

**Appendix 7.4 –
Sample Schedule of Resident Site Staff Standards and Duties**

[Insert Agreement No. & Title]

SCHEDULE OF RESIDENT SITE STAFF STANDARDS AND DUTIES

Section I : Minimum Qualification and Experience

Section II : Categories of Usual Duties

I Minimum Qualification required and Minimum Experience which could be considered for adoption on common ranks of Resident Site Staff (“RSS”)

The following abbreviations are used in the table below:

yr.	year
r.	relevant
p.	post
q.	qualification
e.	experience
eq.	equivalent
U	University in Hong Kong
Cert	Certificate
HC	Higher Certificate
Dip	Diploma
CIC	Construction Industry Council in Hong Kong
HKIC	Hong Kong Institute of Construction
VTC	Vocational Training Council in Hong Kong
IVE	Hong Kong Institute of Vocational Education
TI	Technical institute which was/is a member of VTC
TC	Technical college which was/is a member of VTC
Poly	Polytechnic university / polytechnic in Hong Kong
HKDSEE	Hong Kong Diploma of Secondary Education Examination
HKCEE	Hong Kong Certificate of Education Examination
Syl	Syllabus
MHKIA	Member of the Hong Kong Institute of Architects
MHKIE	Member of the Hong Kong Institution of Engineers
MHKILA	Member of the Hong Kong Institute of Landscape Architects
MHKIS	Member of the Hong Kong Institute of Surveyors

Professional Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
PRE	MHKIE or eq. in an appropriate discipline	15 yr. r.p.q.e.
CRE	MHKIE or eq. in an appropriate discipline	10 yr. r.p.q.e.
CRA	MHKIA or eq. or Registered Architect of the Architects Registration Board of Hong Kong	10 yr. r.p.q.e.
SRE / SRE(E&M)	MHKIE or eq. in an appropriate discipline	5 yr. r.p.q.e.
SRE(G)	MHKIE or eq. in Civil or Geotechnical discipline	5 yr. r.p.q.e.; and Minimum 2 yr. experience in geotechnical engineering
	Recognised professional qualification in engineering geology or geology or eq., such as Chartered Geologist status of the Geological Society of London, UK	5 yr. r.p.q.e.; and Minimum 2 yr. experience in engineering geology or geology
RE / RE(E&M)	MHKIE or eq. in an appropriate discipline	-
RE(G)	MHKIE or eq. in Civil or Geotechnical discipline	Minimum 2 yr. experience in geotechnical engineering
	Recognised professional qualification in engineering geology or geology or eq., such as Chartered Geologist status of the Geological Society of London, UK	Minimum 2 yr. experience in engineering geology or geology
ARE / ARE(E&M) / ARE(G)	Degree from U or eq. in an appropriate discipline, with formal training pre-approved by appropriate professional institution/institute; or	3 yr. r.p.q.e. (for ARE (except E&M)) ; 2 yr. r.p.q.e. (for ARE(E&M))
	Degree from U or eq. in an appropriate discipline, with at least four or five years' post-academic qualification experience in professional field and level	5 yr. r.e. (for ARE (except E&M)); 4 yr. r.e. (for ARE(E&M))

Professional Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
SRA	MHKIA or. eq. or Registered Architect of the Architects Registration Board of Hong Kong	5 yr. r.p.q.e.
RA	MHKIA or. eq. or Registered Architect of the Architects Registration Board of Hong Kong	-
ARA	Master Degree from U or eq. in Architectural Study	1 yr. r.p.q.e.
RLA	Professional member of HKILA or eq.	-
ARLA	Master Degree from U or eq. in Landscape Architecture	2 yr. r.p.q.e.
SRQS	MHKIS Quantity Surveying Div. or eq.	5 yr. r.p.q.e.
RQS	MHKIS Quantity Surveying Div. or eq.	-
ARQS	Degree from U or eq. in an appropriate discipline	3 yr. r.p.q.e.
SRLS	MHKIS Land Surveying Div. or eq.	5 yr. r.p.q.e.
RLS	MHKIS Land Surveying Div. or eq.	-
ARLS	Degree from U or eq. in an appropriate discipline	2 yr. r.p.q.e.

