

### (3) Security Relating to a Property, Positions

#### i. Building / Carpark Attendant

QF Level	Job Title	Building / Carpark Attendant
1	Job Descriptions	Performing basic security duties such as access management, visitor registration, patrolling, crowd control, vehicle access monitoring, checking vehicle permits, charging, car park patrol reporting irregularities, directing traffic, arranging space for vehicle parking, handling emergencies (e.g. impounding vehicle ) as directed and keeping records, performing basic property management duties such as daily customer service, reporting on building damage or any irregularities, assisting in dealing with sudden or emergency incidents, assisting in liaison with outsourcing staff to provide services, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Security Management & Service	Perform basic guarding services for QASRS Refer to "Security Services Industry" UoC 107753L1		
	Crisis & Emergency Handling	Have knowledge on emergency situations	110415L1	2
	Safe Environment	Have knowledge on the safe environment of a property	110421L1	1

	Control on Private Road & Carpark	Carry out daily works on carpark and private road	110437L1	1
<b>BM</b>	<b>Repair, Maintenance &amp; Improvement of a Property</b>			
	Daily & Periodic Maintenance	Report damages and irregular conditions of a property and follow up on the works order	110452L1	2
<b>OS</b>	<b>Property Management Services for Owners, Tenants &amp; the Community</b>			
	Management Services & Communication	Carry out daily frontline property management services for owners, tenants and customers	110472L1	1
	Records & Reports	Know about records and reports	110479L1	1
	Customer Services & Community Relations	Carry out daily customer service duties	110510L1	1
<b>FM</b>	<b>Facility Management relating to a Property</b>			
	Carpark & Loading Areas	Carry out carpark and loading area control measures	110533L1	1
	Management of Space & Venues	Know the rules on use of space and venues	110538L1	1
	Application of Information Technology & Management of Smart Facilities	Know applications on building management and smart facilities	110544L1	1
<b>LW</b>	<b>Law in Practice relating to a Property</b>			
	The Government & Legal System	Know about government departments and public services organisations in relation to property management	110550L1	1

<b>FN</b>	<b>Finance and Asset Management relating to a Property</b>			
	Daily Income & Expenditure	Carry out daily fee-collection duties as instructed	110565L1	1
<b>HR</b>	<b>Human Resources Management relating to a Property</b>			
	Teamwork & Leadership	Complete tasks by cooperation among a team	110593L1	1
	Occupational Health & Safety	Carry out daily duties in a safe manner	110599L1	1
			<b>Total Credit:</b>	<b>16</b>