

iv. Technical Officer / Maintenance Officer

QF Level	Job Title	Technical Officer / Maintenance Officer
4	Job Descriptions	Leading subordinates to provide quality services such as site management and inspection, management of the construction and quality of outsourced contractors, implementation of maintenance of buildings, building services and facilities, execution of procurement and tendering works, implementation of emergency management, implementation of buildings, building services and facilities improvement plans and works, implementation of building efficiency improvement plans, execution of the inventory control procedures, safe environment and health management at workplace, liaising various departments or contractors for building handover works, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Crisis & Emergency Handling	Manage the crisis and emergency situations	110418L4	3
	Safe Environment	Train subordinates to carry out safe environment measures and promote awareness of keeping the building environment safe	110424L4	3
BM	Repair, Maintenance & Improvement of a Property			
	Purchasing & Outsourcing	Check and accept materials upon delivery and follow up on the process and quality control of repair, maintenance and	110468L3	2

		construction works of contractors		
	Daily & Periodic Maintenance	Manage the operational repair and maintenance works of the building, building facilities and services	110457L4	6
	Improvement & Enhancement of System & Installation	Pursue improvement and enhancement plans on building, building facilities and services, and energy efficiency	110462L4	6
	Purchasing & Outsourcing	Manage purchasing and outsourcing, and the process and quality of repair, maintenance, and construction works	110469L4	3
OS	Property Management Services for Owners, Tenants & the Community			
	Pre-management, Takeover & Handover	Master the procedures and lead subordinates to carry out steps on pre-management, property inspection, handover and takeover work	110501L3	3
FM	Facility Management relating to a Property			
	Application of Information Technology & Management of Smart Facilities	Manage the application and update on information technology and manage the smart facilities	110547L4	6
LW	Law in Practice relating to a Property			
	Contractual Arrangement	Draft specifications for property management services	110556L4	3

		contract, and execute the contract		
FN	Finance and Asset Management relating to a Property			
	Procurement & Tendering	Verify general procedures and documents on procurement	110578L 3	3
	Inventory Control	Execute the inventory control procedures	110585L 4	3
HR	Human Resources Management relating to a Property			
	Human Resources Planning, Recruitment and Training	Manage the manpower, training and performance appraisal within the property managed	110589L4	6
	Teamwork & Leadership	Lead the teams in the provision of quality services	110596L4	3
	Occupational Health & Safety	Manage risk assessment, occupational health and safety	110602L4	3
			Total Credit:	53