

iii. Technical Foreman

QF Level	Job Title	Technical Foreman
3	Job Descriptions	Supervising subordinates to perform general repair and maintenance duties, organizing and inspecting the repair and maintenance of buildings (including carpentry and ironmongery and others), supervising the repair and maintenance works carried out by contractors, leading subordinates to implement safety measures, scheduling the duty rosters of staff, allocating manpower, deploying suitable staff to perform appropriate jobs, checking and accepting procured materials, supervising the procurement process, the contractors' construction process and quality, verifying records, reports and following-up, supervising subordinates to deal with emergency incidents, and training subordinates in relevant technical knowledge and skills, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Supervise subordinates in handling hazardous and emergency cases	110417L3	3
	Safe Environment	Supervise subordinates to Carry out the safe environment measures of a property	110423L3	3
BM	Repair, Maintenance & Improvement of a Property			
	Purchasing & Outsourcing	Purchase materials and support the process of repair, maintenance and construction	110467L2	2

		works by contractors according to instructions		
	Daily & Periodic Maintenance	Organize and check the repair and maintenance works of the building, building facilities and services	110456L3	3
	Improvement & Enhancement of System & Installation	Provide initial views on improvements and enhancements to the state of a building, building facilities and services	110461L3	3
	Purchasing & Outsourcing	Check and accept materials upon delivery and follow up on the process and quality control of repair, maintenance and construction works of contractors	110468L3	2
OS	Property Management Services for Owners, Tenants & the Community			
	Records & Reports	Verify and follow up on the records and reports	110481L3	3
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
	Occupational Health & Safety	Lead subordinates to carry out safety measures in work	110601L3	2
			Total Credit:	23