotive failure during operation.
8. Carry out Locomotive Control Centre duties in administration section.
9. Compile record and store all files in safety.
10. Update SPOT system and make a report and letter about locomotive operation.
11. Make a booking and ensure meeting room is available when necessary.
12. Perform assignment as may be given from time to time by superior.

LEVEL 2

LOCOMOTIVE DRIVER

A LOCOMOTIVE DRIVER IS DESIGNATED TO PERFORM PASSENGER, EMU, SINGLE LOCOMOTIVE AND TRAIN DRIVING.

A LOCOMOTIVE DRIVER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Check shift jobs to ensure daily jobs for next day.
2. Test equipment such as telephone, walkie-talkie and work equipment.
3. Carry out process jobs in and out procedure.
4. Check locomotive equipment.
5. Check and test locomotive brake power.
6. Carry out testing with Locomotive Assistant.
7. Confirm all document are receivable.
8. Check Locomotive book log.
9. Carry out check list to ensuring all system in good condition.
10. Inspect speedometer in good condition.
11. Check and ensure locomotive in good condition and ready to departure after receive the signal from terminal.
12. Control Locomotive Assistant performance.
13. Install brake tire and check engine room and report damage in log book.
14. Ensure locomotive track is same as scheduling before.
15. Perform assignment as may be given from time to time by superior.

LEVEL 2

TRAFFIC ASSISTANT

A TRAFFIC ASSISTANT IS DESIGNATED TO ASSIST IN PROVIDE INFORMATION ABOUT TRAIN OPERATION TO LOCOMOTIVE DRIVER.

A TRAFFIC ASSISTANT MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Check all passengers' have valid ticket on train.
2. Confirm passengers' arrival at right destination.
3. Check and Ensure passenger's ticket are valid at station.
4. Coordinate passenger come in/out through turnstile.
5. Provide information about train operation to locomotive driver.
6. Close daily sales ticket account and prepare Daily Sales Ticket Statement.
7. Report to CSA Company if Ticket Vending Machine and turnstile having damage.
8. Carry out operation work during emergency case.
9. Receive invoice from clerk and make physical checking to all receiving item package.
10. Monitor passenger safety by time to time during traveling.
11. Supervise passengers Express Train operation and customer service.
12. Monitor train departure from yard in accordance with SOP.
13. Provide the command to broadcast staff and ensure broadcast (lansir) staff scheduling.
14. Prepare and key in all data of wagon, crew and train equipment including wagon request uniform.
15. Prepare work planning to execute by subordinate.
16. Confirm all subordinate wearing complete and tidy uniform along working.

17. Confirm train operation is smooth and safe by perform effective and responsibility jobs.
18. Validate station/cable panel in right control according to operation step to ensure safety of train movement.
19. Check all point lever and signal are clean.
20. Attend at platform during train path to ensure train safety.
21. Perform assignment as may be given from time to time by superior.

LEVEL 3

STATION/TERMINAL SUPERVISOR

A STATION/TERMINAL SUPERVISOR IS DESIGNATED TO COMMUNICATE AND COORDINATE WITH ALL THE OFFICERS OF VARIOUS DIVISIONS IN REGARD TO TRAIN OPERATION, STAFF AND COMMERCIAL.

A STATION/TERMINAL SUPERVISOR MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Demonstrate management, supervision and problem solving duties.
2. Verify Station Work instruction and training Orders, Gate Working Instruction, Siding Working Instruction operational requirement are safe for implementation.
3. Supervise subordinate undergone training on Rules and Regulation is issued with relevant competency certificate on working procedure.
4. Supervise staff attend course on Personnel Track safety and issued.
5. Attend and assist officer during crisis management.
6. Attend and carry out transshipment/supervise passenger's transshipment during crisis management.
7. Supervise customer service given by staff is at required company's standard and takes step to uplift their customer service skills.
8. Sustain the level of cleanliness of all the station control maintains at the company's required standard.
9. Manage and designated station under his control inline with the required standard of efficiency.
10. Formulate and develop staff duty roster with due regard to optimum use of manpower and cost effective.
11. Supervise all utilities are within budgetary expenditure by monitoring and controlling the usage of resource with regard to efficiency and customer care.
12. Perform assignment as may be given from time to time by superior.

LEVEL 3

RUNNING SUPERVISOR

A RUNNING SUPERVISOR IS DESIGNATED TO ASSIST FOR THE SMOOTH RUNNING OF THE DAILY OPERATION.

A RUNNING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Carry out jobs scheduling preparation.
2. Act as Locomotive Technical Reference Officer as request by loco crew.
3. Prepare jobs daily shift scheduling.
4. Manage and record all train operation equipment movement for crews.
5. Arrange locomotive position.
6. Motivate Locomotive driver and assistant by time to time.
7. Communicate with Locomotive Control Centre to get information about train movement.
8. Attend daily meeting.
9. Act as Locomotive Driver in emergency case.
10. Check all utility bills and control usage of utilities.
11. Carry out mailing administration.
12. Perform assignment as may be given from time to time by superior.
13. Prepare annual Locomotive Driver and assistant assessment.

LEVEL 4

TERMINAL OPERATION EXECUTIVE

A TERMINAL OPERATION EXECUTIVE IS DESIGNATED TO ASSIST MANAGER AND SENIOR EXEC OPERATION IN MANAGING THE OPERATIONAL ACTIVITIES.

A TERMINAL OPERATION EXECUTIVE MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Execute all freight trains departure according to SOP with regard to punctuality, maximum trailing load capacity and correct train information.
2. Coordinate and communicate with customers in term of loading and unloading.
3. Oversee customer's loading facilities with regard to track capacity and operational requirement.
4. Requisition of train equipment, monitoring and recording with regard to safety operation.
5. Attend crisis management involving freight trains with regard to transshipment and coordinating with customer for insurance claiming.
6. Responsible for locomotive requirement by coordinating with OMC and maintenance Depot to avoid detention revenue.
7. Responsible for maximum utility of wagon turn around with regard to increasing revenue.
8. Control all freight activities in yard and station are maintained through input of information in SPOT.
9. Perform assignment as may be given from time to time by superior.

LEVEL 4

RULES AND REGULATION EXECUTIVE

A RULES AND REGULATION EXECUTIVE IS DESIGNATED TO PROPOSE REVISION AND UPDATING OF THE RULES AND REGULATION TO ENSURE THE SAFETY AND EFFICIENCY OF THE RAILWAY.

A RULES AND REGULATION EXECUTIVE MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Recommend revision and update of the Rules Book, General Manual, rain Signaling Regulation and Appendix to the General Manual.
2. Check and review Station Working Order for new station, yards, cabins, intermediate siding and level crossing and drafting Working Instruction for Emergency Work during disconnection of signal or track circuit construction of track and remodeling of station layout.
3. Draft the Rules and Regulation.
4. Scrutinize Electric Isolation Diagrams prepare by the General Manager Electrification System and subsequently preparing the working instruction.
5. Responsible for preparing report on train operation.
6. Perform assignment as may be given from time to time by superior.

LEVEL 4

LOCOMOTIVE AND EMU EXECUTIVE

A LOCOMOTIVE AND EMU EXECUTIVE IS DESIGNATED TO ENSURE DISTRIBUTION OF EMU/LOCOMOTIVE DRIVERS TO MEET THE REQUIREMENT OF TRAIN OPERATION.

A LOCOMOTIVE AND EMU EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Verify EMU/Locomotive drivers are competent and efficient in discharging their duties through supervision and monitoring whilst on duties.
2. Verify EMU/Locomotive drivers are competent and efficient by enhancing training and close monitoring.
3. Verify job distribution for EMU drivers are prudently restored.
4. Conduct point speed test for rescheduling train running.
5. Monitor staff welfare, discipline and ensure all drivers go for medical examination accordingly to confirm their fitness.
6. Attend for Signal Sighting together with the Sighting committee at least once in every 4 month.
7. Follow train 3 times a week to monitor and supervise EMU/Locomotive driver perform their work efficiently.
8. Confirm voucher and overtime drivers are checked and verified before forwarding them for onward approval and payment.
9. Perform assignment as may be given from time to time by superior.

LEVEL 5

TRAIN OPERATION MANAGER

A TRAIN OPERATION MANAGER IS DESIGNATED TO MONITOR DAILY TRAIN OPERATION THROUGHOUT THE SYSTEM IN TERM OF PUNCTUALITY AND SAFETY.

A TRAIN OPERATION MANAGER MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Monitor disruption and delays in train operation.
2. Monitor smooth running of train operation and coordinating with other department to resolve any disruption of train movement.
3. Responsible for monitoring the positioning of wagons to ensure optimum turn around of wagon.
4. Confirm that allocation of locomotive is adequately met and the locomotive fuel is efficiently used.
5. Confirm daily input in the train operation management system is accurate.
6. Compile information/report/data on train operation for management review and planning.
7. Investigate and verify of any train delays which incurred high operational cost.
8. Prepare report on train operation.
9. Perform assignment as may be given from time to time by superior.

