

## (3) Mapping of UoCs for Car Park Officer

QF Level	Job Title	Car Park Officer		
4	<b>Job Descriptions</b>	Lead the team to supervise all aspects of car park management duties, carry out customer service duties, monitor the use of car park and private road, manage emergency situations, handle matters relating to insurance claims, prepare car park report, assign appropriate staff to suitable posts and arrange on-the-job training, etc.		
		<b>Name of the Specification of Competency Standards, UoCs</b>	<b>Code</b>	<b>Credits</b>
		Manage emergency situations	PMZZEM402A*	3
		Monitor the use of car park and loading area	PMZZFM403A	3
		Handle matters relating to insurance claims	PMZZOS403A*	3
		Lead subordinates to handle petty cash income and follow up on outstanding payment	PMZZFN301A*	3
		Assign appropriate staff to be on duty at different posts, arrange shift duties and on-the-job training	PMZZHR301A*	1.5
		Lead subordinates to carry out safety measures in property management work	PMZZHR303A*	1.5
		Lead the team in the provision of quality property management service	PMZZHR402A	3
		Customer service management	PMZZHR404A	6
			<b>Total</b>	<b>24</b>

**Remarks:** \*The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.