Technical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RCTO	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	16 yr. r.p.q.e.; or 3 yr. r.e. as RSIOW or RSCOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSIOW	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	13 yr. r.p.q.e.; or 5 yr. r.e. as RIOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RIOW	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	8 yr. r.p.q.e.; or 5 yr. r.e. as RAIOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RAIOW	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	3 yr. r.p.q.e.; or 5 yr. r.e. inclusive of 1 yr. r.e. as RWS or eq. in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or 3 yr. r.e. inclusive of 1 yr. r.e. as RWSI or eq. in appropriate discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RWSI	Cert from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline; or	3 yr. r.p.q.e.; or 3 yr. r.e. as RWSII or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
	Completed a recognised technician apprenticeship in an appropriate discipline; or	
	Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or	
	five years' experience as a skilled worker in appropriate discipline	

Technical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RWSII	Cert from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline; or	-
	Successfully completed a recognised technician apprenticeship in an appropriate discipline; or	
	Successfully completed a recognised craft apprenticeship with two years' experience as a skilled worker in appropriate discipline; or	
	five years' experience as a skilled worker in appropriate discipline	

Technical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RSCOW	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in Building discipline	13 yr. r.p.q.e.; or 5 yr. r.e. as RCOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RCOW	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in Building discipline	8 yr. r.p.q.e.; or 5 yr. r.e. as RACOW or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RACOW	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in Building discipline	3 yr. r.p.q.e.; or 5 yr. r.e. inclusive of 1 yr. r.e. as RWS or eq. in Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook; or 3 yr. r.e. inclusive of 1 yr. r.e. as RWSI or eq. in Building discipline in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSFO	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	12 yr. r.p.q.e. including landscape projects, countryside/flora/wildlife field survey and management; or 4 yr. r.e. as RFOI or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RFOI	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	8 yr. r.p.q.e. including landscape projects, countryside/flora/wildlife field survey and management; or 7 yr. r.e. as RFOII or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook

Technical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RFOII	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	1 yr. r.p.q.e. including landscape projects, countryside/flora/wildlife field survey and management
RPSO(E)	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	10 yr. r.p.q.e.; or 3 yr. r.e. as RSSO(E) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSSO(E)	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	7 yr. r.p.q.e.; or 7 yr. r.e. as RSO(E) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSO(E)	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	-
RPSO(Q)	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	10 yr. r.p.q.e.; or 3 yr. r.e. as RSSO(Q) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSSO(Q)	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	7 yr. r.p.q.e.; or 7 yr. r.e. as RSO(Q) or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSO(Q)	Dip or HC from CIC/HKIC/IVE/TI/TC/Poly or eq. in an appropriate discipline	-

Technical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RPTO	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	10 yr. r.p.q.e.; or 3 yr. r.e. as RSTO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RSTO	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	7 yr. r.p.q.e.; or 7 yr. r.e. as RTO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook
RTO	Dip or HC from CIC/HKIC/IVE/VI/TC/Poly or eq. in an appropriate discipline	-
Resident Artisan, Resident Chainman, Resident Laboratory Assistant	Cert from CIC/HKIC/IVE/VI/TC/Poly or eq. in appropriate discipline; or	-
	Completed a recognised technician apprenticeship in an appropriate discipline	
	Pass a trade-cum-physical test during an interview	1 yr. r.e.

Clerical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RSCO	<p>Level 2 or eq. or above five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 50 word per minute; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel)</p>	<p>9 yr. r.p.q.e.; or</p> <p>3 yr. r.e. as RCO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook</p>
RCO	<p>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 50 word per minute; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel)</p>	<p>6 yr. r.p.q.e.; or</p> <p>6 yr. r.e. as RACO or eq. in public works projects or those listed in Section 4.5.2 of the RSS Management Handbook</p>
RACO	<p>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 50<u>30</u> word per minute; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel)</p>	-