LEVEL 5

OPERATION CONTROL MANAGER

AN OPERATION CONTROL MANAGER IS DESIGNATED TO MONITOR DAILY TRAIN OPERATION THROUGHOUT THE SYSTEM.

AN OPERATION CONTROL MANAGER MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Monitor smooth running of train operation and coordinate with other department.
2. Control the train running according to plan and meets the customer's needs and requirement.
3. Monitor and placing of wagon in accordance with SOP.
4. Resolve immediate problem in regard to any train operation disruption.
5. Monitor and supervise work performed by the train Controller and CTC Operator.
6. Control train running is in accordance with the schedule.
7. Arrange, monitor and supervise all information in regard to crisis management are well addressed.
8. Monitor and supervise the movement of break down trains during emergency and coordinate with the RIO for detail development progress of the salvaging.
9. Submit daily 24 hours incident in accordance with the requirement.

LEVEL 6

LOCOMOTIVE AND EMU MANAGER

A LOCOMOTIVE AND EMU MANAGER IS DESIGNATED TO BE RESPONSIBLE FOR THE SMOOTH RUNNING OF THE DAILY OPERATION.

A LOCOMOTIVE AND EMU MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Plan and monitor locomotive and foot plate crew competency to ensure availability and optimum utilization of resource.
2. Verify all regional Locomotive Operation Executives are competent in their technical skills to enable them to carry out their functions efficiently.
3. Verify footplate crews are prudently distributed to run services.
4. Issue instruction to all Regional Locomotive Operation Executive of any amendment to current directive on foot place Crew Train Workings.
5. Plan the enhancement training for footplate crew.
6. Evaluate examination and issuance of Locomotive Driving License.
7. Perform assignment as may be given from time to time by superior.

LEVEL 6

OPERATION SENIOR MANAGER

AN OPERATION SENIOR MANAGER IS DESIGNATED TO OPERATE PASSENGER, COMMUTER AND FREIGHT SERVICE TO MEET CUSTOMER NEEDS AND EXPECTATION WITH OPTIMUM UTILIZATION.

AN OPERATION SENIOR MANAGER MAY BE FOUND IN RAILWAY TRANSPORT SERVICES PROVIDER.

In particular the person will:

1. Confirm that the operation Department provides the support required by passengers and commuters and freight services to achieve the set target.
2. Review operation report for management consideration.
3. Plane the budget and expanses for the unit.
4. Verify optimum usage of resource available.
5. Establish good cooperation and communication, supporting department in order provide efficient and excellence service.
6. Coordinate with all departments on resource plan during an emergency or accidents.
7. Monitor and ensure that the implementation of rules and regulation being adopted by train controller and CTC Operator in discharging their day to day duties.
8. Plan and formulate maximum utility of resource available in lie with the allotted budget with consideration to cost.

JOB TITLES
(SHIP BUILDING)

LEVEL 1
BOAT BUILDER

LEVEL 2
SHIP FABRICATOR
SENIOR BOAT BUILDER

LEVEL 3
FOREMAN
BOAT BUILDER SUPERVISOR

LEVEL 4
TECHNICAL EXECUTIVE
BOAT BUILDER EXECUTIVE

LEVEL 5
SHIP BUILDER MANAGER
BOAT BUILDER MANAGER

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 1

BOAT BUILDER

THE BOAT BUILDER IS DESIGNATED TO PERFORM ONE OR SERIES OF REPETITIVE OPERATIONS USING ONE OR MORE PREVIOUSLY SET UP PROCEDURES.

THE BOAT BUILDER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Fabricate, repair or modifies boats to specification and drawing, using hand tool, power tool and measuring instrument.
2. Layout full scale outline of boat on mould-loft floor, using crayon, scales and protractor, following drawing and table offset.
3. Establish dimensional reference point layout and make template of part.
4. Scribe dimensional line on lumber following template and cut and form part.
5. Assemble shell of boat by foaming steam softened siding on mould.
6. Remove mould and securing siding to keel or by securing ribs to keel and mounting for machinery, shafting and propeller support, pilot house, cabin and rudder.
7. Install decking, mast, boom and ladders, using hand and power tools, scale, calipers and gauge.
8. Carry out caulks seams with caulking material.
9. Carry out bend edge of precut hull bottom.
10. Perform other duties as assign by superior.

LEVEL 2

SHIP FABRICATOR

THE SHIP FABRICATOR IS DESIGNATED TO PERFORM ONE OR A SERIES OF REPETITIVE OPERATION USING ONE OR MORE PREVIOUSLY SET UP EQUIPMENT.

THE SHIP FABRICATOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Perform welding and fabrication of Ships and other materials related to shipping.
2. Perform polishing, grinding, cutting and other hand tool.
3. Verifies dimension after operation for conformance to specifications, using measuring instruments.
4. Replace work out tools according to designated tool life.
5. Remove the completed work piece from machine or equipment and repeat the process with a new work piece.
6. Perform other duties as assign by superior.

LEVEL 2

SENIOR BOAT BUILDER

THE SENIOR BOAT BUILDER IS DESIGNATED TO PERFORM ONE OR SERIES OF REPETITIVE OPERATIONS USING ONE OR MORE PREVIOUSLY SET UP PROCEDURES.

THE SENIOR BOAT BUILDER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Train or monitor boat builder in doing their job.
2. Fabricate, repair or modifies boats to specification and drawing, using hand tool, power tool and measuring instrument.
3. Layout full scale outline of boat on mould-loft floor, using crayon, scales and protractor, following drawing and table offset.
4. Establish dimensional reference point layout and make template of part.
5. Scribe dimensional line on lumber following template and cut and form part.
6. Assemble shell of boat by foaming steam softened siding on mould.
7. Remove mould and securing siding to keel or by securing ribs to keel and mounting for machinery, shafting and propeller support, pilot house, cabin and rudder.
8. Install decking, mast, boom and ladders, using hand and power tools, scale, calipers and gauge.
9. Carry out caulks seams with caulking material.
10. Carry out bend edge of precut hull bottom.
11. Perform other duties as assign by superior.

LEVEL 3

FOREMAN

THE FOREMAN IS DESIGNATED TO RESPONSIBLE FOR SAFETY AND ENVIRONMENTAL COMPLIANCE, CONTRACTOR PERFORMANCE, COST MANAGEMENT AND OTHER SUPERVISORY ACTIVITIES ON SHIP BUILDING ACTIVITIES.

THE FOREMAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Study work orders and determine manpower requirements, estimates materials and supplies needed for completion of work.
2. Carry out manpower arrangement and assignment for daily operations.
3. Recommend or initiates personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
4. Trains or arrange for the training of workers and explains company policies.
5. Initiate or suggest plans to motivates workers to achieve goals.
6. Ensure that quality of work meets standards and enforced safety regulations.
7. Analyze and resolves work problems.
8. Prepare and submit production progress or other reports.
9. Perform other duties as assign by superior.

LEVEL 3

BOAT BUILDER SUPERVISOR

THE BOAT BUILDER SUPERVISOR IS DESIGNATED TO SUPERVISE AND COORDINATE BOAT BUILDING ACTIVITIES.

THE BOAT BUILDER SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Study work orders and determine manpower requirements, estimates materials and supplies needed for completion of work.
2. Carry out manpower arrangement and assignment for daily operations.
3. Recommend or initiates personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
4. Train or arrange for the training of workers and explains company policies.
5. Initiate or suggest plans to motivates workers to achieve goals.
6. Confirm quality of work meets standards and enforced safety regulations.
7. Analyze and resolves work problems.
8. Prepare and submit production progress or other reports.
9. Perform other duties as assign by superior.

LEVEL 4

TECHNICAL EXECUTIVE

A TECHNICAL EXECUTIVE IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR PRODUCTION SHOP FLOOR INCLUDING TRAINING IN NEEDS.

A TECHNICAL EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Plan and determines the manpower and resources required to run production based on volume planned.
2. Prepare and propose for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve production operation.
4. Confirm that quality of work meets standard and enforces safety regulations.
5. Prepare and submit productions, progress or other reports to the management.
6. Participate in internal production audit to further improve overall company production performance.
7. Perform other duties as assign by superior.

LEVEL 4

BOAT BUILDER EXECUTIVE

THE BOAT BUILDER EXECUTIVE IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR PRODUCTION SHOP FLOOR INCLUDING TRAINING IN NEEDS.

THE BOAT BUILDER EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Plan and determine the manpower and resources required to run production based on volume planned.
2. Prepare and propose for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve production operation.
4. Confirm quality of work meets standard and enforces safety regulations.
5. Prepare and submit productions, progress or other reports to the management.
6. Participate in internal production audit to further improve overall company production performance.
7. Perform other duties as assign by superior.

LEVEL 5

SHIP BUILDER MANAGER

THE SHIP BUILDER MANAGER DESIGNATED TO PLAN, MONITOR AND COORDINATE SHIP BUILDING ACTIVITIES.

