

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Manage purchasing and outsourcing, and the process and quality of repair, maintenance, and construction works
Code	110469L4
Range	The works of purchasing and outsourcing of repair and maintenance in properties, applicable to management of purchasing and outsourcing, the process and quality of repair, maintenance, and construction works
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand legal requirements and code of practices</p> <ul style="list-style-type: none"> • Thoroughly understand the Building Management Ordinance, and other relevant legislations, codes of practice and the procurement procedures issued by the organisation • Thoroughly understand the procedures for managing the works quality of outsourced contractors <p>2. Execute the management of outsourcing and quality</p> <ul style="list-style-type: none"> • Be able to arrange purchasing, and seek quotations of repair and maintenance works in accordance with established procedures • Be able to draft procurement-related documents, such as invitation to quote or tender, project specifications, schedules or bills of quantities, etc. in accordance with procedures and requirements • Be able to effectively supervise suppliers, repair and maintenance or construction contractors to ensure that the project complies with the requirements, specifications, schedule, quality and safety standard • Be able to communicate effectively with contractors and hold regular meetings to make effective improvements or solutions to problems during the work process • Be able to assist in tender opening procedures and analysis of tenders
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Thoroughly understand the relevant legislations and the codes of practice of procurement and procedures issued by the company, and thoroughly understand the procedures for managing the works quality of outsourced contractors; • Be able to arrange procurement, and seek repair or maintenance quotations in accordance with the established procedures, be able to effectively supervise suppliers and contractors to ensure that the project meets the requirements and quality standards, and be able to communicate with the contractors to make effective solutions to problems that arising from work process; and • Be able to assist in tender opening procedures and analysis of tenders.
Remark	