

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD159 – GOVERNMENT SECRETARIAT : DEVELOPMENT BUREAU (WORKS BRANCH)

Subhead 000 Operational expenses

HEAD 118 – PLANNING DEPARTMENT

Subhead 000 Operational expenses

HEAD 33 – CIVIL ENGINEERING AND DEVELOPMENT DEPARTMENT

Subhead 000 Operational expenses

Members are invited to recommend to the Finance Committee the following proposals –

Development Bureau (Works Branch)

(a) the creation of the following permanent posts –

1 Chief Architect

(D1) (\$112,200 - \$122,650)

1 Chief Electrical and Mechanical Engineer

(D1) (\$112,200 - \$122,650)

1 Chief Geotechnical Engineer

(D1) (\$112,200 - \$122,650)

to be offset by the deletion of the following permanent posts –

3 Chief Engineer

(D1) (\$112,200 - \$122,650)

/Planning

Planning Department

(b) the creation of the following permanent post –

1 Chief Engineer
(D1) (\$112,200 - \$122,650)

to be offset by the deletion of the following permanent post –

1 Chief Town Planner
(D1) (\$112,200 - \$122,650)

Civil Engineering and Development Department

(c) the creation of the following permanent post –

1 Government Geotechnical Engineer
(D2) (\$133,150 - \$145,650)

to be offset by the deletion of the following permanent post –

1 Government Engineer
(D2) (\$133,150 - \$145,650)

PROBLEM

There is a need to rationalise the existing designation of 17 directorate posts in Development Bureau (Works Branch) (DEVB(WB)), Planning Department (PlanD), Civil Engineering and Development Department (CEDD) and Electrical and Mechanical Services Department (EMSD) from multi-disciplinary (MD) posts (posts created in a particular grade while being open to other professional grades) to designated grade (i.e. single disciplinary) posts for meeting changing operational needs and optimising the use of limited staff resources.

/PROPOSAL

PROPOSAL

2. We propose to –
- (a) convert 17 MD directorate posts including seven in DEVB(WB)¹, two in PlanD, one in CEDD and seven in EMSD to designated grade (i.e. single disciplinary) posts; and
 - (b) regrade five of the 17 directorate posts in (a) including three in DEVB(WB), one in PlanD and one in CEDD,

to meet changing operational needs and enhance utilisation of limited human resources and staff planning. The proposals are cost-neutral and will not result in an increase in the establishment of the bureau/departments. The list of 17 MD posts is at Enclosure 1.

Encl. 1

JUSTIFICATION**Development Bureau (Works Branch)**

3. DEVB(WB) is responsible for a wide range of policy portfolios covering the delivery of the Public Works Programme; management of construction manpower; water supply; flood prevention; slope safety; lift and escalator safety; heritage conservation; greening, landscape and tree management; Energizing Kowloon East initiative; and housekeeping the Works group of departments, namely ArchSD, CEDD, DSD, EMSD and WSD. Most of these policy responsibilities are undertaken by seven Chief Assistant Secretary (CAS) posts created at the rank of Chief Engineer (CE) (D1) which are also open to be filled by other professional grades in the PL and Works groups of departments¹. These professional grades can be broadly classified into the architectural, engineering, surveying and town planning disciplines.

4. The main policy responsibilities of the seven CAS posts are as follows –

CAS(W)1 Overseeing the implementation and overall spending on the ten major infrastructure projects and other public works projects under the Public Works Programme; providing support on policy issues of slope safety; and overseeing the policy on green government buildings.

/CAS(W)2

¹ The Development Bureau is composed of two Branches, namely Planning and Lands (PL) Branch and Works Branch with nine departments under its purview. The PL group of departments comprises Buildings Department, Lands Department, PlanD and Land Registry. The Works group of departments comprises Architectural Services Department (ArchSD), CEDD, Drainage Services Department (DSD), EMSD and Water Supplies Department (WSD).

- CAS(W)2 Implementing and monitoring policies on heritage conservation; devising and taking forward new initiatives on heritage conservation including the “Revitalising Historic Buildings Through Partnership Scheme”; implementing the heritage assessment mechanism for new capital works projects; devising economic incentives for conservation of privately-owned historic buildings; and extending financial assistance on maintenance to privately-owned graded historic buildings.
- CAS(W)3 Overseeing the implementation of major infrastructure projects such as the Kai Tak Development, Liantang/Heung Yuen Wai Boundary Control Point, etc.; and providing support on matters related to increasing land supply through reclamation, rock cavern development and underground space development in urban areas.
- CAS(W)4 Providing support in various policy issues related to public safety including lift and escalator safety, and the control of water-cooled air conditioning systems for the prevention of Legionnaires Disease; water supply including total water management strategy and water tariff review; and contract administration.
- CAS(W)5 Providing support in various policy issues related to the delivery of public works projects in a safe, sustainable and quality manner including construction site safety, construction standards, environmental management and green procurement; flood prevention; and road excavation permit.
- CAS(W)6 Overseeing the operation of the Construction Industry Council (CIC) in implementing the Construction Workers Registration Ordinance; monitoring the overall manpower situation in the local construction industry and assisting in formulating manpower resource policies and strategy; overseeing the implementation of training initiatives and trade testing provisions of CIC in meeting the anticipated demand for construction workers and technicians/supervisors; and overseeing the implementation of promotion and publicity plan and other image building initiatives for the construction sector.
- CAS(W)7 Assisting in formulating and implementing policies on contract and consultancy service procurement involving engineering, architectural and other construction-related disciplines; management of these contractors and consultants including administration, performance monitoring and regulating actions; promoting local professional services (including engineering and architectural amongst other disciplines) outside Hong Kong; and formulating and implementing policies on application of information technology in DEVB.

5. A recent review of the job requirements of these posts reveals that in order to deliver our wide range of policy portfolios effectively and efficiently, we require a workforce at the chief professional level (D1) comprising both architectural and engineering disciplines. The core expertise of these disciplines is closely and directly related to the implementation of works projects and the works policy responsibilities of DEVB(WB). In view of their knowledge and experience in project management and/or engineering background, architects, civil engineers and geotechnical engineers are more suitable than the surveying and town planning disciplines for overseeing the effective planning, management and implementation of the overall Public Works Programme and the implementation of some major infrastructural projects. We require professionals having an engineering background to formulate and implement construction manpower policies to support the delivery of public works projects under DEVB(WB)'s policy purview. We also require architectural and engineering disciplines, which are familiar with the responsibilities and operations of the Works group of departments, to help deliver DEVB(WB)'s policy responsibilities over its departments in the areas of total water management, flood prevention, slope safety, lift and escalator safety, heritage conservation, etc., and in formulating other works-related policies and technical and site safety standards and guidelines for compliance by the departments.

6. According to posting records of the seven CAS posts in the last 15 years, whilst the posts were predominantly filled by engineers, they have also been filled by officers from the Architect, Electrical and Mechanical Engineer and Geotechnical Engineer grades. All of these professional grades are managed by the Works group of departments.

7. Having regard to DEVB(WB)'s operational requirements and experience, we propose to establish a multi-disciplinary team at the chief professional level (D1) comprising four engineers, one architect, one electrical and mechanical engineer and one geotechnical engineer, through converting all the seven CE posts from MD to designated grade (i.e. single disciplinary) posts, and regrading three of them to comprising one Chief Architect (CA) (D1), one Chief Electrical and Mechanical Engineer (CEME) (D1) and one Chief Geotechnical Engineer (CGE) (D1) while maintaining the CE grading of the remaining four posts. The regrading proposal entails creating three permanent posts, namely one CA, one CEME and one CGE, offset by the deletion of three CE posts. Apart from undertaking the duties and responsibilities of the respective posts, the CA, CEME and CGE will also have to provide support to other works areas which require their professional expertise. For example, the CGE will also provide advice and assistance in activities related to the safe and economic utilisation and development of land handled by other sections, in addition to undertaking the duties and responsibilities of the CAS post regraded as CGE.

