

SMRT

Recruitment

JOB LISTING BOOKLET

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About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit <https://e2i.com.sg/>.

SMRT Corporation Ltd

SMRT is more than just a transportation company; SMRT is a trusted partner in keeping Singapore moving since 1987. SMRT is committed to shaping the transport landscape, connecting communities and enhancing transit lifestyle experiences in Singapore, and beyond. *SMRT – Moving People, Enhancing Lifestyles*. For more information, please visit <https://www.smrt.com.sg/>.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Engineer, Component Servicing and Maintenance	<ul style="list-style-type: none"> • Diploma • Not be sensitive or allergic to Component Service Centre Materials, POLs (Petrol, Oils and Lubricants) and dust involved in the conduct of the work <i>[Note that standard PPE of safety shoes, gloves, masks and hearing protection will be provided]</i> • Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment • Fit and able to climb staircases and ladders, stand for sufficient duration (4 hours) to accomplish the required maintenance works • Lift and handle heavy machineries, tools, equipment or spares of up to 10kg for men and 7kg for women • Able to work underframe of EMU for sufficient duration (4 hours) which may require 	<ul style="list-style-type: none"> • Lead a team of Technical Officers in carrying out scheduled Preventive Maintenance (PM) and Corrective Maintenance (CM) on Trains/ Equipment/ Component assigned by supervisor • Execute and comply all PM & CM works and related tasks with the approved quality procedures and work instructions • Execute and comply all tasks with the approved safety and operational procedures • Attend the necessary skills courses to be able to carry out the maintenance tasks • Responsible for the upkeep of the working environment 	<ul style="list-style-type: none"> • Various Location • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>frequent squatting and bending</p> <ul style="list-style-type: none"> • Able to work in a shift roster system (if required) without affecting his concentration at work • Able to work under the sun (as required) on any related operations 		
<p>Technical Officer, Component Servicing and Maintenance</p>	<ul style="list-style-type: none"> • NITEC • Not be sensitive or allergic to Component Service Centre Materials, POLs (Petrol, Oils and Lubricants) and dust involved in the conduct of the work <i>[Note that standard PPE of safety shoes, gloves, masks and hearing protection will be provided]</i> • Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment • Fit and able to climb staircases and ladders, stand for sufficient duration (4 hours) to accomplish the required maintenance works • Lift and handle heavy machineries, tools, equipment or spares of up to 10kg for men and 7kg for women 	<ul style="list-style-type: none"> • Carry out scheduled Preventive Maintenance (PM) and Corrective Maintenance (CM) on EMUs/Equipment/Component assigned by supervisor • Execute and comply all PM & CM works and related tasks with the approved quality procedures and work instructions • Execute and comply all tasks with the approved safety and operational procedures • Attend the necessary skills courses to be able to carry out the maintenance tasks • Responsible for the upkeep of the working environment 	<ul style="list-style-type: none"> • Various Location • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work underframe of EMU for sufficient duration (4 hours) which may require frequent squatting and bending • Able to work in a shift roster system (if required) without affecting his concentration at work • Able to work under the sun (as required) on any related operations 		
Assistant Engineer/ Technical Officer, East Coast Integrated Depot	<ul style="list-style-type: none"> • NITEC (Technical Officer)/ Diploma (Assistant Engineer) • Part of the Premise Management Team located at East Coast Integrated Depot (ECID) • Be the first line of response to all operational issues • Manage maintenance to building facilities services • Supervising and leading maintenance and system takeover activities • Conduct inspections and provide training to junior staff when necessary 	<ul style="list-style-type: none"> • Be the first line of response to all operational issues • Manage maintenance to building facilities services which include electrical, mechanical and facilities equipment • Provide supervision and lead all maintenance and system takeover activities • Ensure all work performed by personnel and contractors are carried out in a safely manner • Ensure all work carried out are in accordance with Work Instruction • Responsible for building/ facility services, system operations and maintenance program • Responsible for conducting preventive and corrective maintenance program • Manage minor work repair/ rectification to building or equipment • Troubleshoot operational and maintenance problems for all facilities equipment and building services system • Conduct regular inspection on existing building equipment and its serviceability status • Conduct regular preventive maintenance program to building equipment and services 	<ul style="list-style-type: none"> • East Coast Integrated Depot • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Liaison with OEM/ System Contractor for all building services • Achieve effective, economical and safe work operations of all building services • Provide feasible solution and coordinate with owners/ users, consultants, vendors/ contractors on engineering function requirement • Liaison with stakeholder(s) on all maintenance program ensuring minimum disruption to their operations • Supervise and audit on subcontractor for equipment maintenance and rectification • Assist to source for competitive vendor/ supplier to carry out facility maintenance/ repair work • Report all incidents, call-in and major maintenance activities on daily basis • Maintain and update documentation pertaining to facilities related work orders • Track system performance and liaise with production and system engineer towards minimal equipment downtime • Prepare and submit monthly facilities maintenance/ repair report • Provide training to technician/ technical officers, and junior staff as necessary • Carry out tasks assigned by the superior as and when specified 	
<p>Assistant Station Manager (Thomson-East Coast Line)</p>	<ul style="list-style-type: none"> • NITEC/ Higher NITEC in any discipline (Engineering disciplines will have added advantage) • Able to perform 3 rotating shift work based on a duty roster • Enjoys communicating with people and is service oriented • Able to work in a fast-paced and 	<p><u>Customer Service</u></p> <ul style="list-style-type: none"> • Monitors and performs first level of maintenance for AFC equipment such as fare gates and ticketing machines • Assists passengers with fare-related and directional enquiries, attends to unwell passengers and render first aid when necessary • Monitors CCTV and makes necessary Public Announcements • Acknowledge and responds to alarm status e.g. MFT, ISCS, fire alarm, PEC, ESP activation, etc. <p><u>Platform and Train Operations Duties</u></p>	<ul style="list-style-type: none"> • Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>customer-facing environment</p> <ul style="list-style-type: none"> • Possesses a service-oriented mindset and pleasant disposition • Able to multi-task effectively when responding to station operation requirements 	<ul style="list-style-type: none"> • Ensures passenger safety when commuters travel on escalators and boarding/ alighting from train • Attends to incidents and alarms at the platforms and trains, and to carry out hand signalman duties when required • Assists in detrainment of passengers when required • Provides travel directions for passengers travelling within the train system • Operates or manned the train so as to provide quick response towards train faults and alarms, while ensuring that any delays are kept to the minimal <p><u>Concourse Duties</u></p> <ul style="list-style-type: none"> • Carries out checks on illegally parked or abandoned bicycles or belongings • Conducts inspection and takes appropriate actions on passengers who use concession tickets illegally, travel without valid tickets, and those who flouts regulations, e.g. drinking, eating, and smoking in station premise <p><u>Administrative Duties</u></p> <ul style="list-style-type: none"> • To liaise with cleaning personnel for station/ toilet cleaning • Reports any equipment fault to the Station Manager and files the fault reporting through the Maintenance Management System (MMS) <p><u>Opening and Closing of Station</u></p> <ul style="list-style-type: none"> • Opens and closes the station according to the timetable. Switches the station equipment on/ off before/ after traffic hours • Checks the station area for any passengers before closing of station • Facilitate track access during non-revenue hours, and checks for oil spills on the station platform tracks after the last Engineering Train had passed the station 	

