

SKILLS FRAMEWORK FOR BUILT ENVIRONMENT					
SKILLS MAP - BUILDING EXECUTIVE/FACILITIES EXECUTIVE/PROPERTY EXECUTIVE					
Sector	Built Environment				
Track	Facilities Management				
Occupation	Premise and Facilities Executive				
Job Role	Building Executive/Facilities Executive/Property Executive				
Job Role Description	<p>The Building Executive/Facilities Executive/Property Executive manages personnel involved in different operations in the facilities to ensure clean, safe and functional environments. He/She deploys relevant personnel for timely actions in response to tenants' requests and feedback. He monitors the service delivery of third party service deliverers and tracks fault calls to ensure closure within a stipulated period of time. He also develops safety reports on the compliance and non-compliance of employees and third-party service deliverers in accordance with organisational Workplace Safety and Health (WSH) practices.</p> <p>He is an excellent communicator and has good organisational as well as interpersonal skills. He works at designated properties during business hours but is required to be on call after office hours in cases of emergency situations</p>				
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)		
			In accordance with: • Building Control Act • Building Maintenance and Strata Management Act • Electricity Act • Environmental Public Health Act and Regulations • Fire Safety Act • Public Utilities Act • Public Utilities (Water Supply) Regulations • Sewerage and Drainage Act • Sewerage and Drainage (Surface Water Drainage) Regulations • Water and Sewerage Act • Workplace Safety and Health Act		
				Manage facility operations	Manage the movements of building assets
					Manage facility operations and retrofitting activities
					Track cases for closure of fault calls within stipulated times
					Check documentation on procedures and schedules of custodial services
					Trigger timely procurement of consumable and non-consumable items
					Manage third parties service providers to ensure quality of services
	Deploy relevant personnel for timely actions in response to user requests and feedback				
	Review progress reports and recommend actions to be taken				
	Manage budgets and contracts	Source for quotations from third party service providers			
		Assist in the drafting of maintenance contracts and Service Level Agreements (SLA)			
		Identify custodial servicing needs and schedules in preparation of budget plans			
	Drive safety and sustainability	Develop safety reports on compliance and non-compliance with regulatory and organisational Workplace Safety and Health (WSH) policies			
		Support WSH accident, near misses and incident investigations			
		Develop environmental reports on compliance and non-compliance with EMS standards and practices			
		Recommend ways to improve environmental sustainability using insights gathered from data analyses			
	Manage people and organisation	Perform on-the-job coaching			
		Manage personnel involved in facility operations			
	Drive continuous improvement initiatives	Implement continuous improvement initiatives to improve time, cost and quality management			
		Provide input on the use of latest smart facilities management trends or technologies			
	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)		
	Building Management System Implementation and Control	Level 3	Service Orientation	Intermediate	
Condition-based Assets Monitoring Management	Level 2	Decision Making	Intermediate		
Continuous Improvement Management	Level 3	Problem Solving	Intermediate		
Contract Administration and Management	Level 2	Creative Thinking	Basic		
Data Collection and Analysis	Level 3	Digital Literacy	Intermediate		
Design for Safety	Level 3				

Skills & Competencies	Emergency Response Management	Level 3		
	Engineering Drawing Interpretation and Management	Level 2		
	Facilities Shut-down and Re-start	Level 3		
	Fire Protection System Maintenance	Level 3		
	Green Facilities Management	Level 2		
	Incident and Accident Investigation	Level 3		
	Indoor Environmental Quality Improvement	Level 2		
	Integrated Digital Delivery Application	Level 2		
	Inventory Management	Level 4		
	Life Cycle Costing and Analysis	Level 2		
	People Management	Level 3		
	Procurement Coordination and Policy Development	Level 3		
	Project Management	Level 2		
	Project Risk Management	Level 3		
	Quality System Management	Level 2		
	Robotic and Automation Technology Application	Level 2		
	Security Surveillance Management	Level 3		
	Smart Facilities Management	Level 2		
	Stakeholder Management	Level 3		
	Technical Inspection	Level 2		
	Technology Application	Level 2		
Value Engineering	Level 2			
Workplace Safety and Health Culture Development	Level 2			
Workplace Safety and Health Framework Development and Implementation	Level 3			
Programme Listing	For a list of Training Programmes available for the Built Environment sector, please visit: www.skillsfuture.sg/skills-framework/built-environment			

The information contained in this document serves as a guide.