

vi. Chief Technical / Maintenance Manager

QF Level	Job Title	Chief Technical / Maintenance Manager
6	Job Descriptions	Continuous development of technical management for the maintenance and repair of building services and facilities, formulating contractual terms for various maintenance and repair works, approving financial budgets, income and expenditures, and asset management policies, devising the direction on team management and leadership, human resources development policy, formulating and planning as a whole the continuously improvements and enhancements of the building, building services and facilities, planning in overall on maintenance and repair management system, improving purchasing and outsourcing assessment and quality management systems, collaborating with project consultants, project contractors and building contractors to continuously improve the quality of works, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Safe Environment	Devise and continuously improve the safe environment policy	110426L6	6
	Environmental Protection	Plan on environmental protection and management policy	110446L6	6
BM	Repair, Maintenance & Improvement of a Property			
		Plan on the technicality of the	110459L6	6

	Daily & Periodic Maintenance	repair and maintenance of the building, building facilities and services		
	Improvement & Enhancement of System & Installation	Formulate and plan as a whole the continuously improvements and enhancements of the building, building services and facilities	110464L6	6
	Purchasing & Outsourcing	Devise the purchasing, outsourcing of repair, maintenance and construction works, assessment scheme and quality control system	110471L6	6
<b>OS</b>	<b>Property Management Services for Owners, Tenants &amp; the Community</b>			
	Pre-management, Takeover & Handover	Plan as a whole on the tendering, pre-management, takeover and handover related matters	110503L5	6
<b>LW</b>	<b>Law in Practice relating to a Property</b>			
	Contractual Arrangement	Review the provisions of contracts and legal documents and provide suggestions	110558L6	6
<b>FN</b>	<b>Finance and Asset Management relating to a Property</b>			
	Asset Management & Financial Control	Verify and approve on expenditure items and budget, develop internal audit procedures and policy on asset management	110576L6	6
	Procurement &	Devise and formulate	110581L6	6

	Tendering	procedures on procurement and tendering		
<b>HR</b>	<b>Human Resources Management relating to a Property</b>			
	Human Resources Planning, Recruitment and Training	Plan the overall human resources management, training and performance appraisal scheme	110590L5	6
	Occupational Health & Safety	Formulate the standards and guidelines on occupational health and safety	110603L5	6
			<b>Total Credit:</b>	<b>66</b>