

iii. Facility Officer (New)

QF Level	Job Title	Facility Office
4	Job Descriptions	Performing management of the facilities in all types of premises, performing the construction and quality management of outsourcing contractors, implementing the facility improvement and refurbishment plans, executing the security risk management and safety plan, executing the management of space and venues, monitoring and evaluating the use of space and venues, managing facilities reports, records and documents, arrangement of pre-management works, processing financial receipts and expenditures, accounts, performing arrangements for asset management, executing the inventory control procedures, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	<b>Management of the Environment of a Property</b>			
	Security Management & Service	Undertake the management of security operation, risk management and planning for improvement	110412L4	6
	Safe Environment	Train subordinates to carry out safe environment measures and promote awareness of keeping the building environment safe	110424L4	3
	Control on Private Road & Carpark	Monitor and manage the works on private road and	110440L4	3

		carpark control, and improve the conditions		
	Environmental Protection	Monitor and manage environmental protections works and improve the conditions	110444L4	3
	Management of Outsourcing	Manage the service contractors and monitor the service quality	110449L4	3
	Crisis & Emergency Handling	Manage the crisis and emergency situations	110418L4	3
<b>BM</b>	<b>Repair, Maintenance &amp; Improvement of a Property</b>			
	Daily & Periodic Maintenance	Manage the operational repair and maintenance works of the building, building facilities and services	110457L4	6
	Improvement & Enhancement of System & Installation	Pursue improvement and enhancement plans on building, building facilities and services, and energy efficiency	110462L4	6
	Purchasing & Outsourcing	Manage purchasing and outsourcing, and the process and quality of repair, maintenance, and construction works	110469L4	3
<b>OS</b>	<b>Property Management Services for Owners, Tenants &amp; the Community</b>			
	Customer Services	Manage customer services,	110513L4	3

	& Community Relations	media and community relations		
<b>FM</b>	<b>Facility Management relating to a Property</b>			
	Shopping Centre, Industrial, Commercial & Other Premises	Manage the facilities of shopping centre and other premises including commercial and industrial buildings	110529L4	6
	Carpark & Loading Areas	Monitor the use of carpark and loading area	110536L4	3
	Management of Space & Venues	Manage the space and venues	110541L4	3
	Application of Information Technology & Management of Smart Facilities	Manage the application and update on information technology and manage the smart facilities	110547L4	6
<b>FN</b>	<b>Finance and Asset Management relating to a Property</b>			
	Daily Income & Expenditure	Handle financial and leasing income and expenses, and the related statements	110568L4	3
	Asset Management & Financial Control	Handle account statements, balance sheets and carry out asset management	110574L4	6
<b>HR</b>	<b>Human Resources Management relating to a Property</b>			
	Human Resources Planning, Recruitment & Training	Manage the manpower, training and performance appraisal within the property managed	110589L4	6

	Teamwork & Leadership	Lead the teams in the provision of quality services	110596L4	3
	Occupational Health & Safety	Manage risk assessment, occupational health and safety	110602L4	3
			<b>Total Credit:</b>	<b>78</b>