8. On the grading of individual CAS posts, in view of their demand for a relatively stronger engineering background for delivering the relevant programmes and policy initiatives, we propose to maintain the CE grading of the posts of CAS(W)2, CAS(W)3, CAS(W)5 and CAS(W)6. Having regard to the relatively stronger demand for knowledge and experience in electrical and mechanical systems, we propose to regrade the CAS(W)4 post to the CEME rank. We propose to regrade the CAS(W)7 post to the CA rank, having regard to the relatively richer knowledge and experience of architects in project management and contract/consultancy management, and the substantial share of construction and consultancy services being related to the architectural discipline. As regards the CAS(W)1 post which looks after, inter alia, the policy on slope safety, we propose to regrade it to the CGE rank.

Encls. 9. The duty lists of CAS(W)1-7 and the existing and revised
2(a)-(g) organisation chart of DEVB(WB) are at Enclosures 2(a) to 2(g) and Enclosure 3
Encl. 3 respectively.

10. The above proposal seeks to provide the optimum staff complement for DEVB(WB) to deliver its policy responsibilities and enhance its operational effectiveness and efficiency. As MD posts do not come under the establishment of any particular grade, this has compromised on the effectiveness of staff planning and development by respective heads of grade concerned (i.e. Director of Architectural Services in respect of the Architect grade, Director of Civil Engineering and Development in respect of the Engineer and Geotechnical Engineer grades, and Director of Electrical and Mechanical Services in respect of the Electrical and Mechanical Engineer grade). Converting the MD posts to designated grade ones will be conducive to overall staff planning and deployment by the heads of grade concerned.

Planning Department

11. There are two directorate posts in PlanD, namely Chief Town Planner/Strategic Planning (CTP/SP) (D1) and Chief Town Planner/Cross-boundary Infrastructure & Development² (CTP/CID) (D1) at the rank of CTP (D1), which are open to be filled by officers in both the Town Planner grade and the Engineer grade. When the posts were created in 1989 and 1990, the work involved strategic planning and devising engineering proposals for port and

/airport

² The two posts were formerly known as Chief Town Planner/Port and Airport Development Strategy, and Chief Town Planner/Planning Services when created in 1989 and 1990 respectively vide FCR(89-90)111. The former post was later re-titled as CTP/SP; and the latter as CTP/Transport Studies and Central Data and subsequently as CTP/CID.

airport development strategy as well as development and application of land use-transport models for territorial development strategy and other major planning studies. The post-holders were required to have solid experience and professional knowledge in planning and/or civil engineering.

12. In selecting suitable officers from the two eligible grades to fill the posts, PlanD has taken into consideration the officers' knowledge and experience vis-à-vis the prevailing operational requirements. Over the years, the work of the posts has changed in response to the Department's changing operational needs and the planning developments in Hong Kong. CTP/SP and CTP/CID have consistently been filled by CTPs and CEs respectively since 1996.

13. PlanD has recently reviewed the work requirements of the two posts. CTP/SP supervises the Strategic Planning (SP) Section and provides professional inputs to various strategic land development proposals, studies on land requirement for Hong Kong and area improvement studies. It requires professional knowledge in strategic planning and solid experience in carrying out major planning and development studies. Moreover, CTP/SP is responsible for the regular review and updating of the Hong Kong Planning Standards and Guidelines, which is a government manual of criteria for determining the scale, location and site requirements of various land uses and facilities. The post thus requires mainstream knowledge and practical experience in planning.

14. CTP/CID heads the Cross-boundary Infrastructure & Development (CID) Section, the major work of which involves cross-boundary transport studies, transport modelling and integrated planning of cross-boundary transport infrastructure and land uses. The post-holder is responsible for supervising the development of transport models and database; preparation of traffic and travel projections and in-house traffic assessments; providing traffic engineering inputs for planning studies; co-ordinating PlanD's inputs on key transport infrastructure; and representing the Department to attend high-level meetings on traffic projection and related matters. The early stage of planning of cross-boundary transport infrastructure falls within the purview of PlanD. That said, as knowledge on key infrastructure developments, in particular transport infrastructure, of Hong Kong and the neighbouring Mainland cities is essential, to enable the provision of proper steer to the work of the section, the post-holder should have solid professional knowledge and experience in civil engineering with focus on transport matters.

15. Having regard to the present work requirements and the relevant posting history of the posts, PlanD finds that each of the two posts requires predominantly the skills of a single discipline: CTP/SP calls for the core expertise

of the Town Planner grade, and CTP/CID that of the Engineer grade. PlanD therefore proposes to convert CTP/SP from MD to designated grade post to be filled by the Town Planner grade only; and regrade CTP/CID to a CE post by creating a CE post to be filled by the Engineer grade only and re-title it as Chief Engineer/Cross-boundary Infrastructure & Development (CE/CID) which will be offset by the deletion of a CTP post.

Encls. 16. The revised job descriptions of the posts and the organisation chart
4(a)-(b) of PlanD are at Enclosures 4(a) and 4(b) and Enclosure 5 respectively.
Encl. 5

Civil Engineering and Development Department

17. CEDD comprises the Headquarters (HQs), two functional Offices (Civil Engineering Office (CEO) and Geotechnical Engineering Office (GEO)) and four Development Offices (DevOs). At the HQs, the three Assistant Directors (ADs), namely Assistant Director (Administration) (AD(A)), Assistant Director (Development) (AD(D)) and Assistant Director (Technical) (AD(T)), at the rank of Government Engineer (GE) (D2), provide support to the Deputy Director of Civil Engineering and Development (DDCED, ranked at Principal Government Engineer) (D3) on administration, grade management, financial control, co-ordination of territory-wide development proposals and central technical services.

18. Professionals in CEDD belong mainly to the two professional grades of Engineer and Geotechnical Engineer. At present, almost all Geotechnical Engineers serve in the GEO, whilst Engineers serve in the HQs, CEO and the four DevOs. A recent grade review of the three AD posts reveals that it is operationally advisable for AD(T) to be regraded as a Government Geotechnical Engineer (GGE) (D2), given the fact that the Geotechnical Engineer grade has been leading the technical development and applications for the Department, with the support of their rich experience and knowledge in advanced engineering, geological/geographic and information technologies. Since November 2010, a Geotechnical Engineer grade officer has been occupying the AD(T) post. Experience has shown that the deployment of a GGE at the HQs is able to achieve better synergy between the two professional grades in promoting technical excellence and knowledge management for the Department. As at 1 April 2013, there were 310 Engineer grade and 202 Geotechnical Engineer grade posts on the establishment of CEDD. We consider that a balanced support from the two professional grades at the AD level is beneficial to the leadership of the Department. We therefore propose to regrade AD(T) post from a GE to a GGE post by creating a permanent post of GGE to be offset by the deletion of a GE post. The duty list of AD(T) and the organisation chart of CEDD are at Enclosure 6 and Enclosure 7 respectively.

Encls.
6 & 7

19. For AD(A) and AD(D), the review concluded that they should continue to be GE posts in view of the nature of their main duties. One of the main duties of AD(A) is to provide support to DDCED on the overall management of the Engineer grade (with an establishment of 1 202 as at 1 April 2013)³. It should continue to be a GE post. AD(D) mainly provides support on co-ordination of territory-wide development proposals requiring knowledge and expertise in managing civil engineering works, projects and consultancies. We consider it appropriate for AD(D) to remain as a GE post.

Electrical and Mechanical Services Department

20. The Director of Electrical and Mechanical Services (DEMS) is the head of grade of three streams of engineers: Electrical and Mechanical Engineer (EME), Building Services Engineer (BSE) and Electronics Engineer (EE) which make up the core professional engineering members of EMSD. They look after different electrical and mechanical (E&M) systems/equipment covering respectively those of electrical, mechanical and air-conditioning (EMA), building services (BS), and electronics engineering applications.

