

ii. Facility Supervisor (New)

QF Level	Job Title	Facility Supervisor
3	Job Descriptions	Inspecting the operations, assembly and use of facilities, inspecting the cleanliness, security, repair and maintenance conditions of facilities in the property, verifying the use of space and venues, leading subordinates to enforce the rules, supervising subordinates to handle customers management, supervising outsourced services contractors to enforce contracts and performance pledges, verifying general procurement procedures and inventory records, supervising subordinates to perform facility relocation procedures and arrangements, verifying documentary records and reports, and implementing quality management procedures and accreditations, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Security Management & Service	Lead security and guarding subordinates to carry out security, guarding, inspection and related risk assessment duties	110411L3	3
	Control on Private Road & Carpark	Supervise subordinates to carry out works on private road and carpark control	110439L3	2
	Environmental Protection	Supervise subordinates to carry out environmental	110443L3	2

		protection works		
	Management of Outsourcing	Supervise the service contractors to carry out the contract and performance pledge	110448L3	2
	Crisis & Emergency Handling	Supervise subordinates in handling hazardous and emergency cases	110417L3	3
BM	Repair, Maintenance & Improvement of a Property			
	Daily & Periodic Maintenance	Organize and check the repair and maintenance works of the building, building facilities and services	110456L3	3
	Improvement & Enhancement of System & Installation	Provide initial views on improvements and enhancements to the state of a building, building facilities and services	110461L3	3
OS	Property Management Services for Owners, Tenants & the Community			
	Insurance Arrangement & Risk Management	Collect data for insurance claims	110486L3	2
	Quality Management	Assist in carry out the procedure of quality assurance and accreditation	110490L3	2
	Customer Services & Community	Lead subordinates to communicate with	110512L3	2

	Relations	customers and carry out duties in customer services and community relations		
FM	Facility Management relating to a Property			
	Shopping Centre, Industrial, Commercial & Other Premises	Inspect on the installation, operation and the use of facilities of shopping centre and other premises including commercial and industrial buildings	110528L3	3
	Carpark & Loading Areas	Lead subordinates in carrying out carpark and loading area control work	110535L3	2
	Management of Space & Venues	Verify the usage of space and venues, and supervise subordinates to carry out the rules on the use of space and venues	110540L3	2
	Application of Information Technology & Management of Smart Facilities	Supervise the subordinates to execute and apply the proper software, applications, and operate the smart facilities	110546L3	3
LW	Law in Practice relating to a Property			
	Legal Services & Practices	Master and apply industry related legal knowledge	110560L3	3
FN	Finance and Asset Management relating to a Property			
	Daily Income & Expenditure	Lead subordinates to handle petty cash income and expenses	110567L3	3

HR	Human Resources Management relating to a Property			
	Human Resources Planning, Recruitment & Training	Assign appropriate staff for different posts and shifts, induction and on-the-job training	110588L3	2
	Occupational Health & Safety	Lead subordinates to carry out safety measures in work	110601L3	2
			Total Credit:	44