THE SHIP BUILDER MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Verify the plans and determines the manpower and resources required to run production based on volume planned.
2. Check and recommend proposal for recourses required for budget preparation.
3. Involve in planning and countermeasure meetings to improve production operation.
4. Confirm that quality of work meets standard and enforces safety regulations.
5. Check and verify productions progress or other reports to the management.
6. Participate in internal production audit to further improve overall company production performance.
7. Manage department performance in meeting the budget location.
8. Perform other duties as assign by superior.

LEVEL 5

BOAT BUILDER MANAGER

THE BOAT BUILDER MANAGER DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF BOAT BUILDER.

THE BOAT BUILDER MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Establish procedures to implement policies and direction of fabrication and production management.
2. Recommend changes in policies to achieve assigned objective.
3. Prepare and submit financial estimates for approval.
4. Determine organization structure within his/her responsibility.
5. Coordinate activities within fabrication and production department and with other department.
6. Review effectiveness of assigned fabrication and production work, enforces regulation and prepares report.
7. Negotiate with fabrication specialist and production executives, subordinates and other parties on fabrication and production related matters.
8. Perform other duties as assign by superior.

JOB TITLES
(SHIP REPAIRING)

LEVEL 1
MARINE MECHANIC

LEVEL 2
MECHANICAL - MARINE MECHANIC
ELECTRICAL - MARINE MECHANIC
ELECTRONIC - MARINE MECHANIC
HULL & FITTING - MARINE MECHANIC

LEVEL 3
MARINE SENIOR TECHNICIAN

LEVEL 4
MARINE MAINTENANCE SUPERINTENDENT

LEVEL 5
MARINE MAINTENANCE MANAGER

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 1

MARINE MECHANIC

THE MARINE MECHANIC IS DESIGNATED TO PERFORM MAJOR AND SPECIALIZED MECHANICAL OVERHAUL AND REPAIR WORK ON GASOLINE AND MARINE ENGINES, OUTBOARD MOTORS AND RELATED MARINE EQUIPMENT AND SYSTEMS.

THE MARINE MECHANIC MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Perform repairs and maintenance on boats, engines, drive systems, electrical, generators, plumbing, heating, cooling equipment and accessories.
2. Service marine boiler, compressor, purifier, air reservoir and valves.
3. Perform Refrigeration and air conditioning unit (ACU) services.
4. Service marine centrifugal/positive pump.
5. Service marine heat exchanger.
6. Repair and maintain marine pipes leakages.
7. Service marine filter and strainer.
8. Repair and maintain marine electrical motor.
9. Service marine hull and deck fittings.
10. Service marine electrical fitting.
11. Service marine internal communication facilities.

LEVEL 2

MECHANICAL - MARINE MECHANIC

THE MECHANICAL - MARINE MECHANIC IS DESIGNATED TO PERFORM MAINTENANCE AND UTILIZATION OF SERVICE EQUIPMENTS AND TOOLS.

THE MECHANICAL - MARINE MECHANIC MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Contribute to the development of Company operating procedures.
2. Participate in project review meetings when necessary to ensure that the project is technically correct, on time and within budget.
3. Participate in co-ordination of design work between disciplines to ensure the design solution is complete for the project.
4. Confirm that the project is on time and within budget.
5. Comply with OSHA Safety and Health rules.
6. Carry out mechanical designs and works take into account best safety practice and are in accordance with company EH&S requirements.
7. Read and interprets equipment manuals and work orders to perform required maintenance and service.
8. Dismantle, assemble and maintain standard equipment requiring skilled fitting and alignment.
9. Diagnose and correct machine trouble promptly.

LEVEL 2

ELECTRICAL - MARINE MECHANIC

THE ELECTRICAL - MARINE MECHANIC IS DESIGNATED TO PERFORM MAJOR AND SPECIALIZED ELECTRICAL RELATED MARINE EQUIPMENT AND SYSTEMS.

THE ELECTRICAL - MARINE MECHANIC MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Carry out visual inspection and re-grease bearing.
2. Carry out main switch board maintenance.
3. Perform service distribution panel and contractor.
4. Service transformer.
5. Service monitoring system relays and final.
6. Confirm water tight door switch and alarm system panel.
7. Maintain ventilation system.
8. Test all functional switches.
9. Perform hatch cover and tank lids.
10. Perform battery system maintenance.
11. Maintain electrical fitting and galley equipment.

LEVEL 2

ELECTRONIC - MARINE MECHANIC

THE ELECTRONIC - MARINE MECHANIC IS DESIGNATED TO PERFORM MAJOR AND SPECIALIZED ELECTRONIC RELATED MARINE EQUIPMENT AND SYSTEMS.

THE ELECTRONIC - MARINE MECHANIC MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Perform and service navigation equipment such as radar, echo sounder, gyro compass, speed log, differential/global positioning system, direction finder and auto pilot system.
2. Perform communication equipment maintenance including High Frequency and Satellite Communication (Satcom).
3. Service internal communication system.
4. Carry out fire alarm monitoring system services.
5. Carry out engine alarm monitoring system services.
6. Carry out docking requirement.
7. Carry out post docking requirement.
8. Prepare preservation on equipment before Fumigation.
9. Perform post Fumigation procedures.

LEVEL 2

HULL & FITTING - MARINE MECHANIC

THE HULL & FITTING - MARINE MECHANIC IS DESIGNATED TO PERFORM MAJOR AND SPECIALIZED HULL AND FITTING MARINE EQUIPMENT AND SYSTEMS.

THE HULL & FITTING - MARINE MECHANIC MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Maintain anchor cable and fitting.
2. Maintain underwater fitting, ship plating and frame.
3. Prepare metal and paint surface.
4. Perform Hull marking maintenance.
5. Perform life boat services and replace life raft.
6. Carry out accommodation maintenance services.
7. Maintain desk machineries and fire fighting equipment.
8. Services block, sheaves, cargo gear and valves.
9. Repair scuppers and domestic piping.
10. Fabricate pipe section and joint.
11. Service hatch cover and tanks lids.
12. Maintain tank void and void space.
13. Carryout service and repair works on ventilators, scuttles and port holes.
14. Remove and renew insulation.
15. Repair deck composition, ceramic tiles and vinyl tiles/linoleum.

LEVEL 3

MARINE SENIOR TECHNICIAN

THE MARINE SENIOR TECHNICIAN IS DESIGNATED TO BE RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF THE SHIP'S ENGINES, AS WELL AS ADDITIONAL EQUIPMENT AND SYSTEMS.

THE MARINE SENIOR TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Confirm the ship is always ready to sail.
2. Operate and maintain all their equipment, engine plants and systems in all conditions.
3. Confirm the ship is functional around the clock.
4. Supervise mechanic work progress.
5. Diagnosis and analyse equipment fault and repair through the use of state-of-the-art monitoring.
6. Perform in hull design, plumbing systems, rigging, propeller design and all other aspects of boat and engine maintenance.
7. Diagnose, troubleshoot and repair common malfunctions.
8. Repair and services lifting equipment.
9. Maintain glide path indicator light.
10. Repair fire alarm monitoring system.

LEVEL 4

MARINE MAINTENANCE SUPERITENDENT

THE MARINE MAINTENANCE SUPERITENDENT IS DESIGNATED TO BE RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF THE SHIP'S ENGINES, AS WELL AS ADDITIONAL EQUIPMENT AND SYSTEMS.

THE MARINE MAINTENANCE SUPERITENDENT MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Monitor and coordinate implementation shipboard PMS to ensure optimum performance of vessel equipment, machinery and other cargo handling facilities and to prevent unplanned stoppages/breakdowns.
2. Coordinate expeditious repairs to hull and machinery ensuring safety quality and cost efficiency.
3. Provide technical expertise in the analysis, evaluation and formulation of corrective/preventive measures concerning machinery and equipment derangements.
4. Recommend stocking of appropriate level of spares onboard vessels and ensures fleet compliance to minimum inventory levels.
5. Coordinate disposal of non-moving, obsolete or warrant/used ship parts.
6. Investigate and recommend procedure to overcome quality defects.
7. Coordinate with customers for planning and scheduling of activities prior to commencement of work.
8. Ensure approval is obtained from the customer for all alterations to the scope of work as per the contract with estimated costs and impact on scheduling and progress. All additional work to be executed after approval from the customer.
9. Complete and submit all required documentation to support the SR activities including damage reports, repair procedures, quality tests and results, completion reports, additional work reports etc.
10. Assist in the approval and submission of time sheets, requisitions, hiring of man and machinery.

LEVEL 5

MARINE MAINTENANCE MANAGER

THE MARINE MAINTENANCE MANAGER IS DESIGNATED TO PLAY A ROLE AS THE REPRESENTATIVE OF THE COMPANY WITH FOCUS ON INCREASING PROFIT MARGIN ON PROMPT DELIVERY WHILE MAINTAINING GOOD RAPPORT WITH SHIP OWNERS.

THE MARINE MAINTENANCE MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS MARINE, VESSEL AND BOAT MANUFACTURER.