21. There are a total of seven MD chief professional (D1) posts in EMSD which were created in one designated grade, which are also open to be filled by officers of two or three of the EME, BSE and EE grades, as listed at Enclosure 1. Having examined carefully the prevailing job requirements of these posts, the Department considers that it would be more appropriate and efficient to fill these posts by officers from the designated grade of the posts only, for reasons as explained in paragraphs 22 to 30 below.

Regulatory Services

Chief Engineer/Energy Efficiency A (CE/EEA)

22. The post was created at the Chief Electrical and Mechanical Engineer rank in 1994⁴ to assist in leading a new Energy Efficiency Office (EEO). As the tasks of the EEO require expertise support mainly from the BS and E&M streams, the post, then being the only chief professional post in the office, was open to both the EME and BSE streams. In 2000, another chief professional post

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³ The Director of Civil Engineering and Development is the Head of the Engineer grade with members of the grade posted to work in different bureaux and departments including DEVB(WB), Transport and Housing Bureau, Highways Department, CEDD, DSD, Transport Department, etc.

⁴ The post was created in 1994 vide EC(94-95)19.

at the Chief Building Services Engineer rank (CBSE) (entitled CE/EEB) was created in EEO to promote the wider use of water-cooled air-conditioning systems, explore opportunities for using renewable energy in buildings and examine regulatory controls for energy efficiency and conservation. Since then, CE/EEA has mainly been responsible for tasks under the E&M stream. To more accurately reflect this balance of expertise in EEO for supporting the wide range of energy efficiency and conservation initiatives, it is proposed to convert CE/EEA from MD to designated grade post to be filled by officers from the EME grade only.

Trading Services

23. By way of background, upon the establishment of the Electrical and Mechanical Services Trading Fund (EMSTF) on 1 August 1996, to facilitate the management of the divisions, the six division head (D1) posts were converted to MD posts which were open to the other two professional disciplines in addition to the grade designated for the posts in 1996 and 1997⁵. Each of them heads a team comprising officers of different disciplines, streams and trades looking after a distinct sector of the Trading Fund. Opening up of the posts enables the management to select the most suitable officers from the core professional grades of the Department to acquire exposure and training in the fields related to the operation of the Trading Fund including marketing, sales and commercial competitiveness. With 16 years' experience since the setting up of the new organisation structure for the EMSTF, it is found that opportunities for exposure to and training in trading fund related operations are widely available to the professionals in the Department, a teamwork spirit comprising staff of different professions has been deeply ingrained in all staff, and a customer-oriented culture has been firmly established.

24. On the other hand, past experience also reveals that it would be more effective and efficient if the division heads are more familiar with the nature of the core or critical services of respective divisions. Having carefully examined the services and the detailed features of the divisions, it is considered more appropriate and efficient in terms of divisional operations as well as staff planning and deployment for the six chief professional posts to be filled by officers from the designated grade of the posts, which accords with the weight and nature of the respective services delivered by the divisions, as explained in paragraphs 25 to 30 below.

/Chief

⁵ The six chief professional posts were converted to MD posts vide EC(96-97)35 and EC(97-98)19.

Chief Engineer/Transport, Security & Central Services (CE/TSCS)

25. Transport, Security and Central Services Division (TSCSD) provides engineering services, which include operation, maintenance, project management, consultancy, and professional and technical services, to various government departments in particular those involved in the provision of government transport and security services, such as Highways Department, Hong Kong Police Force, etc. In terms of professional expertise, volume of work and foreseeable new business ahead, the major share of the TSCSD's engineering services provided to these departments, including roads and tunnel facilities, lighting and ventilation and security systems, is in the EME field. A division head possessing the EME expertise and experience is in a better position to ensure delivery of reliable and high quality engineering services. It is proposed to convert the post from MD to designated grade post to be filled by officers from the EME grade only.

Chief Engineer/Projects (CE/Projects)

26. The Projects Division provides project management and consultancy services to government bureaux and departments on the design of electrical, mechanical, electronics, and Information and Communications Technology systems. Of its 13 sub-divisions, eight of them provide full electronics engineering support while the remaining five deliver mainly E&M services. The majority of the professionals in the division are also in the Electronics discipline, reflecting the major portion of the division's business. A division head in the Electronics profession would serve the Department and its clients better in leading the professionals, looking after daily operations and developing expertise to cater for the rapid advancement in technology in the field of electronics and information technology. It is proposed to convert the post from MD to designated grade post to be filled by officers from the EE grade only.

Chief Engineer/General Engineering Services (CE/GES)

27. The operations of General Engineering Services Division cover mainly two distinct areas with 11 sub-divisions. Eight sub-divisions specialise in BS engineering work in both new and existing government buildings and the other three provide the operation and maintenance services of engineering equipment/system. This emphasis on the BS expertise is also reflected in the high percentage of the BS professionals in the division. Given that the major share of business belongs to BS works, a CBSE who is more familiar with the BS engineering issues could better meet the daily operational requirements and render greater assistance to the clients. It is proposed to convert the post from MD to designated grade post to be filled by officers from the BSE grade only.

/Chief

Chief Engineer/Municipal (CE/Mun)

28. Municipal Sector Division provides project management, operation and maintenance services of E&M, air-conditioning, electronics and BS systems to the Leisure and Cultural Services Department, the Food and Environmental Hygiene Department, the Marine Department and the Hong Kong Post. While the division provides all three types (EMA, BS and electronics engineering) of services, the majority of its staff is of the E&M discipline, reflecting the significant amount of E&M services. Moreover, the division maintains numerous specialised and critical E&M systems at major venues such as stage lighting/equipment, cremators, swimming pools, etc. which are vital to the operations of the above-mentioned departments and their provision of services to the public. CE/Mun would therefore serve the customers better if he/she is in the EME profession as he/she would then better appreciate the requirements of the critical systems and be in a better position for forward planning of the division's service delivery. It is proposed to convert the post from MD to designated grade post to be filled by officers from the EME grade only.

Chief Engineer/Health Sector (CE/HS)

29. Health Sector Division (HSD) provides operation and maintenance services of electronics, electrical, mechanical, air-conditioning and building service systems to the Hospital Authority (HA), Department of Health and Government Laboratory. The electronics engineering (including biomedical engineering) services provided are extremely critical to HA's delivery of medical services to the public. The upkeeping of the maintenance standards of the biomedical equipment is of prime importance to the safety of the patients. Due to the modern specialised application of electronics and computerised control of medical and scientific equipment, and the possible associated increasing number of incident investigations to be conducted, a Chief Electronics Engineer (CEE) familiar with the equipment and the industry would carry out the work more effectively and efficiently. Moreover, HSD is the only establishment within the government structure that provides training on medical electronics and sets the standards of maintenance in the medical electronics field. Therefore, a CEE with the appropriate background would nurture the growth of the Division more effectively to cater for the demand of high quality health services. It is proposed to convert the post from MD to designated grade post to be filled by officers from the EE grade only.

Chief Engineer/Business Development (CE/BD)

30. The Business Development Division is responsible for providing corporate business support and planning in various areas including computer support services, quality, occupational safety and health matters, and store management functions in EMSTF. It aims to ensure that E&M engineering

/services

services in respect of operation and maintenance, project management, consultancy and advisory services are delivered to the client bureaux/departments on time, within budget and of quality to support our clients in providing efficient, reliable and quality services to the community. In order to provide professional corporate support services to help EMSTF sustain its long term business, it is more appropriate for the post-holder to possess profound experience in and be familiar with E&M systems, which are the core engineering services by business volume of EMSTF. It is proposed to convert the post from MD to designated grade post to be filled by officers from the EME grade only.

Encls.
8(a)-(g)
Encl. 9

31. The duty lists of the seven chief professional posts and the existing and revised organisation chart of EMSD are at Enclosures 8(a) to 8(g) and Enclosure 9 respectively.