Clerical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RACO(LR)	<p>Same as RACO <u>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</u></p> <p><u>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</u></p> <p><u>knowledge in application of common business software (e.g. Microsoft Word and Excel); and</u></p> <p>(i) <u>full-time working experience on personnel management or human resources related duties <u>and preferably with post-secondary certificate on personnel management or human resources;</u></u> or</p> <p>(ii) <u>for recruitment exercises encountered with recruitment difficulty subject to substantiation by the Consultants*/Consultant* and acceptance by the managing department, <u>with</u> post-secondary certificate on personnel management or human resources <u>may be considered</u></u></p>	-
RCA	<p>Completion of Secondary 4 with subjects studied including Mathematics), or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 50<u>30</u> word per minute; and</p> <p>knowledge in application of common business software (e.g. Microsoft Word and Excel)</p>	-

Clerical Rank	Minimum academic/professional qualification required	Minimum experience which could be considered for adoption
RPSII	<p>Level 2 or eq. or above in five subjects in HKDSEE or eq.; or</p> <p>Level 2 / Grade E or above in five subjects in HKCEE or eq.; and</p> <p>Chinese word processing speed of 20 word per minute and English word processing speed of 50 word per minute; and</p> <p>proficiency in the application of common business software (e.g. Microsoft Word and Excel)</p>	-

Remarks:

- (i) For all technical and clerical ranks (except RWSI, RWSII, Resident Artisan, Resident Chainman, ~~and~~ Resident Laboratory Assistant and RCA), the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE / HKCEE or equivalent shall be met unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (ii) For RWSI and RWSII, a level of proficiency in Chinese and English Languages equivalent to Secondary 3 standard or above shall be attained unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (iii) For Resident Artisan, Resident Chainman and Resident Laboratory Assistant, a level of proficiency in Chinese and English Languages equivalent to Primary 6 standard or above shall be attained unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- (iv) For RCA, a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard or above shall be attained unless otherwise recommended by the Consultants*/*Consultant** and accepted by the managing department for special cases with justifications recommended by the Consultants*/*Consultant**.
- ~~(iv)~~(v) For the purpose of determination on whether to meet the language proficiency requirements for the technical and clerical ranks only, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- ~~(v)~~(vi) For the purpose of determination on whether to meet the minimum academic qualification required for the relevant clerical ranks only, “Attained” in Applied Learning subjects (subject to a maximum two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
- ~~(vi)~~(vii) For any works contract with a pre-tender estimate higher than \$500 million, at least one of the RE/RA or RIOW/RAIOW/RCOW/RACOW shall possess the academic qualification of degree, certificate or diploma in occupational safety and health, or construction safety unless otherwise accepted by the managing department with justifications recommended by the Consultants*/*Consultant**.

* Delete as appropriate

II Categories of Usual Duties of Common RSS Ranks

The categories of usual duties of common RSS ranks listed below shall not be considered exhaustive. The Consultants*/*Consultant** shall review the nature, scope and complexity of works contracts and the project and propose further update(s) to the list of categories of usual duties for each rank of the proposed RSS establishment as appropriate so that the site supervision and contract management of such works contracts and the project can be effectively carried out. The Consultants*/*Consultant** shall include such updated lists in the RSS Manual and review them from time to time.

**PRE, CRE, CRA,
SRE, SRE(E&M), SRE(G), SRA, SRLA, SRQS, SRLS,
RE, RE(E&M), RE(G), RA, RLA, RQS, RLS**

Include but not limited to the following categories of usual duties:

- Taking up the roles and duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Site supervision and management of works contracts
- Assessment of payments, defined costs and fees, target prices, pain-gain shares, compensation events/variations/claims, etc. for works contracts
- Dispute avoidance and resolution for works contracts
- Resolution of project risks and site problems of works contracts and the project
- Performance management of works contractors and their subcontractors and suppliers
- Financial management and forecasting of works contracts and the project
- Programme management and forecasting of works contracts and the project
- Safety, quality and environmental management of works contracts and the project
- Monitoring of achievement of objectives, targets and key performance indicators of works contracts and the project
- Monitoring of compliance of various statutory and/or permit requirements under different ordinances/regulations for works contracts and the project
- Co-ordination and liaison in handover of sites, working areas and accesses for works contracts and the project