In particular the person will:

1. Play a role as the representative of the company with focus on increasing profit margin on prompt delivery while maintaining good rapport with Ship Owners.
2. Analyze the shipyards tender on confirmation of project; estimated amounts, owners conditions of tender are evaluated and any overlooked items plus accessory works are highlighted and adjustments made to the shipyard's advantage.
3. Prepare and develop comprehensive master schedule incorporating all activities involving each line department carefully interlacing tasks dependencies for a smooth synchronized performance.
4. Conduct pre-arrival (kick-off) meeting involving Owners representative and representatives from all line departments.
5. Attend on site in order to create/develop efficient work procedure and instruction, ensure its effective implementation and synchronize every line department responsibilities.
6. Anticipate delays and mishaps on schedules and set-up effective contingency measures and back-up plan.
7. Liaise closely with concerned Production Departments and subcontracting department to monitor continuous performance of all activities preventing unnecessary idling time.

8. Study and evaluate the project cost and profit/loss situation then assist Commercial department in invoice negotiation to ensure attainment of target profit but at the same time maintaining balance in good shipyard-client relations.
9. Review work done reports and effect necessary rectifications to ensure correct technical description and accurate data for the actual work performed.
10. Monitor prompt QC inspections; review and verify correctness of all QC reports, calibration records and work done reports; issue required certificates prior ship's sailing.
11. Conduct daily VSCC meetings and coordinate job progress with regards to safety standpoint.

JOB TITLES
(AIRCRAFT MAINTENANCE)

LEVEL 1
Not Available

LEVEL 2
WORKSHOP TECHNICIAN
AVIONIC TECHNICIAN
SERVICES TECHNICIAN

LEVEL 3
AIRCRAFT MAINTENANCE SENIOR TECHNICIAN

LEVEL 4
AIRCRAFT MAINTENANCE ENGINEER
ASSISTANT AIRCRAFT MAINTENANCE ENGINEER LWTR- (LICENSE WITHOUT TYPE RATED)

LEVEL 5
AIRCRAFT MAINTENANCE MANAGER

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 2

WORKSHOP TECHNICIAN

THE WORKSHOP TECHNICIAN IS DESIGNATED TO BE RESPONSIBLE FOR DELIVERING AIRCRAFT LINE MAINTENANCE SERVICES, INCLUDING BORESCOPE INSPECTIONS AND ECOPOWER ENGINE WASH SERVICES AND OTHER ENGINEERING WORK WITHIN THE SCOPE OF COMPANY APPROVAL.

THE WORKSHOP TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Maintain all service center equipment and be engaged in the continuous improvement of all service center processes.
2. Confirm that all flight line related services are performed on time, safely, and in a professional manner.
3. Work closely with managers and mechanics from various airlines and will be expected to provide feedback and respond to any concerns.
4. Complete, update and maintain records/data base for all maintenance performed in accordance with FAA procedures.
5. Confirm that all procedural line items are performed and signed off by appropriate personnel during each engine wash or line maintenance function.
6. Perform engineering works with broad knowledge of military operations, engine hardware, borescope inspection/procedures, line maintenance and flight line operations.
7. Demonstrate familiarization with the safe operation of heavy equipment and ground support equipment around aircraft.
8. Maintain internal service center procedures in order to comply with all DOD/FAA requirements.

LEVEL 2

AVIONIC TECHNICIAN

THE AVIONIC TECHNICIAN IS DESIGNATED TO PERFORM SIMPLE TO COMPLEX ASSEMBLY OF AIRCRAFT INCLUDING ELECTRICAL, MECHANICAL AND STRUCTURAL ASSEMBLIES AND SUBASSEMBLIES. INSTALLS, TESTS, TROUBLESHOOTS, REWORKS AND MODIFIES COMPONENTS ON COMPLETE AIRCRAFT.

THE AVIONIC TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Use repair station work order, technical manuals, written instructions, schematics, blueprints and other applicable technical.
2. Verify proper installation and operation of mechanical, electrical, hydraulic and pneumatic structural and composite components.
3. Use all standard or special tooling required for mechanical, electrical or airframe installation, removal, rework and repair.
4. Use manufacturing chop or signature to sign off completed work to include repair station work order, test procedures, inspection discrepancy records and applicable program documentation.
5. Operate ground support equipment required to supply or service aircraft electronically, hydraulically, pneumatically and with fuel; verifies aircraft preparedness and availability of ground support equipment.
6. Troubleshoot anomalies encountered in electrical or mechanical aircraft subsystems, implements corrective actions.
7. Implement all flight line safety procedures and directives.
8. Repair and maintains operating aircraft.
9. Act as flight crew member as required.

LEVEL 2

SERVICE TECHNICIAN

A SERVICE TECHNICIAN IS DESIGNATED TO DEMONSTRATE COMPETENCE THROUGH SATISFACTORY, PROGRESSIVE PERFORMANCE AS A SIMULATOR TECHNICIAN.

A SERVICE TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Start-up Damage Control, Air Cooling Tower, Advance Electrolytic Oxygen Generator, Electrolytic Oxygen Generator, and firefighting training systems. Perform daily operational readiness testing utilizing standard operating procedures or maintenance requirement cards.
2. Operate devices as required for preventive or corrective maintenance.
3. Isolate and troubleshoot system malfunctions. Affect repairs to system equipments to the lowest repairable unit utilizing available maintenance manuals.
4. Understand and be able to troubleshoot relay logic.
5. Perform maintenance on pneumatic valves and solenoids to include sequence and timing adjustments utilizing calibration equipment.
6. Perform maintenance on hydraulic valves, servo valves and pumps.
7. Perform maintenance on gate valves, ball valves, solenoid valves, water pump and storage systems.
8. Perform preventive and corrective maintenance on pumps ranging from 50 to 1200 gallon per minute.
9. Perform maintenance on system piping and valves, Carbon Dioxide Co2 system piping, valves and indicators, low pressure boilers and propane-fired vaporizers.
10. Repair and align sensors and transmitters utilizing combustion analyzers.

11. Perform fireplace maintenance utilizing combustion analyzers and refractometers.
12. Perform repairs to Carbon Dioxide (Co2) and AFFF fire extinguisher assemblies.
13. Re-charge fire extinguishers prior to next schedule training day.
14. Re-charge Self-Contained Breathing Apparatus (SCBA) bottles utilizing high-pressure charging system.
15. Perform water quality testing of damage control training system potable water storage tanks utilizing ORP tester, TDS meter, Colorometer and standard pool water test kits.
16. Perform maintenance on two-stage air compressors up to 250 psi, air-dryers, heating and ventilation systems.
17. Maintain training system in accordance with instructions, standards and procedures contained in applicable trainer manuals, drawings, schematics and handbook.
18. Perform preventive maintenance on damage control, air cooling tower, advance electrolytic oxygen generator, electrolytic oxygen generator and firefighting training systems utilizing Maintenance Requirement Cards (MRCs).

LEVEL 3

AIRCRAFT MAINTENANCE SENIOR TECHNICIAN

AIRCRAFT MAINTENANCE SENIOR TECHNICIAN IS DESIGNATED TO PERFORM MAINTENANCE, PREVENTATIVE MAINTENANCE AND ALTERATIONS ON AIRCRAFT STRUCTURE, SYSTEMS AND SUB-SYSTEMS, INCLUDING ELECTRICAL AND AVIONICS ON STANDARD OR EXPERIMENTAL CERTIFICATED AIRCRAFT AND OTHER ENGINEERING WORK WITHIN THE SCOPE OF COMPANY APPROVAL.

AIRCRAFT MAINTENANCE SENIOR TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Perform production installations, maintenance, preventative maintenance and alterations on aircraft structure, systems and sub-systems, including electrical and avionics on standard or experimental certificated aircraft.
2. Troubleshoot, inspect, test, repair, service aircraft and engine systems to prepare aircraft for flight. Initiate and document any non-conforming materials, hardware, software, tools, parts, assemblies, or portions thereof, according to specifications, processes and procedures.
3. Perform audit/surveillance of all manufacturing and quality assurance processes, according to specifications, processes and procedures.
4. Initiate and document any non-conforming materials, hardware, software, tools, parts, assemblies, or portions thereof, according to specifications, processes and procedures.
5. Accomplish work assignment using technical specifications, sketches, manuals, drawings, engineering instructions and FAA forms and publications.
6. Maintains company and FAA required records and inspection forms.
7. Maintain safe, clean and organized work environment.

8. Operate any and all types of information systems required to perform assigned tasks.
9. Interpret and perform to the requirements of airworthiness directives, service bulletins, service letters and other approved/accepted data.
10. Apply applicable mathematical calculations to setup and use precision measuring tools, to measure gaps, heights, angles, hole diameters and depths.
11. Prepare production aids to facilitate work assignment.
12. Maintain necessary certifications, licenses and permits as required for assigned work.
13. Exchange information with suppliers, customers or other company representatives to explain or demonstrate operations, tests or difficulties.

LEVEL 4

AIRCRAFT MAINTENANCE ENGINEER

AIRCRAFT MAINTENANCE ENGINEER IS DESIGNATED TO COMPLETE ALL AIRCRAFT WORK ON FIXED AND ROTARY WING AIRCRAFT AS DETAILED BY THE FIXED WING TEAM LEADER AND TO BE RESPONSIBLE FOR OWN WORK AND OTHER ENGINEERING WORK WITHIN THE SCOPE OF COMPANY APPROVAL.