STAFF CONSULTATION

32. We have consulted members of the professional grades in the PL and Works groups of departments on the conversion of MD posts to designated grade posts and the regrading proposals. The staff in general support the proposals.

ALTERNATIVES CONSIDERED

33. Optimisation of the limited staff resources in terms of employing the right staff with the required professional background and experience is essential. This is especially pertinent given that DEVB is facing increasing workload arising from the initiatives for increasing land supply and the soaring capital works expenditure of over \$70 billion in each of the next few years. Taking into account the operational requirements of the posts concerned, we consider that there is no longer the need for DEVB(WB), CEDD, EMSD and Plan D to maintain the MD status of the above-mentioned posts as opposed to turning them into designated grade posts as proposed, for the purpose of selecting the most suitable officers for filling such posts. Maintaining the MD status of the posts concerned in the circumstances is also not conducive to staff planning and deployment.

FINANCIAL IMPLICATIONS

34. The conversion of MD posts to designated grade posts and the regrading proposals are cost-neutral.

/PUBLIC

PUBLIC CONSULTATION

35. We consulted the Legislative Council Panel on Development on the proposal on 23 April 2013. Members supported the proposal.

BACKGROUND

36. Prior to 1982, the then Public Works Department (PWD) was a federal department comprising a Headquarters and a number of offices including the Architectural Office, Buildings Ordinance Office, Crown Lands and Survey Office, New Territories Development Department, Civil Engineering Office, Highways Office, Electrical and Mechanical Office, Waterworks Office, etc., managing over 15 professional grades which were broadly classified into the architectural, engineering, surveying and town planning disciplines. In 1982, the PWD Headquarters were re-organised as the then Lands and Works Branch (LWB) under the Government Secretariat and other offices were upgraded to departments under LWB's policy responsibility in different stages. These departments except the Highways Department⁶ form the present PL group and Works group of departments. To enable the then Secretary for Lands and Works to effectively oversee the planning and development of the public works programme and to ensure the best use of resources available, the then LWB played a much more active role in monitoring and co-ordinating its departments than was usually expected from a Secretariat policy branch, e.g. undertaking executive responsibilities such as central co-ordination of training, computer services, publicity and financial monitoring of expenditure, etc.

37. Against the above background and in view of their job nature and requirements, a number of directorate professional posts under the "Works" portfolio⁷ were created in the Engineer grade and designated as MD posts open for filling by all of the professional grades in the PL and Works groups of departments. These posts generally call for the professional background and experience of a works discipline, but not the core expertise of a particular works discipline. Officers from any works discipline could perform the duties provided that they possessed the ability and aptitude to undertake the full duties of the post. For example, the post of Chief Engineer heading the Training Unit in the then PWD Headquarters created in 1980 for devising training policies and monitoring

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⁶ The Highways Department has been under the policy responsibility of the Transport and Housing Bureau since 2007.

⁷ LWB was re-organised into the Planning, Environment and Lands Branch and Works Branch in 1989, the Planning, Environment and Lands Bureau and Works Bureau in 1997, Planning and Lands Bureau and Works Bureau in 2000, Housing, Planning and Lands Bureau and Environment, Transport and Works Bureau in 2002 and Development Bureau in 2007.

the progress of professional and technical grades training schemes for various works disciplines in the then lands and works departments were open for filling by officers from all of the works disciplines i.e. all the professional grades in the present PL and Works groups of departments.

38. Similarly, in the PL and Works groups of departments, due to the job nature and requirements or operational requirements, some directorate posts in CEDD, EMSD and PlanD were created in one designated grade while being open for filling by some or all of the professional grades managed by respective departments, and even those managed by other departments in the PL and Works groups.

39. In the light of the re-organisation of bureaux/departments, and changes in job and operational requirements over the years, DEVB(WB) and the departments concerned have reviewed the arrangements for filling these posts. The review concluded that these posts should be converted from MD to designated grade posts, with some of them regraded, to be filled by officers from the designated grade only, in order to enhance operational effectiveness and efficiency, and utilisation of limited human resources and staff planning.

ESTABLISHMENT CHANGES

40. The establishment changes in DEVB(WB), PlanD, CEDD and EMSD for the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (As at 1 May 2013)	As at 1 April 2013	As at 1 April 2012	As at 1 April 2011
DEVB (WB)				
A	24+(2)#	24+(2)	24	24
B	82	82	74	74
C	120	120	117	117
Total	226+(2)	226+(2)	215	215
PlanD				
A	25+(2)#	25+(2)	25+(1)	25
B	255	255	250	244
C	512	512	506	499
Total	792+(2)	792+(2)	781+(1)	768

/CEDD

Establishment (Note)	Number of posts			
	Existing (As at 1 May 2013)	As at 1 April 2013	As at 1 April 2012	As at 1 April 2011
CEDD				
A	51+(3)#	51+(3)	51+(3)	51+(3)
B	547	538	528	526
C	1 156	1 154	1 149	1 149
Total	1 754+(3)	1 743+(3)	1 728+(3)	1 726+(3)
EMSD				
A	25#	25	25	25
B	498	494	477	449
C	3 381	3 381	3 376	3 371
Total	3 904	3 900	3 878	3 845

Note:

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks, the maximum pay point of which is above MPS Point 33 or equivalent

C – non-directorate ranks, the maximum pay point of which is at or below MPS Point 33 or equivalent

() numbers of supernumerary directorate posts

as at 1 May 2013, there is no unfilled directorate post in DEVB(WB), PlanD, CEDD and EMSD

CIVIL SERVICE BUREAU COMMENTS

41. The Civil Service Bureau is satisfied that the proposed conversion of 17 MD posts to designated grade posts and regrading five of them are functionally justified. The grading and ranking of the posts involved are appropriate having regard to the level and scope of the responsibilities and professional input required.

ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

42. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the permanent directorate posts would be appropriate if the proposal was to be implemented.

**List of 17 Multi-disciplinary Posts in Development Bureau
and its Group of Departments**

Bureau/ Department	Multi-disciplinary post	Post created in the rank of	Proposed designation of rank
DEVB (WB)	Chief Assistant Secretary (Works)1 ^{Note} (D1)	CE	CGE
	Chief Assistant Secretary (Works)2 (D1)	CE	CE
	Chief Assistant Secretary (Works)3 (D1)	CE	CE
	Chief Assistant Secretary (Works)4 ^{Note} (D1)	CE	CEME
	Chief Assistant Secretary (Works)5 (D1)	CE	CE
	Chief Assistant Secretary (Works)6 (D1)	CE	CE
	Chief Assistant Secretary (Works)7 ^{Note} (D1)	CE	CA
PlanD	Chief Town Planner/Strategic Planning (D1)	CTP	CTP
	Chief Town Planner/Cross-boundary Infrastructure & Development ^{Note} (D1)	CTP	CE
CEDD	Assistant Director (Technical) ^{Note} (D2)	GE	GGE
EMSD	<i>Regulatory Services</i>		
	Chief Engineer/Energy Efficiency A (D1)	CEME	CEME
	<i>Trading Services</i>		
	Chief Engineer/Transport, Security & Central Services (D1)	CEME	CEME
	Chief Engineer/Projects (D1)	CEE	CEE
	Chief Engineer/ General Engineering Services (D1)	CBSE	CBSE
	Chief Engineer/Municipal (D1)	CEME	CEME
	Chief Engineer/Health Sector (D1)	CEE	CEE
	Chief Engineer/Business Development (D1)	CEME	CEME

Legend

CA	Chief Architect	D1	Directorate Pay Scale D1
CE	Chief Engineer	D2	Directorate Pay Scale D2
CEDD	Civil Engineering and Development Department	DEVB(WB)	Development Bureau (Works Branch)
CEE	Chief Electronics Engineer	EMSD	Electrical and Mechanical Services Department
CEME	Chief Electrical and Mechanical Engineer	GE	Government Engineer
CGE	Chief Geotechnical Engineer	GGE	Government Geotechnical Engineer
CTP	Chief Town Planner	PlanD	Planning Department

Note Post proposed to be regraded

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 1

Rank : Chief Geotechnical Engineer (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 1

Main Duties and Responsibilities –

1. To monitor the delivery of the Public Works Programme.
2. To monitor progress and expenditure of public works projects under the Capital Works Programme.
3. To review public works procedures and practices to ensure the meeting of changing needs.
4. To monitor and vet Public Works Subcommittee (PWSC) papers and attend to PWSC matters.
5. To attend to job creation issues arising from public works.
6. In conjunction with FSTB, to vet submissions related to the Capital Works Resource Allocation Exercise and the Capital Works Reserve Fund Revised Estimates and Draft Estimates.
7. To oversee the policy on green government buildings.
8. To assist in formulating and implementing works policy on slope safety.
9. To assist in housekeeping Works department(s).