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		<p><u>Handles all train/ station incidents and emergencies</u></p> <ul style="list-style-type: none"> • Manages and reports all incidents and emergency situations relating to: • Staff and passenger (e.g. accident, assault, molest, etc.) • Trains (e.g. alarms, faults and manning of trains) • Passenger Service Centre (take local control of MFT functions due to failure of signalling equipment, responding to alarms/ defects) • Stations (e.g. crowd control, fire, bomb hoax, flooding, etc.) • Checks and ensures that appropriate signs are put up during any rail incidents or delays to keep passengers updated of progress • Assist in service recovery during train service disruption 	
<p>Station Manager (Thomson-East Coast Line)</p>	<ul style="list-style-type: none"> • Diploma in Engineering, preferably with a few years of supervisory experience • Enjoys communicating with people and is service-oriented • Able to work in a fast-paced and customer-facing environment • Possess a service-oriented mindset and pleasant disposition • Able to multi-task effectively when responding to station operation requirements 	<ul style="list-style-type: none"> • Assist Passengers to help them complete their journey safely and timely • Lead the Assistant Station Managers (ASM) to provide train service to passengers. • Monitor & Operate following equipment: <ul style="list-style-type: none"> a. Automatic Fare Control (AFC) b. Integrated Supervisory Control System (ISCS) c. Station Equipment d. Signalling Equipment • Operate Trains • Conduct training/ refresher to station staff • Manages and reports all incidents and emergency situations relating to: <ul style="list-style-type: none"> a. Staff and passenger (e.g. accident, assault, molest, etc.) b. Trains (e.g. alarms, faults and manning of trains) c. Passenger Service Centre (take over control of Station & Signalling Equipment, responding to alarms/defects) d. Stations (e.g. crowd control, fire, bomb hoax, flooding, etc.) 	<ul style="list-style-type: none"> • Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct Inspections & Checks inside station and follow up on issues on Automatic Fare Control (AFC), illegally parked bicycles and belongings • Identify, report faults inside station to relevant department • Performs administrative duties meticulously and systematically which include: <ul style="list-style-type: none"> a. Process ASMs' schedules and HR related issues b. Maintain station files, log books, stores and equipment c. Ensure lost properties are recorded and processed accordingly d. Submitting reports on incidents. <p>Managing staff training requirements</p>	
<p>Train Service Controller (Thomson-East Coast Line)</p>	<ul style="list-style-type: none"> • Diploma in Engineering or equivalent • Able to perform rotating shift work including working on weekends and public holidays • Familiar with Operations Control Room environment will be an added advantage • Able to operate computer-based control systems • Able to work independently as well as in a team environment with individuals of diverse background • Positive, open-minded, meticulous and alert • Highly motivated and ability to work under pressure and handle stress 	<ul style="list-style-type: none"> • Monitor and control train operational activities to ensure that safe, efficient, and reliable train services are provided at all times • Regulate and monitor train services closely in accordance with train timetable • Make logical decisions and cater necessary service adjustment to meet passenger needs • Coordinate and mobilise relevant Operations and Maintenance staff to deal with failure or unexpected events in an expeditious and safe manner • Monitor and oversee daily station opening and ensures that all station equipment are functional before the start of revenue service • Assists Chief Controller in information dissemination to passengers that are affected by rail incidents at the stations. • Inform relevant maintenance staff on equipment faults so that recovery actions can be taken • Manage and control all work possessions and track access according to prescribed rules and procedures • Assist premise owners to facilitate access rights of TEL premises for 	<ul style="list-style-type: none"> • Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Able to think strategically and analyse systematically to make sound and safe decisions• Ability to handle emergency situation in a calm and swift manner	authorised external personnel (e.g. contractors)	