AIRCRAFT MAINTENANCE ENGINEER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Conduct and complete aircraft maintenance on aircraft body and engine as appropriate to the required standards with reference to manufacturer's manuals.
2. Monitor compliance of statutory and company quality standard for the maintenance overhaul and modification of aircraft and equipment.
3. Liaise with logistics to ensure the necessary spares required to perform all maintenance planned are available.
4. Monitor implementation of worksheets/work packs and timecards are correctly completed.
5. Comply with company standard and regulatory body approval e.g. CAA, FAA.
6. Communicate directly with clients to provide good services.
7. Supervise and approve work carried out by other team members.
8. Demonstrate clear and sufficient communication between pilots, customers, and other licensed engineers; rotary Licensed Aircraft Engineers and Licensed Avionics Engineers where appropriate.
9. Inspect and refer to manuals and manufacturers guidelines to ensure compliance with the required standard.

10. Assess the requirement of the specific job at hand to anticipate potential problem areas in advance.
11. Confirm all health and safety standards are maintained and work is conducted without putting personnel or others at risk and ensuring compliances with company health and safety procedures at all times.
12. Conduct the work at another company facility or a client site as directed by the superior.
13. Undertake Duty Engineer responsibilities as required on the duty roster.

LEVEL 4

ASSISTANT AIRCRAFT MAINTENANCE ENGINEER LWTR (LICENSE WITHOUT TYPE RATED)

ASSISTANT AIRCRAFT MAINTENANCE ENGINEER LWTR (LICENSE WITHOUT TYPE RATED) IS DESIGNATED TO WORK ON A NUMBER OF VARIOUS BUSINESS AIRCRAFT AND TO BE RESPONSIBLE FOR OWN WORK AND OTHER ENGINEERING WORK WITHIN THE SCOPE OF COMPANY APPROVAL.

ASSISTANT AIRCRAFT MAINTENANCE ENGINEER LWTR (LICENSE WITHOUT TYPE RATED) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Perform maintenance within budgeted or estimated time, repair, modify, install and perform routine maintenance of all avionics systems with accuracy and with minimal assistance.
2. Interpret maintenance manuals, service bulletins, wiring diagrams, system schematics, drawings, engineering orders and other documents from both the customer and company.
3. Apply deductive reasoning to troubleshoot and repair and/or check complex systems.
4. Utilize avionics test equipment to perform systems test and keep abreast of new and advanced test equipment and the use of such equipment.
5. Maintain avionics hand tools to perform repairs and installations.
6. Demonstrate leadership and co-workers apprised of work progress and/or problems.
7. Document work performed as set-forth by company and customer maintenance programs on a daily basis using the standard format.

8. Fabricate as per drawings and standard practices wire bundles and assemblies to include marking of wires, properly securing wires into bundles, and termination of wires into a variety of contacts and connectors.
9. Perform immediate corrective action regarding unsafe conditions.
10. Operate ground support equipment e.g. power carts and Hi-Reach.

LEVEL 5

AIRCRAFT MAINTENANCE MANAGER

AIRCRAFT MAINTENANCE MANAGER IS DESIGNATED TO FOLLOW GENERAL DIRECTION AND SUPERVISION FROM THE DIRECTOR, MAINTENANCE OF OPERATIONS AND RESPONSIBLE FOR MAINTENANCE SCHEDULING AND PRODUCTION CONTROL FUNCTIONS TO PROVIDE SAFE AND RELIABLE AIRCRAFT IN CONJUNCTION WITH A SAFE AND EFFICIENT WORKING ENVIRONMENT.

AIRCRAFT MAINTENANCE MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Plan and utilise resources to meet operational and departmental goals and objectives.
2. Plan efficient scheduling and use of assigned resources to provide maximum and effective productivity.
3. Facilitate and coordinate maintenance operations within the assigned facility (including engine shop, quality control and assurance inspection, and stores/supply activities) and aircraft cleaning.
4. Manage and confirm that assigned maintenance facilities are operated in compliance with FAA, OSHA and EPA regulations and company policies and procedures.
5. Monitor availability and serviceability of required tooling and equipment at assigned maintenance facilities.
6. Maintain complete and current technical manuals at assigned maintenance facilities.
7. Maintain complete and accurate records.
8. Prepare various maintenance reports and summaries.
9. Prepare, administer and control assigned budgetary responsibilities and prepare monthly budget variance reports.

JOB TITLES
(AIRCRAFT MANUFACTURING)

LEVEL 1
PRODUCTION OPERATOR

LEVEL 2
PRODUCTION LINE LEADER

LEVEL 3
PRODUCTION SUPERVISOR

LEVEL 4
PRODUCTION EXECUTIVE

LEVEL 5
PRODUCTION MANAGER

LEVEL 6
PRODUCTION SENIOR MANAGER

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 1

PRODUCTION OPERATOR

A PRODUCTION OPERATOR IS DESIGNATED TO ENSURE PERSONAL PRODUCTION, QUALITY, SAFETY, HEALTH AND ENVIRONMENT TARGETS ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION OPERATOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Demonstrate good practice of safety rules and regulations.
2. Handle machinery and equipment properly to avoid abnormalities.
3. Check supply of raw materials/components.
4. Check quality of raw materials and components.
5. Follow Standard Operation Procedure (SOP).
6. Conduct production process to the required quality and quantity.
7. Confirm quality of production output.
8. Stop production and alert Line Leader on any production abnormalities.
9. Alert Line Leader on abnormalities of raw materials/components.
10. Mindful of abnormalities on machinery and equipment.
11. Wear proper Personnel Protective Equipment (PPE).
12. Perform other task as per instructed by superior.

LEVEL 2

PRODUCTION LINE LEADER

A PRODUCTION LINE LEADER IS DESIGNATED TO ENSURE PRODUCTION AND QUALITY TARGETS OF TEAM ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION LINE LEADER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Confirm safety, health and environment targets are achieved.
2. Confirm workstations are manned by qualified manpower.
3. Monitor absenteeism and team performance.
4. Lead staffs to produce the required quality and quantity
5. Lead staffs to follow Standard Operation Procedure (SOP).
6. Attend staffs meeting.
7. Attend production quality abnormalities and line problems.
8. Control supply of raw materials and components at all workstations.
9. Prepare production and quality report and communicate to superior.
10. Perform other task as per instructed by superior.

LEVEL 3

PRODUCTION SUPERVISOR

A PRODUCTION SUPERVISOR IS DESIGNATED TO SUPERVISE PRODUCTION AND QUALITY TARGETS FOR THE GROUP ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Monitor safety, health and environment targets are achieved.
2. Supervise workstations in group are manned by qualified staffs.
3. Manage absenteeism, group performance and production targets.
4. Prepare and improve Standard Operation Procedure (SOP).
5. Conduct improvement and change Standard Operation Procedure (SOP).
6. Conduct on the job training for staffs.
7. Counsel problematic staffs.
8. Prepare and implement production planning.
9. Conduct production line improvement.
10. Propose method of operations for new products.
11. Prepare production and quality report for the group.
12. Perform other task as per instructed by superior.

LEVEL 4

PRODUCTION EXECUTIVE

A PRODUCTION EXECUTIVE IS DESIGNATED TO COORDINATE AND PLAN PRODUCTION AND QUALITY TARGETS FOR EACH SHIFT ARE ACHIEVED WITHIN SET RESOURCES.

A PRODUCTION EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Plan safety, health and environment targets.
2. Communicate with executive from other shift.
3. Manage and coordinate the work of Line Leaders.
4. Confirm production planning.
5. Plan and implement production shift.
6. Communicate production planning to Line Leader or Supervisor.
7. Communicate with other departments on production planning & control, quality and material control issues.
8. Plan improvement in production lines.
9. Implement cost cutting measures.
10. Propose method of production for new product development.
11. Communicate production achievement with the next shift.

LEVEL 5

PRODUCTION MANAGER

A PRODUCTION MANAGER IS DESIGNATED TO PLAN, MANAGE AND ORGANIZE PRODUCTION AND QUALITY TARGETS ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Set target and implement improvement activities.
2. Coordinate communication meeting with executives from all shifts.
3. Manage and maintain production and quality targets.
4. Manage resources to achieve production and quality targets.
5. Verify non-reoccurrence issues that hinder the achievement of production and quality targets.
6. Manage compliance of safety, health and environment policy activities.
7. Develop plan and implement programs for continuous development of human resources.
8. Set target, develop plan and implement measures to continuously reduce wastages.
9. Manage issues concerning human resources.

LEVEL 6

PRODUCTION SENIOR MANAGER

A PRODUCTION SENIOR MANAGER IS DESIGNATED TO PLAN, ORGANIZE, MANAGE AND DIRECT PRODUCTION AND QUALITY TARGETS ARE ACHIEVED WITHIN THE SET RESOURCES.

A PRODUCTION SENIOR MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY SUCH AS AIRCRAFT COMPONENT MANUFACTURER AND OTHER RELATED AVIATION INDUSTRIES.