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 2

Rank : Chief Engineer (D1)

Responsible to : Commissioner for Heritage (C for H)

Main Duties and Responsibilities –

1. To assist C for H in the implementation and monitoring of policies on heritage conservation.
2. To assist C for H in taking forward the “Revitalising Historic Buildings Through Partnership Scheme” including –
 - (a) overseeing the operation of the Scheme Secretariat;
 - (b) examining proposals from applicants and making recommendations to the Advisory Committee on Revitalisation of Historic Buildings;
 - (c) drafting agreements on tenancy and other administrative arrangements;
 - (d) handling applications for grants;
 - (e) overseeing the operation of successful applications and ensuring compliance of tenancy and other conditions;
 - (f) monitoring the physical conditions of the historic buildings through regular inspection; and
 - (g) conducting publicity activities.
3. To handle other heritage conservation related projects, e.g. Central Police Station Compound, Former Police Married Quarters on Hollywood Road and Haw Par Mansion projects.
4. To ensure the smooth implementation of the heritage impact assessment mechanism in new capital works projects.
5. To implement the scheme to provide financial assistance for the maintenance works of privately-owned graded historic buildings.
6. To assist C for H in engaging the public and stakeholders in the implementation of heritage conservation initiatives.
7. To assist C for H in conducting research on policies, legislation and practices on heritage conservation both locally and overseas.

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 3

Rank : Chief Engineer (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 2

Main Duties and Responsibilities –

1. To assist in the implementation of major development projects such as Kai Tak Development, Liantang/Heung Yuen Wai Boundary Control Point, resolve interface problems, co-ordinate input from Works group of departments and provide technical support to other client bureaux.
2. To provide support to high-level meetings to oversee the implementation of the major development projects.
3. To provide support on matters relating to increasing land supply through reclamation, rock cavern development and underground space development in urban areas.
4. To co-ordinate and resolve inter-departmental issues to deliver problematic housing sites.
5. To vet and process Public Works Subcommittee and panel papers to the Legislative Council (LegCo).
6. To assist in handling LegCo, public and media enquiries in relation to the major development projects.

Job Description

- Post Title** : Chief Assistant Secretary for Development (Works) 4
- Rank** : Chief Electrical and Mechanical Engineer (D1)
- Responsible to** : Principal Assistant Secretary for Development (Works) 3

Main Duties and Responsibilities –

1. To assist in formulating and implementing works policies in regard to lift and escalator safety and the control of water-cooled air-conditioning systems to prevent Legionnaires Disease.
2. To assist in formulating and implementing policies in regard to contract administration, contract forms and security of payment for the construction industry.
3. To provide technical support to the Works Policy Co-ordination Committee.
4. To assist in formulating and implementing water supply policies in regard to Total Water Management, delivery of waterworks projects, waterworks accounts and water tariff.
5. To assist in housekeeping Works department(s).

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 5

Rank : Chief Engineer (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 3

Main Duties and Responsibilities –

1. To assist in formulating and implementing works policies for the delivery of public works projects in respect of –
 - construction site safety and environment;
 - sustainable construction;
 - green procurement;
 - construction standards; and
 - supply of major construction materials.
2. To provide secretariat support to the Panel of Enquiry for taking regulating actions against contractors with poor site safety and environmental records.
3. To assist in formulating and implementing policies in regard to flood prevention and the delivery of flood prevention projects.
4. To assist in formulating and implementing policies in regard to road excavation permits.
5. To assist in vetting the technical feasibility of proposed public works projects.
6. To assist in housekeeping Works department(s).

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 6

Rank : Chief Engineer (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 1

Main Duties and Responsibilities –

1. To oversee the operation of the Construction Industry Council (CIC) in implementing the Construction Workers Registration Ordinance (CWRO) including providing support to its committees, co-ordinating with relevant bureaux/departments, training institutes and other stakeholders and assisting in resolving issues affecting the smooth operation of CWRO.
2. To conduct consultation with industry stakeholders and assist in making legislative amendments to the CWRO to facilitate the full implementation of the prohibition provisions under the CWRO.
3. To monitor the overall manpower situation in the local construction industry and assist in formulating manpower resource policies and strategy.
4. To oversee the implementation of training initiatives and trade testing provisions of CIC in meeting the anticipated demand for construction workers and technicians/supervisors.
5. To oversee the implementation of promotion and publicity plan and other image building initiatives for the construction sector.
6. To assist in formulating and implementing manpower resource policies on education, training and qualifications of staff in professional and technical grades in the Works group of departments, including management of the Graduate, Undergraduate and Vacation Training Schemes.

Job Description

Post Title : Chief Assistant Secretary for Development (Works) 7

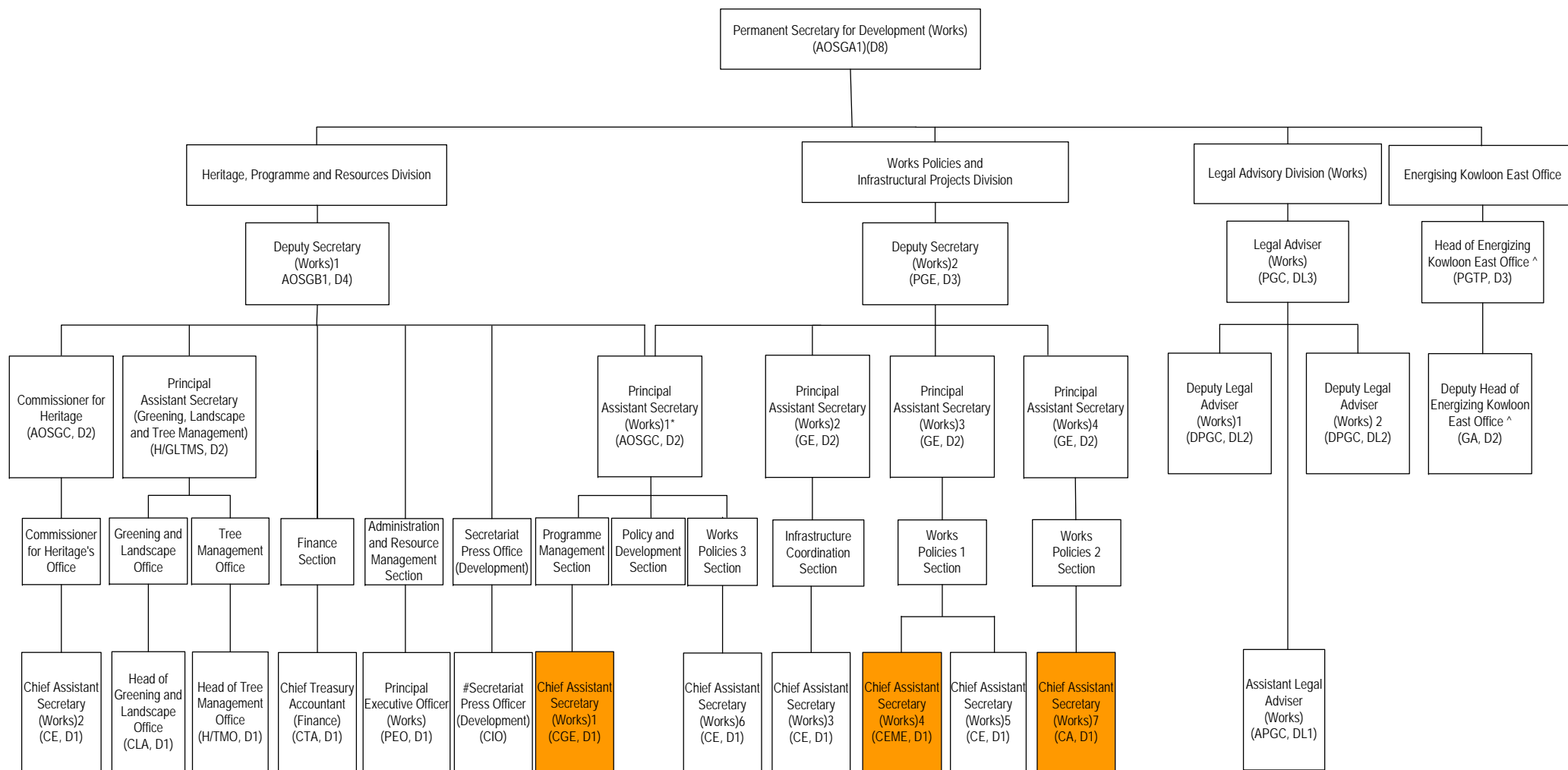
Rank : Chief Architect (D1)

