

ii. Technician

QF Level	Job Title	Technician
2	Job Descriptions	Performing general repair and maintenance works for water and electricity, carpentry, ironmongery and concrete works/facilities, assisting in handling emergencies, procuring materials as instructed, collecting basic information on buildings and building services, write reports / records / tools or material inventory, supporting contractors in carrying out maintenance, repair or construction works, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Handle emergency situations following prescribed steps	110416L2	2
	Safe Environment	Carry out the safe environment measures of a property	110422L2	2
BM	Repair, Maintenance & Improvement of a Property			
	Daily & Periodic Maintenance	Carry out general repair and maintenance works	110453L2	2
	Daily & Periodic Maintenance	Carry out general carpentry and ironmongery repair and maintenance works	110454L2	2
	Daily & Periodic Maintenance	Carry out general concrete repair and maintenance works	110455L2	2
	Improvement & Enhancement of System &	Collect basic information on improvement and enhancement items on building, building	110460L2	2

	Installation	facilities and services		
	Purchasing & Outsourcing	Purchase materials and support the process of repair, maintenance and construction works by contractors according to instructions	110467L2	2
OS	Property Management Services for Owners, Tenants & the Community			
	Records & Reports	Write incident report, keep record of management matters, dispatch and collect documents and maintain proper filing	110480L2	1
FN	Finance and Asset Management relating to a Property			
	Inventory Control	Handle inventory records and follow up on the inventory works	110583L2	1
HR	Human Resources Management relating to a Property			
	Teamwork & Leadership	Work in accord with colleagues	110594L2	1
	Occupational Health & Safety	Create a safe work environment	110600L2	2
			Total Credit:	19