In particular the person will:

1. Conduct feasibility studies to improvement productivity and quality.
2. Plan and set production and quality targets.
3. Manage resources to achieve production and quality targets.
4. Manage non-reoccurrence issues that hinder the achievement of production and quality targets.
5. Develop department vision and mission.
6. Disseminate company's directions to all levels.
7. Promote cost reduction program among shop floor.

JOB TITLES
(GROUND SUPPORT EQUIPMENT-AIR-PORT)

LEVEL 1
AIRCRAFT JUNIOR TECHNICIAN-GROUND SUPPORT EQUIPMENT(AVIONICS)
RAMP/BAGGAGE HANDLER

LEVEL 2
AIRCRAFT TECHNICIAN-GROUND SUPPORT EQUIPMENT(AVIONICS)
GROUND HANDLING-OPERATION CREW

LEVEL 3
AIRCRAFT SENIOR TECHNICIAN-GROUND SUPPORT EQUIPMENT(AVIONICS)
GROUND HANDLING-OPERATION SUPERVISOR

LEVEL 4

GROUND SUPPORT EQUIPMENT ASSISTANT ENGINEER
GROUND HANDLING-OPERATION EXECUTIVE

LEVEL 5

GROUND SUPPORT EQUIPMENT ENGINEER
GROUND HANDLING-OPERATION MANAGER

LEVEL 6
Not Available

LEVEL 7
Not Available

LEVEL 8
Not Available

LEVEL 1

AIRCRAFT JUNIOR TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC)

AN AIRCRAFT JUNIOR TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC) DESIGNATED TO TROUBLESHOOT DEFICIENCIES AND REPAIR FLIGHT CRITICAL EQUIPMENT INCLUDING LIFTING DEVICES, TURBINE POWERED GENERATORS, TOWING DEVICES AND AUXILIARY POWER UNITS.

AN AIRCRAFT JUNIOR TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Control inventory, identify and schedule preventive maintenance requirements for ground support equipment.
2. Perform modifications on, and operates powered ground support equipment such as AC and DC power generators air compressors, blowers, heaters, portable lighting units, deicers and non-powered equipment.
3. Troubleshoot equipment and determines the extent for repairs as well as the parts required.
4. Troubleshoot, tune-ups and adjust internal combustion and turbine engines, fuel controls, carburetors, clutch linkage, brakes and other mechanical links.
5. Utilise common hand tools and a variety of test equipment.
6. Perform required preventive maintenance and servicing of equipment.
7. Perform other duties as instructed by superior.

LEVEL 1

RAMP/BAGGAGE HANDLER

A RAMP/BAGGAGE HANDLER IS DESIGNATED TO PROVIDE ASSISTANCE TO THE TRAVELING PUBLIC BY ENSURING THE SAFE, SECURE AND TIMELY MOVEMENT OF BAGGAGE AND CARGO THROUGH THE TERMINAL AND TO AND FROM THE AIRCRAFT.

A RAMP/BAGGAGE HANDLER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Load, unload, and transfer baggage, cargo and mail from carts, conveyor belts, and containers, and on and off aircraft.
2. Perform work that involves repeatedly lifting, carrying, pushing and pulling items.
3. Bend, stoop, kneel, and crawl to move cargo into containers, aircraft and carts frequently on a daily basis.
4. Climb inside a cargo bin or aircraft belly to rearrange loads as necessary for balance and security.
5. Guide aircraft into and out of the terminal jetway areas by communicating with pilots.
6. Guide catering trucks.
7. Communicate with the Control Center and other departments to ensure efficient and safe aircraft and baggage movement.
8. Operate a variety of equipment, including two-way radios, baggage transfer vehicles and handheld tracking devices on a daily basis.
9. Drive and operate various types of ground support equipment in loading/ unloading aircraft, transferring cargo and repositioning aircraft.
10. Stand and walk continuously for entire shift.

LEVEL 2

AIRCRAFT TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC)

AN AIRCRAFT TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC) DESIGNATED TO INSPECT, TEST, ADJUST, AND REPAIR AVIONICS EQUIPMENT, SUCH AS RADAR, RADIO, PULSE, NAVIGATION, AUTO PILOT, AND COMPASS SYSTEMS.

AN AIRCRAFT TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Install in aircraft component, using hand tools and test equipment.
2. Inspect components of avionics equipment for defects, such as loose connections and frayed wire, and for accuracy of assembly and installation.
3. Test avionics equipment under simulated or actual operating conditions to determine performance and airworthiness, using test equipment, such as oscilloscopes, digital meters and counters and circuit analyzers.
4. Adjust, repair, or replace defective components based on analysis of test results, following blueprints, schematics, handbooks and other technical documents using hand tools.
5. Calibrate installed or repaired equipment to prescribed specifications.
6. Adjust frequencies of radio sets by signaling ground station and turning setscrews.
7. Accompany flight crew to perform in-flight adjustments and to determine and record required post-flight repair work.
8. Sign overhaul documents for equipment replaced or repaired.
9. Operate ground station for air-to-station check of radar or other equipment.

LEVEL 2

GROUND HANDLING-OPERATION CREW

A GROUND HANDLING OPERATIONS CREW IS DESIGNATED TO TAG, LOAD AND UNLOAD CUSTOMER LUGGAGE, OPERATE GROUND SERVICE EQUIPMENT WHICH INCLUDES OPERATION OF MOTOR VEHICLES, COORDINATE THE SERVICE AND SURFACE MOVEMENT OF ARRIVING AND DEPARTING AIRCRAFT.

GROUND HANDLING OPERATIONS CREW MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Coordinate the service and surface movement of arriving and departing aircraft.
2. Prepare aircraft for departure.
3. Carry out fleet service duties including the operation of aircraft fueling and waste disposal equipment.
4. Operate ground service equipment which includes motor vehicles and elevated de-icing equipment.
5. Tag, load and unload passenger luggage and other cargos.
6. Operate external aircraft servicing equipment.
7. Prepare aircraft cabin for departure which can include light cleaning of seats, seat-pockets and floor.
8. Provide customers with special needs, e.g. Customers who need assistance in boarding.
9. Guide aircraft during surface movement to arrival and departure locations.
10. Carry out loading and unloading of mail occasionally.
11. Comply with ad-hoc assignments as requested by the superior.

LEVEL 3

AIRCRAFT SENIOR TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC)

AN AIRCRAFT SENIOR TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC) DESIGNATED TO PERFORM INSPECTIONS, FUNCTIONAL CHECKS AND PREVENTIVE MAINTENANCE ON AIRCRAFT TO INCLUDE PERIODIC, PHASED, HOURLY, PREFLIGHT, CONTAMINATION, EMERGENCY EQUIPMENT, AND OIL SAMPLING.

AN AIRCRAFT SENIOR TECHNICIAN GROUND SUPPORT EQUIPMENT (AVIONIC) MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Inspect and perform functional checks such as landing gear retraction and operation checks on hydraulic, electrical, pressurization, lubrication, de-icing, vacuum, induction and exhaust systems.
2. Troubleshoot and perform unscheduled maintenance on assigned and transient aircraft, utilizing various gauges, meters, measuring devices and other related test equipment.
3. Perform major adjustments and alignments of aircraft systems or components and assist specialists as required.
4. Perform user and organizational level maintenance on assigned support equipment, including inspection, repair, modification and corrosion prevention.
5. Provide data for aircraft maintenance historical records, complete maintenance data collection, man-hour accounting and other forms as required.
6. Identify parts and stock numbers and obtaining necessary parts and tools to perform assigned duties.
7. Instruct, direct and assign maintenance repair tasks to subordinates.
8. Observes work and ensures compliance with standard procedures and applicable technical publications.

9. Comply with safety, fire, security, housekeeping regulations.
10. Ensure that material and equipment are properly stored, protected, maintained and secured.
11. Prepare for and participate in various types of readiness evaluations such as MEI, ORI, IG an UE inspections, mobility and command support exercises.
12. Perform such additional duties as structural fire fighting, aircraft fire/crash/ rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.

LEVEL 3

GROUND HANDLING OPERATION SUPERVISOR

A GROUND HANDLING OPERATIONS SUPERVISOR IS DESIGNATED TO LOAD AND UNLOAD CUSTOMER LUGGAGE, WILL LOAD AND UNLOAD PROVISIONING ITEMS FOR EACH FLIGHT, MEET ARRIVING FLIGHTS, HELP PREPARE AND CLEAN CABIN FOR DEPARTURE, OPERATE GROUND SERVICE EQUIPMENT, ASSIST WITH FLEET SERVICING, ASSIST CUSTOMERS WITH SPECIAL NEED.

A GROUND HANDLING OPERATIONS SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Supervise employees' shift assignments for employees to ensure customer on-time commitments are met.
2. Guide and direct employees in the effective execution of their duties.
3. Work with and lead employees in building morale.
4. Responsible for the safe and efficient operation of all airline ground support equipment.
5. Operate ground service equipment which may require deicing and provisioning equipment.
6. Service Aircraft by operating ground service equipment (Potable water truck, ground power unit, tug, aircraft pushback, provisioning truck, lavatory truck, deicing truck, fork lift, etc.).
7. Work in a warehouse and/or ramp environment.
8. Tag, lift, load and unload customer luggage from baggage compartment of aircraft and baggage system.
9. Operate external aircraft equipment.
10. Help preparing cabin for Customer boarding and departure, which can include cleaning of seats, seat pockets, floor, galleys and lavatories.
11. Load and unload mail, small packages and human remains.

