

SMRT

Recruitment

JOB LISTING BOOKLET

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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, Power	• Diploma in Electrical Engineering from a recognized institution • At least 2 to 3 years of relevant experience in maintenance and troubleshooting of electrical equipment • Perform rotating shift duties • Able to lead by example, communicate effectively and work as a team • Physically fit, able to climb staircases and ladders, and stand for sufficient duration (4 hours) to accomplish the required fault assessment or inspection works • Lift tools and equipment of up to 5kg • Capable of communicating effectively within the team and with external stakeholders • Able multi-task in a challenging environment	• Operate, maintain and repair equipment installed in the SMRT Power System in compliance with the departmental Quality Objectives as stated in the QP/ WIs/ Task lists in accordance with quality and safety standards so as to support SMRT in providing safe and reliable train service to our commuters • Lead a team of technical officers to carry out and/ or supervise for preventive and corrective maintenance works on SMRT power system equipment in compliance with relevant procedures and safety requirements • Plan and execute maintenance schedule and staff duty rosters in consultation with EMM in most effective and efficient manner • Provide technical advice, information and instructions to other staff and ensure all drawings, diagrams, manuals, and records are kept current and updated • Assist EMM in conducting engineering and safety analysis, investigations, and test Carry out and/or assist EMM in supervision of corrective maintenance, upgrading/ modification/ repair work and submit reports on completion of work • Comply and exercise safety at all times in accordance to Safety Procedures • Attend Permit-To-Work/ Permit-To-Access for internal and external work parties Ensure compliance with our Quality objectives as stated in our QP/ WIs/ Task lists in daily activities Undertake any other tasks or functions that are	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Lead a team and work independently	incidental or ancillary to the performance of assigned work	
Technical Officer, Power	• NITEC in Electrical Engineering from a recognized institution • At least 2 to 3 years of relevant experience in maintenance and troubleshooting of electrical equipment • Able to perform rotating shift duties • Able to communicate effectively and work as a team • Must be able to stand for long hours • Must be able to climb staircases & ladders to accomplish the required fault assessment or inspection works • Lift tools and equipment of up to 5kg • Possess a Singapore Class 3 Driving License	• Operate, maintain and repair equipment installed in the SMRT Power System in compliance with the departmental Quality Objectives as stated in the QP/ WIs/ Task lists Carry out and/ or assist AE/ SAE/ EMM in preventive maintenance (PM) works on power system in compliance with the relevant procedures and safety requirements • Carry out and assist AE/ SAE/ EMM in corrective maintenance (CM), upgrading, modification, repair works and submit reports on completion of work • Perform general housekeeping, inspection, collection and delivery of stores, spares and equipment for PM and CM work • Carry out monthly update of home base equipment & tools • Comply the safety requirements of Task lists/ WI/ WSM and other associated procedures • Attend Permit-To-Work/ Permit-To-Access for internal and external work parties • Perform driving duty • Ensure compliance with our Quality objectives as stated in our QP/ WIs/ Task lists in daily activities • Undertake any other tasks or functions that are incidental or ancillary to the performance of assigned work Obtain COA4 and perform electrical isolation and energisation as a COA4 holder	• Various Locations • Shift Work
Assistant Engineer, Projects	• Diploma in relevant engineering discipline, or NITEC in relevant engineering discipline with > 8 years railway and/ or E&M experience	• Interface with LTA Project Staff, Contractors or SMRT internal stakeholders to ensure that site works are carried out safely and timely • Ensure that work site is safely surrendered for revenue service within stipulated time	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	•Able to communicate effectively and good team player •Meticulous in ensuring the work and activities are performed in a safe and orderly by Contractor •Possesses analytical mindset and exhibit leadership skills in the team •Work in rotating shift or night shift pattern (in accordance with MOM guidelines), with shift pattern assigned by supervisors based on operation needs	•Ensure that the roles and assignments of his/her teammates are executed safely and in compliance with company standing procedures, policy and regulations •Attend site survey and monitor safety of Contractors' ground staff with compliance to internal safety procedures at sites •Conduct isolation/ normalisation of fire protection system for Contractors' work at site •Facilitate Contractors' LEW in switching of breaker for isolation/ energisation of equipment (e.g lighting) •Verify Contractor's daily work progress on site •Report daily work activities progress & site findings (safety and security) •Monitor Contractor's compliance to safety requirements onsite – i.e safe work procedure, MSRA, PTW •Witness Testing & Commissioning by Contractor •Coordinate/discuss site issues between Authority, internal stakeholders and Contractors •Perform the role of Possession Master for track possession/ Person-In-Charge for track access •Perform the role of team supervisor when leading team of SMRT Project Assistant Engineer and/or technical officer •Ensure Contractor perform proper housekeeping of parts, equipment and tools before leaving worksite	
Assistant Engineer, Train Maintenance (Circle Line)	•Diploma in Mechanical or Electrical Engineering from a recognized institution •Preferably at least 1 year of relevant experience in maintenance and	•Perform Preventive/ Corrective and Overhaul Maintenance of Circle Line trains, fault attendance, fault diagnosis tests, troubleshooting, upgrading, and improvement works/ repairs of Passenger Vehicle (PV) and Plant Equipment •Plan and supervise work carried out by the team members	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	troubleshooting of electro-mechanical equipment •Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment •Able to work in a rotating shift system (day and/ or night shifts) without affecting his concentration at work	•Plan team duty rosters in consultation with the supervisor •Disseminate to team members any instructions and procedures issued by supervisors •Carry out, preventive and corrective maintenance, overhaul maintenance, fault attendance, fault diagnosis tests, trouble-shooting upgrading, and improvement works/ repairs of PV and Plant Equipment •Lead the team in the general care and housekeeping of PV •Assist supervisors in conducting engineering analysis and investigations on incidents/ accidents •Raise corrective maintenance job orders and review upon completion when required •Record all faults reported, complete work orders and key in other input into the maintenance management system and any other recording system •Undertake any other tasks/ functions that are incidental or ancillary to the performance of the works assigned e.g. attending to mainline emergency incident •Certify work carried out by contractor for example train cleaning, pest control, train advertisement etc. •Perform RSD staff functions (e. g. certification of M/Cs, leave applications, monetary claims, etc.) •Drive the company vehicle for the purpose of work if required – Applicable to Qualified driver only (Class 3) •Drive train within depot limit and shunt – Applicable to Qualified MTO only •Drive company forklift for purpose of work – Applicable to Qualified forklift driver only •Fit and able to climb staircases and ladders, stand for sufficient duration (4 hours) to accomplish the required maintenance works	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Lift and handle heavy machineries, tools, equipment, or spares of up to 10kg for men and 7kg for women • Able to work underframe of Trains, for sufficient duration (4 hours) which may require frequent squatting and bending • Able to work under sheltered and non-sheltered area within SMRT Depots, for any other related operations/ tasks • Undertake any other tasks or functions that are incidental or ancillary to the performance of the works assigned by Supervisor when required: e.g., respond to OCC activation to recover trains that have stalled in the network, and passenger detrainment from stalled trains	
Technical Officer, Train Maintenance (Circle Line)	• NITEC Certificate in Engineering or equivalent • Relevant experience in maintenance and troubleshooting of electro-mechanical equipment is an added advantage • Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment • Able to work in a rotating shift system (day and/ or night shifts) without affecting his concentration at work	• Conduct Preventive and Overhaul Maintenance on PV according to planned schedule • Perform Corrective Maintenance on PV and Plant Equipment as assigned by supervisors • Perform modifications on PV as assigned by supervisor • Provide attendance to contractor and personnel from other sections when others work or access into trains • Drive train within depot limit and shunt – Applicable to Qualified MTO only • Perform ground shunter duty when required • Drive company forklift for purpose of work – Applicable to Qualified forklift driver only • Drive company vehicle for the purpose of work – Applicable to Qualified and authorized drivers only (Class 3) • Undertake any other tasks or functions that are incidental or ancillary to the performance of the works assigned, e.g. attend to emergency mainline incident • Not be sensitive or allergic to Rolling Stock Materials, POLs (Petrol, Oils and Lubricants) and dust involved in the conduct of the work. Note that standard	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		PPE of safety shoes, gloves, masks, and hearing protection will be provided • 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 Trains, for sufficient duration (4 hours) which may require frequent squatting and bending • Able to work under sheltered and non-sheltered area within SMRT Depots, for any other related operations/ tasks • Undertake any other tasks or functions that are incidental or ancillary to the performance of the works assigned by Supervisor when required: e.g. respond to OCC activation to recover trains that have stalled in the network, and passenger detrainment from stalled trains	
Assistant Station Manager (Circle Line/ Thomson-East Coast Line)	• 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 customer-facing environment • Possesses a service-oriented mindset and pleasant disposition • Able to multi-task effectively when	<u>Customer Service</u> • 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. <u>Platform and Train Operations Duties</u> • 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	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	responding to station operation requirements	• 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 <u>Concourse Duties</u> • 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 <u>Administrative Duties</u> • 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) <u>Opening and Closing of Station</u> • 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 <u>Handles all train/ station incidents and emergencies</u> • 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)	