Responsible to : Principal Assistant Secretary for Development (Works) 4

Main Duties and Responsibilities –

1. To assist in reviewing the public works procurement policies and system, and formulating and implementing policies in regard to contract and consultancy services procurement, and management of contractors and consultants including administration, performance monitoring and regulating actions.
2. To assist in handling matters related to the Mainland/Hong Kong Closer Economic Partnership Arrangement consultations/implementation (including key development areas), other Mainland cooperation agreements and trade agreements with overseas economies; and the promotion of local professional services in the Mainland and overseas construction and engineering related markets.
3. To assist in formulating and implementing policies on application of information technology in DEVB.
4. To assist in housekeeping Works department(s).

Existing and Proposed Organisation Chart of the Works Branch of the Development Bureau



Legend
 AOSGA1 Administrative Officer Staff Grade A1
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGC Administrative Officer Staff Grade C
 APGC Assistant Principal Government Counsel
 CA Chief Architect
 CE Chief Engineer
 CEME Chief Electrical and Mechanical Engineer
 CGE Chief Geotechnical Engineer
 CIO Chief Information Officer
 CLA Chief Landscape Architect

CTA Chief Treasury Accountant
 DPGC Deputy Principal Government Counsel
 GA Government Architect
 GE Government Engineer
 H/GLTMS Head of Greening, Landscape and Tree Management Section
 H/TMO Head of Tree Management Office
 PEO Principal Executive Officer
 PGC Principal Government Counsel
 PGE Principal Government Engineer
 PGTP Principal Government Town Planner

On the establishment of Information Services Department
 * Serves both Deputy Secretary (Works)1 and Deputy Secretary (Works)2
 ^ Supernumerary post created for Energising Kowloon East for one year from 1 July 2012 to 30 June 2013
 Existing Chief Engineer posts proposed to be regraded

Job Description

Job Title : Chief Town Planner/Strategic Planning
Rank : Chief Town Planner (D1)
Responsible to : Assistant Director of Planning/Territorial

Main Duties and Responsibilities –

1. To manage the Strategic Planning Section comprising the Strategic and Mainland Planning Unit and the Planning Standards and Guidelines Unit.
2. To carry out special/topical research relating to territorial development strategy; and carry out studies and manage relevant consultancy services.
3. To carry out researches and studies relating to strategic developments and infrastructures in the areas adjoining the boundary, the Greater Pearl River Delta Region and Guangdong Province.
4. To carry out studies and manage relevant consultancy services relating to the review of the Hong Kong Planning Standards and Guidelines (HKPSG).
5. To carry out Area Improvement Studies for various parts of the Territory including the preparation of working papers, overseeing the work of consultants, arranging public consultation exercises and organising working group/steering group meetings.
6. To provide planning advice to bureaux/departments on matters relating to the HKPSG, strategic infrastructure projects, cross-boundary planning and related planning proposals from other sources.

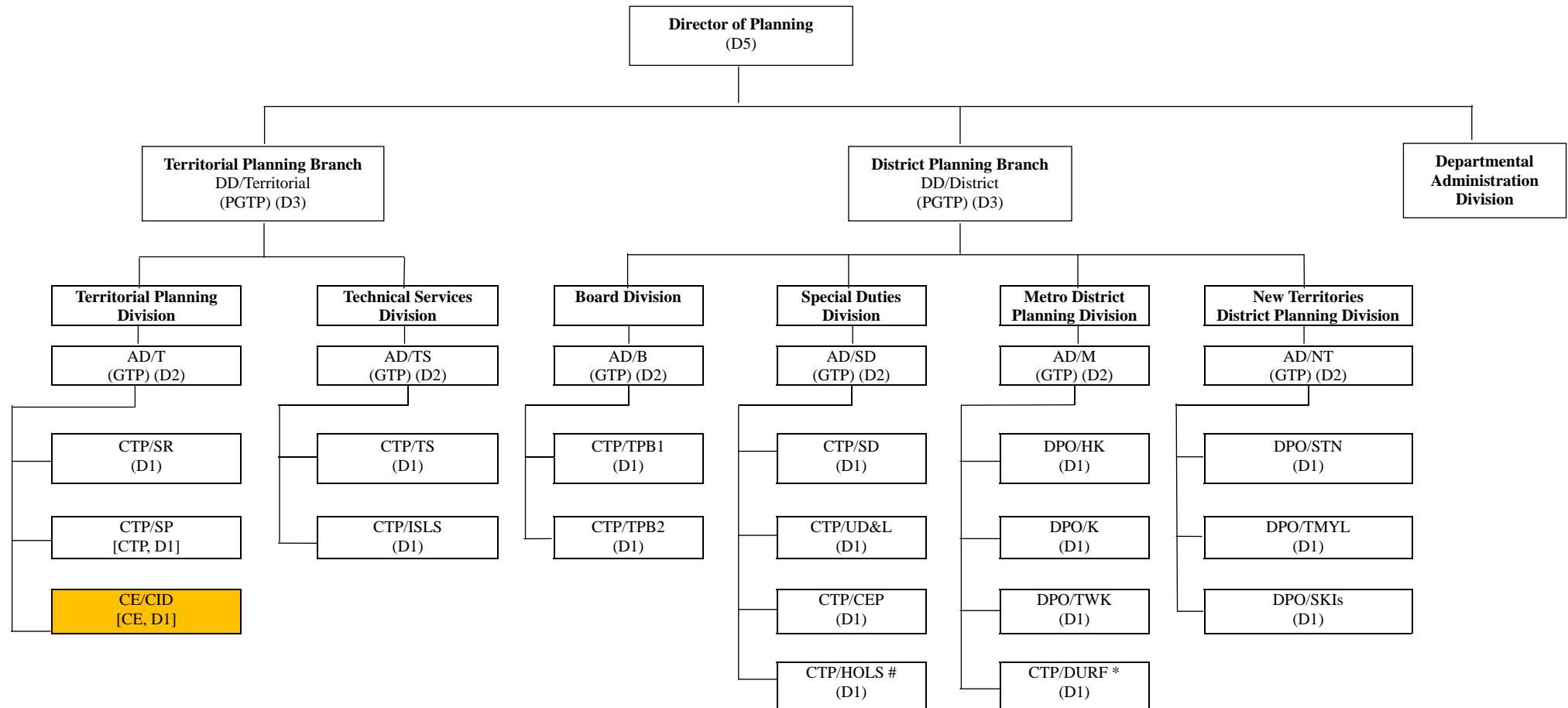
Job Description

- Job Title** : Chief Town Planner/Cross-Boundary Infrastructure and Development
- Rank** : Chief Engineer (D1)
- Responsible to** : Assistant Director of Planning/Territorial