12. Load and unloads palettes onto and off loading dock.
13. Stock provisioning carts and completes inventory counts.
14. Perform Ad-hoc assignments as requested by the superior.

LEVEL 4

GROUND HANDLING-OPERATION EXECUTIVE

A GROUND HANDLING-OPERATION EXECUTIVE DESIGNATED TO OVERSEE THE DAILY RAMP OPERATIONS AND PROVIDE LEADERSHIP TO ALL FRONT LINE STAFFING.

A GROUND HANDLING-OPERATION EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Confer with other executive and managers to coordinate activities with other departments and shifts.
2. Coordinate between carriers to insure cargo and baggage meet the needs of the carrier on a timely schedule.
3. Ensure disciplinary procedures are conducted in a fair, timely and consistent manner.
4. Assure adherence to safety policies and procedures.
5. Report all accidents and injuries and investigate ways to prevent reoccurrence.
6. Work with station manager & shift manager to maximize operational performance in areas of on-time performance, staffing, training and safety.
7. Prepare flight reports, conducts pre-flight briefing with Lead Ramp Agents and observes flight handling for proper safety/procedural infractions.

LEVEL 4

GROUND SUPPORT EQUIPMENT ASSISTANT ENGINEER

A GROUND SUPPORT EQUIPMENT ASSISTANT ENGINEER IS DESIGNATED TO SUPERVISE AND INSPECT THE WORK PERFORMED BY AIRCRAFT MECHANICS AND AVIATION LINE PERSONNEL IN ORDER TO ENSURE THAT MAINTENANCE IS PERFORMED IN ACCORDANCE WITH FEDERAL AVIATION REGULATIONS (FARS), OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND DEPARTMENT OF PUBLIC SAFETY (DPS) PROCEDURES.

A GROUND SUPPORT EQUIPMENT ASSISTANT ENGINEER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Maintain FAA Inspection Authorization to meet requirements of classification.
2. Schedule aircraft maintenance to ensure airworthiness of equipment.
3. Order and maintain parts and tools inventory as needed to meet requirements for timely maintenance performance.
4. Inspect maintenance work on aircraft in order to approve the aircraft's return to service.
5. Troubleshoot aircraft difficulties with pilots and mechanics in order to accurately diagnose and repair problems.
6. Supervise and/or performs required maintenance and repair of aircraft systems and assemblies, including all hydraulic, electrical and mechanical components.
7. Manage the Aviation Section's progressive maintenance program for the Department's rotary wing fleet of aircraft while supervising and inspecting the work accomplished by other aircraft mechanics.
8. Prepare repair and/or modification estimates of aircraft in order to accurately forecast labor and materials costs.

9. Approve work orders and vendor invoices in order to authorize contract vendor services.
10. Maintain currency of aircraft technical library and ensures dissemination of information to aviation personnel.
11. Develop documentation on FAA Form 337 as required after major aircraft repairs and/or alterations in accordance with FARs and manufacturers' specifications.
12. Prepare bids and specifications as required by the Aviation Commander or administrative assistant for the purchase of aircraft, parts, equipment, or services.
13. Maintain airframe and fuselage to control corrosion and preserve appearance.

LEVEL 5

AIRCRAFT GROUND SUPPORT EQUIPMENT ENGINEER

AN AIRCRAFT GROUND SUPPORT EQUIPMENT ENGINEER IS DESIGNATED TO SUPPORT ENGINE AND GROUND SUPPORT EQUIPMENT DURING THEIR DESIGN, DEVELOPMENT AND DEPLOYMENT PHASE.

AN AIRCRAFT GROUND SUPPORT EQUIPMENT ENGINEER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Implement procedures that will increase the capabilities of the section for the future to meet all expansion plans resulting in increase of aircraft, maintenance facilities and associated ground equipment.
2. Supervise all aspects of Maintenance work (scheduled and unscheduled).
3. Organize daily work plans ensuring work performed meets customer (Base Maintenance, Line Maintenance and third party airlines) requirements.
4. Perform field Engineering, planning, technical writing, scheduling and work with customers and suppliers.
5. Maintain written and computerized maintenance records and logbooks in order to track scheduled aircraft maintenance, ensure compliance with maintenance directives and meet FAA regulations.
6. Develop budget information in order to plan for fiscal spending needs.
7. Inspect aircraft tools, equipment and facilities to ensure serviceability, accurate calibrations and safe conditions.
8. Operate aircraft for ground runs, checks and tests as required in the performance of maintenance procedures.
9. Conduct and observes tests and systems checks with pilot during test flights in order to functionally test aircraft systems.

10. Perform mathematical computations to ensure proper aircraft weight and balance data.
11. Manage and oversees the Aviation headquarters hangar and maintenance facility, allied shops, parts inventory, tool room and specialty tools, service supplies, specialized maintenance and ground support equipment and building plant equipment.
12. Participate in senior pilot meetings in order to discuss and coordinate current technical information.
13. Develop special equipment or procedures to meet specific DPS operational requirements.
14. Develop regular inspection programs to meet schedule requirements and minimize down time for DPS aircraft.

LEVEL 5

GROUND HANDLING OPERATION MANAGER

A GROUND HANDLING OPERATION MANAGER IS DESIGNATED TO PROVIDE DIRECTION, TROUBLESHOOTING, AND LEADERSHIP TO THE SUPERVISORS AND RAMP EMPLOYEES DURING RAMP AND DEICING OPERATIONS. ASSURES ADHERENCE TO CORPORATE, CUSTOMER, AND GOVERNMENT REGULATIONS, POLICIES, AND PROCEDURES.

A GROUND HANDLING OPERATION MANAGER MAY BE FOUND IN VARIOUS SECTORS OF TRANSPORT EQUIPMENT INDUSTRY.

In particular the person will:

1. Oversee the training and mentoring of employees, builds relationships with customers, and represents the Company to the O'Hare community.
2. Direct responsibility to control direct labor costs, equipment repair costs, vendor/supplies expenses. Oversight on all applicable A/P.
3. Take a leadership role that ensures safe and healthy work conditions are maintained.
4. Mentor Supervisors.
5. Ensure all State, Federal, TSA, and airport authority rules and regulations are followed.
6. Direct the planside operation of the Hub including operational safety, the loading and Unload cargo from the aircraft, baggage handling and transfer operations.
7. Coordinate with flight payload operations.
8. Responsible for the safe execution of these activities and is accountable for the effective utilization of facilities, equipment, staffing and other resources to continuously improve performance against operating goals and objectives to ensure customer satisfaction.
9. Serve as a primary interface with other operating and staff organizations, governmental agencies, service partners and other airlines.
10. Recommend and implement new procedures, systems, operating standards, service goals and objectives.

Annex 5

Critical & Non-Critical Job Title for Transport Equipment Industry

SUMMARY TABLE OF JOB TITLE FOR MALAYSIAN TRANSPORT EQUIPMENT INDUSTRY

No.	SUB-SECTOR		LEVEL								TOTAL
			L1	L2	L3	L4	L5	L6	L7	L8	
1	MAINTENANCE	Non-Critical	0	0	1	4	5	2	0	0	**12**
		Critical	5	4	5	1	0	0	0	0	**15**
2	RESEARCH AND DEVELOPMENT	Non-Critical	0	0	0	2	2	2	0	0	**6**
		Critical	0	2	2	0	0	0	0	0	**4**
3	QUALITY ASSURANCE (QA)	Non-Critical	0	0	0	2	2	0	0	0	**4**
		Critical	0	2	2	0	0	0	0	0	**4**
4	WAREHOUSE AND LOGISTIC	Non-Critical	0	0	0	1	1	0	0	0	**2**
		Critical	0	1	1	0	0	0	0	0	**2**
5	PURCHASING	Non-Critical	0	1	0	1	1	0	0	0	**3**
		Critical	0	0	1	0	0	0	0	0	**1**
6	PRODUCT ENGINEERING	Non-Critical	0	0	0	2	2	2	0	0	**6**
		Critical	0	2	2	0	0	0	0	0	**4**
7	MANUFACTURING	Non-Critical	0	0	2	3	2	1	0	0	**8**
		Critical	1	3	1	0	0	0	0	0	**5**
8	RAILWAY TRAFFIC OPERATION	Non-Critical	0	0	0	3	3	1	0	0	**7**
		Critical	3	2	2	0	0	0	0	0	**7**
9	SHIP BUILDING	Non-Critical	0	0	0	2	2	0	0	0	**4**
		Critical	1	2	2	0	0	0	0	0	**5**
10	SHIP REPAIRING	Non-Critical	0	0	0	0	0	0	0	0	**0**
		Critical	1	4	1	1	1	0	0	0	**8**
11	AIRCRAFT MAINTENANCE	Non-Critical	0	0	0	0	1	0	0	0	**1**
		Critical	0	3	1	2	0	0	0	0	**6**
12	AIRCRAFT MANUFACTURING	Non-Critical	0	0	1	1	1	1	0	0	**4**
		Critical	1	1	0	0	0	0	0	0	**2**
13	GROUND SUPPORT EQUIPMENT	Non-Critical	0	0	0	2	2	0	0	0	**4**
		Critical	2	2	2	0	0	0	0	0	**6**
		Total Non-Critical									**61**
		Total Critical									**69**
	Total Job Title		**14**	**29**	**26**	**27**	**25**	**9**	**0**	**0**	**130**