- Record management and works handover with operation and maintenance parties for works contracts and the project
- Co-ordination and liaison with the managing department, other Government bureaux/departments, statutory bodies, utility companies, public transport companies, etc. for works contracts and the project
- Co-ordination and liaison with community stakeholders, professional institutions/institutes, District Council, Legislative Council, etc. for works contracts and the project
- Provision of assistance in public engagement and consultation activities in relation to works contracts and the project
- Resolution of public enquiries and complaints in relation to works contracts and the project
- Adoption of New Engineering Contract (NEC), Building Information Modelling (BIM), electronic communication system and/or other smart technologies as appropriate to facilitate the site supervision and contract management of works contracts
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates and site offices
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors or the Consultants*/*Consultant** from time to time

ARE, ARE(E&M), ARE(G), ARA, ARLA, ARQS, ARLS

Include but not limited to the following categories of usual duties:

- Provision of professional assistance to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of professional assistance to RSS at professional ranks or above in the delivery of all their other assigned duties related to works contracts and the project
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above or the Consultants*/*Consultant** from time to time

**RCTO, RSIOW, RSCOW, RSFO, RIOW, RCOW,
RAIOW, RACOW, RWSI, RWSII, RFOI, RFOII**

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - site supervision
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - financial assessment
 - dispute avoidance and resolution
 - programme assessment
 - safety, quality and environmental management
 - monitoring of achievement of objectives, targets and key performance indicators
 - monitoring of compliance of various statutory and/or permit requirements under different ordinances/regulations for works contracts and the project
 - co-ordination and liaison with other relevant parties
 - record keeping and verification
 - works handover
 - resolution of public enquiries and complaints, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RPTO, RSTO, RTO

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - BIM
 - drawing preparation and updating
 - information technology systems, electronic communication system and electronic document management system
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - programme assessment
 - quality management
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RPSO(Q), RSSO(Q), RSO(Q)

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - assessment of payments, defined costs and fees, target prices, pain-gain shares, compensation events/variations/claims, etc.
 - dispute avoidance and resolution

- site measurement
 - financial forecasting
 - BIM
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - quality management
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
 - Management of RSS subordinates
 - Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RPSO(E), RSSO(E), RSO(E)

Include but not limited to the following categories of usual duties:

- Provision of relevant technical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of technical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - engineering and other surveys
 - survey facilities and equipment
 - BIM
 - drawing preparation and updating
 - resolution of project risks and site problems
 - performance monitoring of works contractors and their subcontractors and suppliers
 - site measurement
 - financial assessment
 - quality management
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - record keeping and verification, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates

- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

RSCO, RCO, RACO, RACO(LR), RCA, PSII

Include but not limited to the following categories of usual duties:

- Provision of relevant clerical support to RSS at professional ranks or above in the delivery of their duties of the representative or delegate of the Project Manager, Supervisor, Engineer, Architect, Surveyor, and/or Supervising Officer as appropriate under works contracts as assigned by the Consultants*/*Consultant**
- Provision of clerical support to RSS at professional ranks or above in the delivery of their other assigned duties associated with works contracts and the project for:
 - record management
 - monitoring of payment of wages to site workers
 - enquiries from site workers
 - records of registered site workers
 - returns to Government bureaux/departments and statutory bodies
 - general administration and operation of site offices
 - servicing and maintenance of site offices
 - performance monitoring of works contractors and their subcontractors and suppliers
 - monitoring of achievement of objectives, targets and key performance indicators
 - co-ordination and liaison with other relevant parties
 - public engagement and consultation activities
 - resolution of public enquiries and complaints
 - general administration of RSS
 - coordination for training of RSS, etc.
- Collaboration with other RSS ranks for delivery of works contracts and the project in safe, efficient and cost effective manner with good quality
- Management of RSS subordinates
- Other duties related to this consultancy, works contracts or the project as may be assigned by the head of the RSS team, their supervisors, RSS at professional ranks or above and the Consultants*/*Consultant** from time to time

* Delete as appropriate