

(4) Mapping of UoCs for Technical Officer / Maintenance Officer

QF Level	Job Title	Technical Officer / Maintenance Officer		
4	Job Descriptions	Lead and manage subordinates for all maintenance works such as site inspection, tendering, project supervision and execution, supervise and manage emergency maintenance works, improvement on site projects, monitor contractors' performance, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Manage emergency situations	PMZZEM402A*	3
		Promote staff awareness of keeping the building environment safe	PMZZEM403A*	3
		Check and accept materials upon delivery and follow up on repair and maintenance works of contractors	PMZZBM303A	3
		Management of repair and maintenance works of a building	PMZZBM401A	9
		Pursue improvement and enhancement plans of a building	PMZZBM402A	6
		Manage purchasing and out-sourcing arrangement	PMZZBM403A	3
		Draft specifications for property management services contracts	PMZZLW402A	6
		Manpower planning and training for staff within the property managed	PMZZHR401A	6
		Lead the team in the provision of quality property management service	PMZZHR402A	3
		Occupational safety and health management in a property management environment	PMZZHR403A*	3
		Total		45
		Proposed new areas for formulating new UoCs:		
➤ Monitor contractors' performance				

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