Total of Job Titles Transport Equipment Industry

Job Titles	Total
Non-Critical	**61**
Critical	**69**
Total	**130**

PROPOSED CRITICAL JOB TITLE FOR TRANSPORT EQUIPMENT INDUSTRY

1) SUB-SECTOR: MAINTENANCE

No.	Job Title	Level
1	Fitter	L1
2	Maintenance Wireman	L1
3	Maintenance Fitter	L1
4	Maintenance Draughtsman	L1
5	Track Maintenance Staff	L1
6	Facilities and Maintenance Technician	L2
7	Electrification and Signaling Technician	L2
8	Fleet Technician	L2
9	Permanent Way Technician	L2
10	Electrification and Signaling Supervisor	L3
11	Mechanical Supervisor	L3
12	Failure Analysis Supervisor	L3
13	Mechanize Supervisor	L3
14	Permanent Way Supervisor	L3
15	Bridge Engineer	L4

2) SUB-SECTOR: RESEARCH AND DEVELOPMENT (R&D)

No.	Job Title	Level
1	Research and Development Technician (Automotive)	L2
2	Research and Development Technician (Locomotive)	L2
3	Research and Development Supervisor (Automotive)	L3
4	Research and Development Supervisor (Locomotive)	L3

3) SUB-SECTOR: QUALITY ASSURANCE (QA)

No.	Job Title	Level
1	Quality Assurance Inspector (Automotive)	L2
2	Quality Assurance Inspector (Railway)	L2
3	Quality Assurance Supervisor (Automotive)	L3
4	Quality Assurance Supervisor (Railway)	L3

4) SUB-SECTOR: WAREHOUSE AND LOGISTIC

No.	Job Title	Level
1	Warehouse and Logistic Storekeeper	L2
2	Warehouse and Logistic Supervisor	L3

5) SUB-SECTOR: PURCHASING

No.	Job Title	Level
1	Purchasing Supervisor	L3

6) SUB-SECTOR: PRODUCT ENGINEERING

No.	Job Title	Level
1	Product Engineering Technician (Automotive)	L2
2	Product Engineering Technician (Railway)	L2
3	Product Engineering Supervisor (Automotive)	L3
4	Product Engineering Supervisor (Railway)	L3

7) SUB-SECTOR: MANUFACTURING

No.	Job Title	Level
1	Production Operator	L1
2	Production Planning Clerk	L2
3	Production Control Line Leader	L2
4	Production Line Leader	L2
5	Production Controller	L3

8) SUB-SECTOR: LOCOMOTIVE TRAFFIC OPERATION

No.	Job Title	Level
1	Ticketing Staff	L1
2	Locomotive Assistant	L1
3	OMC Clerk	L1
4	Locomotive Driver	L2
5	Traffic Assistant	L2
6	Station/Terminal Supervisor	L3
7	Running Supervisor	L3

9) SUB-SECTOR: SHIP BUILDING

No.	Job Title	Level
1	Boat Builder	L1
2	Ship Fabricator	L2
3	Senior Boat Builder	L2
4	Foreman	L3
5	Boat Builder Supervisor	L3

10) SUB-SECTOR: SHIP REPAIRING

No.	Job Title	Level
1	Marine Mechanic	L1
2	Mechanical - Marine Mechanic	L2
3	Electrical - Marine Mechanic	L2
4	Electronic - Marine Mechanic	L2
5	Hull & Fitting - Marine Mechanic	L2
6	Marine Senior Technician	L3
7	Marine Maintenance Superintendent	L4
8	Marine Maintenance Manager	L5

11) SUB-SECTOR: AIRCRAFT MAINTENANCE

No.	Job Title	Level
1	Workshop Technician	L2
2	Avionic Technician	L2
3	Service Technician	L2
4	Aircraft Maintenance Senior Technician	L3
5	Aircraft Maintenance Engineer	L4
6	Assistant Aircraft Maintenance Engineer LWTR (License Without Type Rated)	L4

12) SUB-SECTOR: AIRCRAFT MANUFACTURING

No.	Job Title	Level
1	Production Operator	L1
2	Production Line Leader	L2

13) SUB-SECTOR: GROUND SUPPORT EQUIPMENT

No.	Job Title	Level
1	Aircraft Junior Technician-Ground Support Equipment(Avionics)*	L1
2	Ramp/Baggage Handler	L1
3	Aircraft Senior Technician-Ground Support Equipment(Avionics)*	L3
4	Aircraft Technician-Ground Support Equipment(Avionics)*	L2
5	Ground Handling-Operation Crew*	L2
6	Ground Handling-Operation Supervisor*	L3

PROPOSED NON-CRITICAL JOB TITLE FOR TRANSPORT EQUIPMENT INDUSTRY

1) SUB-SECTOR: MAINTENANCE

No.	Job Title	Level
1	Facilities and Maintenance Supervisor	L3
2	Facilities and Maintenance Executive	L4
3	Maintenance Engineer	L4
4	Fleet Executive	L4
5	Technical Service Engineer	L4
6	Facilities and Maintenance Manager	L5
7	Electrical and Technical Manager	L5
8	Fleet Manager	L5
9	Planning & Scheduling Manager	L5
10	Permanent Way Manager	L5
11	Facilities and Maintenance Senior Manager	L6
12	Maintenance Senior Manager	L6

2) SUB-SECTOR: RESEARCH AND DEVELOPMENT (R&D)

No.	Job Title	Level
1	Research and Development Executive (Automotive)	L4
2	Research and Development Executive (Locomotive)	L4
3	Research and Development Manager (Automotive)	L5
4	Research and Development Manager (Locomotive)	L5
5	Research and Development Senior Manager (Automotive)	L6
6	Research and Development Senior Manager (Locomotive)	L6

3) SUB-SECTOR: QUALITY ASSURANCE (QA)

No.	Job Title	Level
1	Quality Assurance Executive (Automotive)	L4
2	Quality Assurance Executive (Railway)	L4
3	Quality Assurance Manager (Automotive)	L5
4	Quality Assurance Manager (Railway)	L5

4) SUB-SECTOR: WAREHOUSE AND LOGISTIC

No.	Job Title	Level
1	Warehouse and Logistic Executive	L4
2	Quality Assurance Manager (Railway)	L5

5) SUB-SECTOR: PURCHASING

No.	Job Title	Level
1	Purchasing Clerk	L2
2	Purchasing Executive	L4
3	Purchasing Manager	L5

6) SUB-SECTOR: PRODUCT ENGINEERING

No.	Job Title	Level
1	Product Engineering Executive (Automotive)	L4
2	Product Engineering Executive (Railway)	L4
3	Product Engineering Manager (Automotive)	L5
4	Product Engineering Manager (Railway)	L5
5	Product Engineering Senior Manager (Automotive)	L6
6	Product Engineering Senior Manager (Railway)	L6

7) SUB-SECTOR: MANUFACTURING

No.	Job Title	Level
1	Production Planning Supervisor	L3
2	Production Supervisor	L3
3	Planning Executive	L4
4	Production Control Executive	L4
5	Production Executive	L4
6	Production Planning and Control Manager	L5
7	Production Manager	L5
8	Production Senior Manager	L6

8) SUB-SECTOR: LOCOMOTIVE TRAFFIC OPERATION

No.	Job Title	Level
1	Terminal Operation Executive	L4
2	Rules and Regulation Executive	L4
3	Locomotive and EMU Executive	L4
4	Train Operation Manager	L5
5	Operation Control Manager	L5
6	Locomotive and EMU Manager	L5
7	Operation Senior Manager	L6

9) SUB-SECTOR: SHIP BUILDING

No.	Job Title	Level
1	Technical Executive	L4
2	Boat Builder Executive	L4
3	Ship Builder Manager	L5
4	Boat Builder Manager	L5

10) SUB-SECTOR: AIRCRAFT MAINTENANCE

No.	Job Title	Level
1	Aircraft Maintenance Manager	L5

11) SUB-SECTOR: AIRCRAFT MANUFACTURING

No.	Job Title	Level
1	Production Supervisor	L3
2	Production Executive	L4
3	Production Manager	L5
4	Production Senior Manager	L6

12) SUB-SECTOR: GROUND SUPPORT EQUIPMENT

No.	Job Title	Level
1	Ground Support Equipment Assistant Engineer	L4
2	Ground Handling-Operation Executive	L4
3	Ground Support Equipment Engineer	L5
4	Ground Handling-Operation Manager	L5