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		• 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	
Assistant Engineer, Systems (Thomson-East Coast Line)	• Diploma in Electrical or Electronics Engineering or equivalent • Minimum 8 years' experience as Technical Officer or equivalent in related field, previous Railway System or related qualifications and/or working experience would be advantageous • Previous railway communication experience, Signalling or PSD, or working experience in maintenance and troubleshooting of electronics, mechanical, computer networking, and radio transmission equipment will have an added advantage • Good troubleshooting and communication skills would be advantageous	• Perform Preventive Maintenance (PM), Corrective Management (CM) and Improvement Maintenance (IM) in accordance with quality and safety standards, to achieve Key Performance Index (KPI) Operate measuring, test equipment, instruments and tools safely and efficiently • Perform tasks in compliance with relevant procedures and instructions contained in Quality Procedures, Work Specifications, Work Instructions and any relevant change instructions disseminated • Comply with and exercise safety at all times in accordance with all Safety Procedures • Responsible for the safety of self, peers at workplace; off and on trackside throughout working period • Carry-out the role of SPIC, PIC and PM duties and responsibilities • Complete the necessary reports for the task at hand • Plan scheduled PM work and perform timely CM • Ensure maintenance work orders are completed promptly • Carry out day-to-day monitoring of equipment performance and follow up where appropriate • Ensure authorized access to Systems Equipment Rooms • Assist EMM in managing and controlling maintenance spares	• Various Locations • Shift Work