Main Duties and Responsibilities –

1. To supervise the work of the Cross-Boundary Infrastructure and Development Section.
2. To carry out transport research and studies relating to developments and infrastructures in the Mainland (in particular areas adjoining the boundary, the Pearl River Delta (PRD) Region and the Pan-PRD Region) and provide professional and technical support for various Hong Kong/Mainland/Macao liaison meetings on physical transport development and infrastructure projects.
3. To liaise and work with relevant Mainland and Macao authorities on transport planning issues with a Greater PRD perspective and consult and co-ordinate with relevant policy bureaux and departments for necessary inputs.
4. To develop, maintain and update a Geographical Information System-based Hong Kong-Macao-PRD-Guangdong Province Information Database; and to develop a Guangdong-Hong Kong Urban Planning Information Hub with the Guangdong authorities.
5. To oversee the construction, maintenance and updating of territorial transport models (both domestic and cross-boundary); and to undertake planning studies, researches and surveys relating to cross-boundary transport infrastructure development and related planning matters.
6. To provide professional and technical support to relevant policy bureaux on analysis and forecasts relating to the planning and implementation of cross-boundary transport infrastructure projects and related policies, and to provide planning advice and input to the Transport and Housing Bureau and Transport Department in relation to local transport development and infrastructure projects and transport planning matters.
7. To collect, collate and compile statistical data for the production of statistical forecasts relating to distribution of population and employment for strategic planning.

Existing and Proposed Organisation Chart of Planning Department



Legend:

- AD - Assistant Director of Planning
- B - Board
- CE - Chief Engineer
- CEP - Central Enforcement & Prosecution
- CID - Cross-Boundary Infrastructure & Development
- CTP - Chief Town Planner
- DD - Deputy Director of Planning
- DPO - District Planning Officer
- DURF - District Urban Renewal Forum
- GTP - Government Town Planner

- HK - Hong Kong
- HOLS - Housing and Office Land Supply
- ISLS - Information Systems & Land Supply
- K - Kowloon
- M - Metro
- NT - New Territories
- PGTP - Principal Government Town Planner
- SD - Special Duties
- SKIs - Sai Kung & Islands
- SP - Strategic Planning

- SR - Studies & Research
- STN - Sha Tin, Tai Po & North
- T - Territorial
- TMYL - Tuen Mun & Yuen Long
- TPB - Town Planning Board
- TS - Technical Services
- TWK - Tsuen Wan & West Kowloon
- UD&L - Urban Design & Landscape

* Supernumerary post created for DURF from 13 May 2011 to 12 May 2014
 # Supernumerary post created for HOLS from 13 April 2012 to 31 March 2017
 Existing CTP post to be regraded.

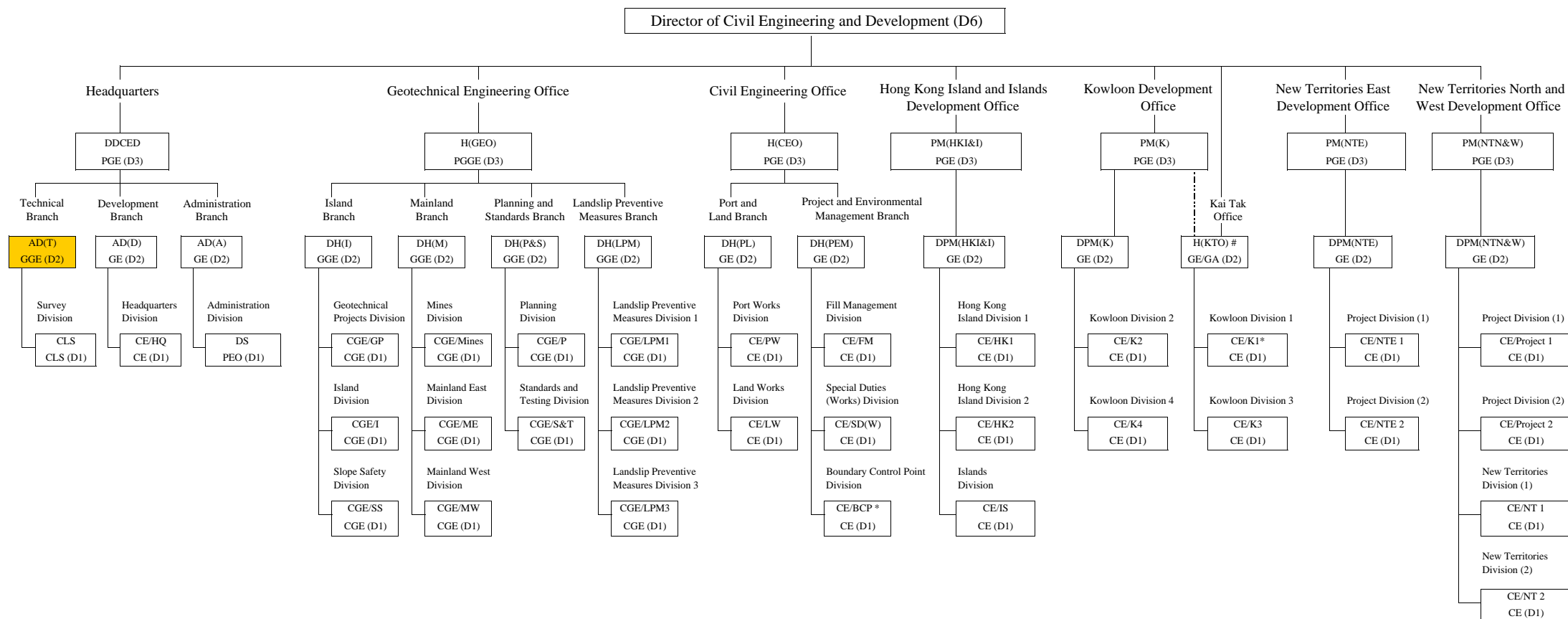
Job Description

Post Title : Assistant Director (Technical)
Rank : Government Geotechnical Engineer (D2)
Responsible to : Deputy Director of Civil Engineering and Development

Duties and Responsibilities –

1. To steer technical development and continuous advancement of technical standards in CEDD covering specific aspects including project administration procedures, works specifications, survey technology, materials standards, quality procedures, IT support, sustainability development and construction safety.
 2. To manage the service delivery of the Technical Branch, and provide directives to the Heads of the functional Units, viz. Survey Division, Computer Services Unit, Contract Advisory Units, Quality Management & Standards Unit, Safety and Environmental Advisory Unit, and the Technical Secretariat Unit.
 3. To serve in relevant committees on technical and administrative matters, including the Standing Committee on Concrete Technology, Geotechnical Engineering Office Management Committee, CEDD Tender Committee, etc., and provide DEVB with input and support on related technical policy and administrative issues.
 4. To oversee the implementation of CEDD's 5-year Strategic Plan, including leading the Vision, Mission and Values (VMV) Working Group and reporting to the VMV Steering Committee.
 5. To provide other support to the Director and Deputy Director on department-wide technical issues.
-

Existing and Proposed Organisation Chart of Civil Engineering and Development Department



Legend

- AD Assistant Director
- CE Chief Engineer
- CGE Chief Geotechnical Engineer
- CLS Chief Land Surveyor
- DDCED Deputy Director of Civil Engineering and Development
- DH Deputy Head of Office
- DPM Deputy Project Manager
- DS Departmental Secretary
- GA Government Architect
- GE Government Engineer
- GGE Government Geotechnical Engineer
- H Head of Office
- PGE Principal Government Engineer
- PGGE Principal Government Geotechnical Engineer
- PM Project Manager



