

1. TITLE OF THE CERTIFICATE - ET ⁽¹⁾**Kinnisvaraholdaja, EKR tase 4**⁽¹⁾ In the original language2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾**Facility Maintenance Technician, EstQF Level 4**⁽¹⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

Facilities Managers maintain building structures, technical systems and/or land, mainly working for companies operating in the field of property maintenance. Their main tasks are related to the maintenance of the land on which buildings stand, structures themselves, technical systems and interior spaces.

A Facilities Manager is guided in their activities by the legislation, standards and good practice in the field of property maintenance (Annex 3 to the OQS), as well as by general guidelines and publicly available guidance materials in the field.

Four occupational qualification standards have been developed for the profession of Facilities Manager:

- Facilities Manager, Level 3
- Facilities Manager, Level 4
- Property Manager, Level 5 and
- Property Manager (Technical Maintenance), Level 5
- Head of Facilities Management, Level 6

Facilities Manager, Level 4 is specialisation-based:

- a) Maintenance work on technical maintenance systems for buildings and structures on the property
- b) Maintenance work on building structures, the property and installations

Depending on the specialisation, the tasks include either the direct maintenance of buildings, technical systems, the property and structures and the performance of related tasks, or activities related to the maintenance of the building and the land surrounding it, carried out in accordance with the maintenance plan and the instructions given by the employer.

In the case of electrical work, the competence of a Facilities Manager is limited to such work permitted to the average person within the meaning of the legislation in force, provided that the Facilities Manager has completed safety training for electricians or holds an appropriate qualification or certificate of competence to carry out such work.

In the case of more complex work, the Facilities Manager informs their employer of the need for such work to be done or calls a specialist in accordance with the relevant instructions.

The Facilities Manager is responsible for the timely completion and high-quality results of their work.

A.2.1 Facilities management work

1. Maintenance, including scheduled maintenance of technical systems on properties
2. Maintenance, repairs and renovations on properties
3. Pinpointing and/or eliminating breakdowns and malfunctions
4. Fixing meter readings

^(*)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>

5. Ensuring compliance with occupational health and safety requirements
6. Responsibility for the preservation of material assets

MAINTENANCE WORK ON THE TECHNICAL SYSTEMS OF BUILDINGS AND SITE INSTALLATIONS

A.2.2 Technical maintenance of building structures

1. Maintenance of site structures (e.g. fences, gates, barriers and railings), main building structure, facades and foundations.
2. Maintenance of roofs and roof elements
3. Maintenance of windows, doors and other openings
4. Maintenance of a building's indoor facilities

A.2.3 Technical maintenance of heating systems and units

1. Maintenance of heating systems
2. Technical maintenance of heating systems
3. Pinpointing and eliminating heating system emergencies
4. Routine maintenance on heating units
5. Fixing heating-unit meter readings
6. Pinpointing and eliminating heating unit emergencies

A.2.4 Technical maintenance of water and sewerage systems

1. Maintenance of water and sewerage systems
2. Pinpointing and eliminating water and sewerage system emergencies
3. Fixing water meter readings

A.2.5 Technical maintenance of ventilation and cooling systems

1. Maintenance of ventilation and cooling systems
2. Pinpointing and eliminating ventilation and cooling system emergencies

A.2.6 Technical maintenance of electrical installations

1. Inspection of the technical condition of electrical installations
2. Preventive and corrective maintenance work

A.2.7 Supervision of the operation of weak-current installations and technical maintenance of safety systems and special equipment

1. Monitoring the operation of weak-current installations, security systems and special equipment
2. Simple maintenance of and adjustments to weak-current installations, security systems and special equipment

MAINTENANCE OF BUILDING STRUCTURES, PROPERTY AND INSTALLATIONS

A.2.8 Maintenance and landscaping of property

1. Cleaning of pavements, pathways, driveways and car parks
2. Cleaning building exteriors
3. Cleaning and maintenance of wooded parks and other green areas
4. Cleaning of sports facilities and playgrounds
5. Cleaning the banks of water bodies
6. Other maintenance work

A.2.9 Cleaning of building structures

1. Cleaning of structures on a property (e.g. fences, gates, barriers and railings), the main building structure, facades and foundations
2. Cleaning of roofs and roof elements

A.2.10 Interior cleaning operations

1. Choosing the appropriate tools for the job
2. Selection, addition and installation of hygiene accessories
3. Cleaning of main, common and technical rooms
4. Maintenance of the surfaces of main, common and technical rooms and special cleaning work
5. Other one-off and special-purpose cleaning work
6. In-house waste management work

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

Facilities manager, janitor, maintenance worker, general repairman

⁽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 Work Supervisor, 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