

iii. Foreman (Landscaping)

QF Level	Job Title	Foreman (Landscaping)
3	Job Descriptions	Supervising gardeners in all kinds of horticulture, tree beautification, conservation, safety and documentation works, supervising contractors to perform contract works, deploying personnel for suitable jobs, providing induction or on-the-job training, supervising the teams to complete tasks, supervising flower growth, conservation or procurement of flowers, planning and scheduling various work cycles, supervising employees to deal with unexpected accidents, verifying procurement materials and inventory, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Control on Cleanliness	Supervise subordinates to carry out works of control on cleanliness and pest, prevention of spread of diseases, and safety measures	110429L3	3
	Crisis & Emergency Handling	Supervise subordinates in handling hazardous and emergency cases	110417L3	3
	Arboriculture & horticulture - Beautify, Cultivation & Caring	Supervise subordinates to carry out various arboriculture and horticulture works, beautification, caring, safety and documentary works	110434L3	3
	Management of	Supervise the service	110448L3	2

	Outsourcing	contractors to carry out the contract and performance pledge		
OS	Property Management Services for Owners, Tenants & the Community			
	Customer Services & Community Relations	Lead subordinates to communicate with customers and carry out duties in customer services and community relations	110512L3	2
HR	Human Resources Management relating to a Property			
	Human Resources Planning, Recruitment and Training	Assign appropriate staff for different posts and shifts, induction and on-the-job training	110588L3	2
	Teamwork & Leadership	Supervise the teams to complete tasks	110595L3	2
	Occupational Health & Safety	Lead subordinates to carry out safety measures in work	110601L3	2
			Total Credit:	19