

Property Management – Specification of Competency Standards

Unit of Competency

Functional Area : Facility Management (Carpark and Loading Area)

1. Name	Monitor the use of carpark and loading area	
2. Code	PMZZFM403A	
3. Range	Management work of common types of carparks and loading areas, including carrying out tender exercise, monitoring suppliers and contractors, and organizing subordinates to perform their work duties	
4. Level	4	
5. Credit	3	
6. Competency	<u>Performance Requirement</u>	
	6.1 Know about the codes	<ul style="list-style-type: none">● Understand thoroughly the codes of practices on procurement in accordance with the Building Management Ordinance and other relevant legislation
	6.2 Practices on the use of premises	<ul style="list-style-type: none">● Able to fully utilize the ancillary facilities of carpark and loading / unloading areas● Able to pass on instructions to subordinates systematically and organize their works in order to carry out carpark / loading bay management works reasonably and legally● Able to assist in drafting work instructions of carpark and loading bay management works
	6.3 Carry out tender exercises and monitor its effectiveness	<ul style="list-style-type: none">● Able to follow prescribed procedures to arrange tender exercises for the procurement and repair and maintenance works for carpark, loading bay and ancillary facilities● Able to effectively monitor the works of facility management service providers, and repair and maintenance contractors
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to fully understand relevant legal provisions and code of practice on procurement (ii) Able to organize subordinates systematically in carrying out their control duties in carparks and loading areas , and assist in drafting work instructions (iii) Able to effectively supervise, coordinate and monitor the work of contractors and suppliers	
8. Remarks		