Existing GE post proposed to be regraded

*

Supernumerary post created for 5 years from 1 April 2009 to 31 March 2014

#

Supernumerary post created for 4 years and 1 month from 1 March 2010 to 31 March 2014

Job Description

Post Title : Chief Engineer/Energy Efficiency Division A
Rank : Chief Electrical and Mechanical Engineer (D1)
Responsible to : Assistant Director/Electricity and Energy Efficiency
(AD/EE)

Main Duties and Responsibilities –

1. To assist AD/EE in the provision of professional support and advice to policy bureau on the formulation of policies, strategies and initiatives on energy efficiency and conservation (EE&C).
2. To formulate proposals for EE&C programmes, prepare Draft Drafting Instruction for new legislation and publish codes of practice and guidance notes.
3. To develop Voluntary and Mandatory Energy Efficiency Labelling Schemes for electrical and gas appliances/equipment, and promote public awareness on the use of energy-efficient appliances.
4. To administer and enforce the Energy Efficiency (Labelling of Products) Ordinance (Cap. 598).
5. To promote the adoption of energy-efficient technologies, and energy audits and practices in the public and private sectors as well as the applications of new and emerging energy efficiency technologies.
6. To research, compile and analyse information/data relating to energy supply and utilisation in the Territory, and upkeep the Hong Kong energy end-use database.
7. To assess new technologies, international practices, energy models and computer simulations to identify potential areas of energy efficiency improvements.
8. To co-ordinate with policy bureaux, government departments and private organisations for the promotion of energy programmes promulgated by international/regional/local energy organisations such as APEC, and participate in their activities.
9. To plan, monitor and control all the activities of the Division.

Job Description

Post Title : Chief Engineer/Transport, Security & Central Services

Rank : Chief Electrical and Mechanical Engineer (D1)

Responsible to : Assistant Director/1

Main Duties and Responsibilities –

Heading the Transport, Security & Central Services Division for the provision of operation, maintenance, procurement and project management services for electrical, mechanical, building services, and electronics installations to meet customers' needs and expectations. The main duties and responsibilities include –

1. Ensuring that the Division is run according to established policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the Division.
4. Preparing and implementing strategic development plans for the Division including the packaging, the type and quality of services as well as the development of new services and facilities.
5. Establishing operational directives and procedures, and setting and monitoring performance indicators and targets for critical E&M systems, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Leading the implementation of Work Improvement, Business Process Improvement and quality management in relation to the integrated Management System of the Division.
7. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division, in particular the development of expertise in electrical and mechanical systems in emergency services facilities, roads and tunnels.

Job Description

Post Title : Chief Engineer/Projects
Rank : Chief Electronics Engineer (D1)
Responsible to : Assistant Director/1

Main Duties and Responsibilities –

Heading the Project Division for the provision of electrical, mechanical, air-conditioning, electronics and IT services including engineering design, project management and technical consultancy to meet customers' needs and expectations. The main duties and responsibilities include –

1. Ensuring that the Division is run according to established policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and business objectives to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies, in particular of electronics and IT fields.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as recommendation on new engineering applications such as electronics and IT.
4. Preparing and implementing strategic business and development plans for the Division.
5. Establishing operational directives and procedures, setting and monitoring performance indicators and targets, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division, in particular the development of expertise in electronics and IT fields such as advanced security CCTV, intelligent transport, digital radio telecommunication and IT systems.

Job Description

Post Title : Chief Engineer/General Engineering Services

Rank : Chief Building Services Engineer (D1)

Responsible to : Assistant Director/2

Main Duties and Responsibilities –

Heading the General Engineering Services Division for the provision of project management, operation and maintenance services for building services, electrical, mechanical, and air-conditioning installations to meet customers' needs and expectations. The main duties and responsibilities include –

1. Ensuring that the Division is run according to established policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the services of the Division.
4. Overseeing and implementing the building services engineering works in the Additions, Alterations and Improvement, refurbishment and fitting-out projects in existing government premises.
5. Acting as the Project Director in the building services engineering consultancy work to oversee the delivery of building services engineering projects.
6. Preparing and implementing strategic business and development plans for the Division, including the packaging, the type and quality of services as well as the development of new services and facilities.
7. Establishing operational directives and procedures, setting and monitoring performance indicators and targets, identifying deviating trends, conducting investigations and implementing corrective actions.

8. Leading the implementation of Work Improvement, Business Process Improvement, and quality management in relation to the Integrated Management System of the Division.
9. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division in particular the development of expertise in building services systems.

Job Description

Post Title : Chief Engineer/Municipal

Rank : Chief Electrical and Mechanical Engineer (D1)

Responsible to : Assistant Director/2

Main Duties and Responsibilities –

Heading the Municipal Sector Division for the provision of operation, maintenance, procurement and project management services for electrical, mechanical, building services, and electronics installations to meet customers' needs and expectations. The main duties and responsibilities include –

1. Ensuring that the Division is run according to established policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the services of the Division.
4. Preparing and implementing strategic business and development plans for the Division, including the packaging, the type and quality of services as well as the development of new services and facilities.
5. Establishing operational directives and procedures, and setting and monitoring performance indicators and targets for critical E&M systems, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Leading the implementation of Work Improvement, Business Process Improvement, and quality management in relation to the Integrated Management System of the Division.
7. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division in particular the development of expertise in electrical and mechanical systems in crematorium, ferry/cruise terminals, cultural and leisure venues.

Job Description

Post Title : Chief Engineer/Health Sector

Rank : Chief Electronics Engineer (D1)

Responsible to : Assistant Director/2

Main Duties and Responsibilities –

Heading the Health Sector Division for the provision of operation, maintenance, procurement and project management services for biomedical electronics, electrical, mechanical, building services and general installations to meet customers' needs and expectations. The main duties and responsibilities include –

1. Ensuring that the Division is run according to established policies and pricing strategies and being responsible for the profit and loss, cost effectiveness and customer satisfaction of the Division.
2. Proposing changes to policies and pricing strategies to enhance the potential of the Division and its long term viability to cope with the rapid advancement in engineering technologies particularly in biomedical electronics sector.
3. Liaising closely with customers at senior management level to identify their needs and quality expectations, as well as possible policy/operational changes affecting the services of the Division.
4. Preparing and implementing strategic development plans for the Division including the packaging, the type and quality of services as well as the development of new services and facilities.
5. Establishing operational directives and procedures, setting and monitoring performance indicators and targets, identifying deviating trends, conducting investigations and implementing corrective actions.
6. Leading the implementation of Work Improvement, Business Process Improvement and quality management in relation to the Integrated Management System of the Division.
7. Motivating and managing staff and contributing to the organisation development, manpower planning and development of the Division, in particular the development of expertise in biomedical electronics systems in hospitals.

Job Description

Post Title : Chief Engineer/Business Development

Rank : Chief Electrical and Mechanical Engineer (D1)

Responsible to : Assistant Director/3

Main Duties and Responsibilities –

Heading the Business Development Division to provide corporate support services and to support Strategic Business Units in business development. The main duties and responsibilities include –

1. Leading and managing the Business Development Division to provide business supporting functions at corporate level.
2. Evaluating business environment, identifying niche services for new business opportunities for Electrical and Mechanical Services Trading Fund (EMSTF) and supporting Strategic Business Units in exploring new business opportunities.
3. Reviewing policies, business strategies and objectives for the long term viability of EMSTF and managing the development of strategic planning at corporate level.
4. Planning, directing and supervising activities on customer services and marketing at corporate level.
5. Planning, directing and supervising activities on quality assurance, business process and methodology for better efficiency and effectiveness at corporate level.
6. Planning, directing and supervising activities on safety, occupational health and environment at corporate level.
7. Maintaining the Corporate Computer System, departmental network and data centre, and developing and implementing departmental Information Technology strategy and security policy.
8. Planning, directing and supervising activities on procurement at corporate level.
9. Reviewing organisational structure and manning levels and implementing organisational changes to meet corporate objectives and business needs.
