

1. TITLE OF THE CERTIFICATE - ET ⁽¹⁾
Kinnisvarahaldur, tase 4
⁽¹⁾ In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾
Facility Operations Specialist, EstQF Level 4
⁽¹⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES
<p>A level 4 technical facilities manager works in a technical facilities management company or in a department of any economic sector organisation managing technical facilities. Their main tasks are to organise and supervise the upkeep of the technical facilities in accordance with the provisions of contracts concluded between the parties. A technical facilities manager at this level generally works autonomously but requires the guidance of a more senior professional to deal with complex situations and to make and implement strategic decisions. They will make operational decisions within the limits of their mandate.</p> <p>The holder of a level 4 technical facilities manager occupational qualification certificate has the skills to perform the following activities:</p> <p>1 Strategic management of technical facilities maintenance activities</p> <ul style="list-style-type: none"> - Scheduling of technical facilities maintenance activities - Drawing up and implementing a maintenance logbook - Preparing contracts for maintenance services <p>2 Tactical management of technical facilities maintenance activities</p> <ul style="list-style-type: none"> - Organising technical inspections on the facility - Maintaining the maintenance logbook - Pre-calculating maintenance services - Planning maintenance services - Supervising maintenance services - Organising procurements - Organising the supervision of technical facilities - Organising security measures on technical facilities - Organising emergency response - Managing small-scale construction and repair work - Signing lease contracts - Organising the functional safety of the technical facilities <p>3 Operational management of technical facilities maintenance activities</p> <ul style="list-style-type: none"> - Monitoring the condition of the technical facilities and the quality of maintenance service - Ensuring the functional safety of the facility - Cost of service analyses - Collecting maintenance-related data

^(*)Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu/et/home>

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- Preparing and submitting reports
- Carrying out cost analysis of maintenance activities
- Organising warranty management
- Communicating with technical facilities maintenance parties

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

Assistant manager, junior manager, manager's assistant

⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Occupational Qualification Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Qualification Framework level 4 European Qualification Framework level 4	Grading scale / Pass requirements passed/fail
Access to next level of education/training Facility Operations Specialist, EstQF Level 5	International agreements
Legal basis Occupational Qualifications Act (RT I 2008, 24, 156; 01.09.2008)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee