

iv. Facility Manager (New)

QF Level	Job Title	Facility Manager
5	Job Descriptions	Developing and planning as a whole on facilities management and asset calculations, planning and supervising refurbishments of facilities, planning as a whole on facility upgrading and improvement, planning outsourcing contracts, quality management, organisational health and safety standards and guidelines, developing energy efficiency improvement plans, planning as a whole on management of space and venues, human resource management and training programs, improving team service levels continuously, formulating budgets, monitoring financial incomes and expenditures, planning assets management, procurement and tendering procedures, inventory control, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Formulate and evaluate the crisis management and emergency handling measures	110419L5	6
	Safe Environment	Formulate and maintain a sound system and effective measures on the safety of the environment	110425L5	6

	Management of Outsourcing	Formulate the outsourcing contracts, performance pledge, quality assessment and management plan	110450L5	6
BM	Repair, Maintenance & Improvement of a Property			
	Daily & Periodic Maintenance	Plan and manage the repair and maintenance works of the building, building facilities and services	110458L5	6
	Improvement & Enhancement of System & Installation	Formulate and pursue feasible plans on improvements and enhancements to building, building facilities and services, and energy efficiency	110463L5	6
	Purchasing & Outsourcing	Formulate and plan as a whole the purchasing and outsourcing of repair, maintenance and construction works, and the quality management	110470L5	6
FM	Facility Management relating to a Property			
	Club House, Cultural & Recreational facilities	Plan the improvement and enhancement programme for club house, cultural and recreational facilities	110520L5	6
	Shopping Centre, Industrial, Commercial &	Undertake asset assessment and facilities management of shopping centre and other	110530L5	6

	Other Premises	premises including commercial and industrial buildings		
	Management of Space & Venues	Plan as a whole on the management of space and venues and set up the rules and procedures	110542L5	3
	Application of Information Technology & Management of Smart Facilities	Plan on the application, update, and technicality of information technology and smart facilities management, and put forward the most advance technology	110548L5	6
FN	Finance and Asset Management relating to a Property			
	Asset Management & Financial Control	Formulate annual budget, arrange account audit and plan on asset management	110575L5	6
HR	Human Resources Management relating to a Property			
	Teamwork & Leadership	Formulate the plan on continuous improvement on the teams' services standard	110597L5	6
			Total Credit:	69