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	• Work in a team or independently • Strong safety awareness is preferred • Committed to perform rotating shift duties inclusive of night shift during non-passenger service hours • Valid Class 3 driving license would be advantageous	• Ensure good housekeeping in the workplace • Respond to emergency recall after duty hours or for overtime work • Assist in the co-ordination work done by external parties including LTA, MHA and contractors • Provide guidance and on-the-job training to new staff • Conduct or assist with the systems training of new staff • Cover the duties of another Assistant Engineer in his absence as needed • Carry out any duty as assigned and directed by supervisors	
Assistant Engineer, Engineering Train Maintenance (North-South East-West Lines)	• Diploma in Engineering or equivalent • Preferably minimum 4 years in relevant experience leading maintenance teams and troubleshooting of electro-mechanical equipment • Not be sensitive or allergic to Rolling Stock Materials, POLs (Petrol, Oils and lubricants) and dust involved in the conduct of the work [Note that standard PPE of safety shoes, gloves, masks and hearing protection will be provided] • Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment • Able to adapt to working in a shift	• Lead a team of Technical Officers (TOs) to carry out scheduled Preventive Maintenance (PM) and Corrective Maintenance (CM) together on EMUs/ Component/ Equipment as assigned by managers • Ensure the team complies with all PM & CM works and related tasks with approved work instructions, quality procedures, safety and operational procedures, and good maintenance standards • Plan and coordinate within the team and other teams to complete the assigned maintenance tasks within the established standard time • Ensure the team has the necessary qualifications and authorization to carry out daily tasks and any assigned tasks by managers • Attend the necessary skills courses to be able to carry out the maintenance and assigned tasks • Responsible for the safety, welfare and discipline of the team • Responsible for the upkeep of the team equipment/ tools and working environment • Plan team duty rosters in consultation with the Engineering Maintenance Manager	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	system without affecting his concentration at work • Fit and able to climb staircases and ladders, stand for sufficient duration (4 hours) to accomplish the required maintenance works • Lift 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 frequent squatting and bending	• Disseminate any instructions and procedures issued by supervisors to the team members • Perform all necessary maintenance administration and documentation (e.g. record faults reported, raise maintenance work orders, complete work orders in maintenance management system and any other recording system) • Plan, supervise and lead a team of TOs to perform PM/ CM on locomotives/ Specialized Track Maintenance Vehicles (STMVs) • Perform shunting or ground shunter duties, as assigned by supervisors • Operate ground support equipment and tools safely in accordance with general handling practices, as assigned by supervisors • Drive locomotives or STMVs within depot sidings, test track and maintenance tracks, as assigned by supervisors • Any other ah-hoc duties as assigned	
Technical Officer, Engineering Train Maintenance (North-South East-West Lines) Technical Officer, Heavy Maintenance (North-South East-West Lines) Technical Officer, Line Maintenance (North-South East-West Lines)	• NITEC in Engineering or equivalent • Preferably 2 to 3 years relevant experience in maintenance and troubleshooting of electro-mechanical equipment • Not be sensitive or allergic to Rolling Stock Materials, POLs (Petrol, Oils and Lubricants) and dust involved in the conduct of the work [Note that standard PPE of safety shoes, gloves, masks and hearing protection will be provided]	• Carry out scheduled Preventive Maintenance (PM) and Corrective Maintenance (CM) on EMUs/ Equipment/ Component assigned by supervisor • Execute and comply with 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 • Carry out PM/ CM, minor overhaul/ overhaul work, fault attendance, fault diagnosis tests, trouble-shooting upgrading and improvement works / repairs of North-South East-West Lines	• Various Locations • Shift Work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	•Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment •Able to work in a rotating shift system (day and/ or night shifts) without affecting his concentration at work •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 frequent squatting and bending •Able to work under the sun for train shunting and other related operations	(NSEWL) Trains & depot equipments & facilities •Assist team leader in conducting engineering analysis and investigations on incidents/ accidents •Record all faults reported, complete work orders and key in other input into the maintenance management system and any other recording system •Undertake any other tasks/ functions that are incidental or ancillary to the performance of the works assigned e.g. attending to mainline emergency incident •Certify work carried out by contractor for example train cleaning, pest control, train advertisement, etc. •Provide attendance to contractor and personnel from other sections for work or access into depot siding, depot facilities and trains •Operate depot equipment for overhaul work •Drive the company vehicle for the purpose of work •Drive train within depot limit •Perform ground shunting duty •Drive company forklift for purpose of work — Applicable to Qualified forklift driver only	