

2013 (Figures as at 31 March 2013)

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Structural Engineers	a	141	\$824,820	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To process structural plans, applications for consent to commencement of works, certificates of completion of works and applications for licences/registrations; and to carry out site audit checks on building works in progress and minor works;</p> <p>(b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works;</p> <p>(c) To administer the Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme; (Note 3)</p> <p>(d) To specify the required structural works for fire safety improvement of existing buildings; and</p> <p>(e) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.</p>
	b	49	\$545,424	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Surveyors	a	190	\$788,340	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To process buildings plans, applications for consent to commencement of works, certificates of completion of works, applications for occupation permits and licences/registrations; and to carry out site audit checks on building works in progress and minor works;</p> <p>(b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works;</p> <p>(c) To administer the Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme; (Note 3)</p> <p>(d) To evaluate the fire safety provisions of existing buildings and specify the required fire safety improvement works; and</p> <p>(e) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.</p>
	b	66	\$498,894	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Survey Officers	a	183	\$296,580	Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.	To assist the Building Surveyors to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking building plans and inspecting building works including minor works and drainage works of private developments and licensed premises; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, repair works and unauthorized building works, arranging issuance of statutory orders / notices / directions, and supervising works, including works in emergency cases, carried out by the Government Contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on matters relating to building safety, Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme. (Note 3)
	b	45	\$198,210	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Technical Officers	a	93	\$296,580	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking structural design and details, test reports and construction records, and in witnessing and carrying out of tests on foundation and structural elements; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, minor works and unauthorized building works, arranging issue of statutory orders / notices, and supervising works, including works in emergency cases, carried out by the government contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on matters relating to building safety, Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme. (Note 3)
	b	38	\$198,210	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Assistants	a	This post is an NCSC post			
	b	42	\$192,018	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>In addition to general holidays, maternity leave, sickness allowance, 12 days paid annual leave will be granted.</p>	<p>To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To inspect and assist in inspection of buildings, and to prepare reports on unauthorised building works, building defects, defective drains, fire safety deficiencies and irregularities;</p> <p>(b) To assist in preparing and issuing statutory orders;</p> <p>(c) To assist in supervision of works carried out by Buildings Department contractors for parties concerned in default of statutory orders, to take site measurements and to check accounts for payment;</p> <p>(d) To assist in prosecution of offenders; and</p> <p>(e) To handle requests for viewing and copying of building records and to assist in management of building records.</p>

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Officers	a	This post is an NCSC post			
	b	98	\$273,438	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect buildings and prepare reports for rectification of unauthorized building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To perform enforcement duties including issuing of statutory orders to effect removal of unauthorized building works, repair of defective buildings and drainage, rectification of fire safety deficiencies and irregularities; (c) To examine rectification proposals for compliance of statutory orders; (d) To supervise works carried out by Buildings Department contractor in default of statutory orders, to take site measurements and to check accounts for payment; (e) To take prosecution actions to effect removal of unauthorized building works, including case analysis and documentation, collation of evidence, preparation of charges and conducting prosecution in courts; and (f) To deal with enquiries from building owners and occupants.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Clerical Grades Staff	a1 Assistant Clerical Officers	83	\$214,020	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To provide clerical support
	a2 Clerical Assistant	98	\$166,920		
	b	157	\$114,216	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Motor Drivers	a	31	\$177,900	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To drive the government vehicles
	b	There are no motor drivers employed under NCSC in the Buildings Department			

Note 1 : (a) refers to civil servants, (b) refers to NCSC staff

Note 2 : "Mid-point salaries" are not applicable to NCSC staff. In general, "mid-point salaries" of civil servants are the mid-points of increments, which are not applicable to respective NCSC posts. The salaries of NCSC posts in the BD vary among different contracts. The salary figures in the table are the averages of the highest and lowest salaries of the relevant NCSC posts.

Note 3 : The relevant work commenced in mid-2012

2012 (Figures as at 31 March 2012)

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Structural Engineers	a	128	\$783,600	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To process structural plans, applications for consent to commencement of works, certificates of completion of works and applications for licences/registrations; and to carry out site audit checks on building works in progress and minor works; (b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works; (c) To administer the Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme; (Note 3) (d) To specify the required structural works for fire safety improvement of existing buildings; and (e) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.
	b	44	\$491,400	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Surveyors	a	178	\$748,920	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To process buildings plans, applications for consent to commencement of works, certificates of completion of works, applications for occupation permits and licences/registrations; and to carry out site audit checks on building works in progress and minor works;</p> <p>(b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works;</p> <p>(c) To administer the Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme; (Note 3)</p> <p>(d) To evaluate the fire safety provisions of existing buildings and specify the required fire safety improvement works; and</p> <p>(e) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.</p>
	b	65	\$449,868	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Survey Officers	a	172	\$280,320	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To assist the Building Surveyors to enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To assist in checking building plans and inspecting building works including minor works and drainage works of private developments and licensed premises;</p> <p>(b) To assist in carrying out inspection of buildings and slopes, surveying defects, repair works and unauthorized building works, arranging issuance of statutory orders / notices / directions, and supervising works, including works in emergency cases, carried out by the Government Contractors;</p> <p>(c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and</p> <p>(d) To assist in public education and publicity on matters relating to building safety, Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme. (Note 3)</p>
	b	42	\$178,638	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>In addition to general holidays, maternity leave, sickness allowance, 12 days paid annual leave will be granted.</p>	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Technical Officers	a	82	\$280,320	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking structural design and details, test reports and construction records, and in witnessing and carrying out of tests on foundation and structural elements; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, minor works and unauthorized building works, arranging issue of statutory orders / notices, and supervising works, including works in emergency cases, carried out by the government contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on matters relating to building safety, Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme. (Note 3)
	b	35	\$178,638	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Assistants	a	This post is an NCSC post			
	b	45	\$153,546	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>In addition to general holidays, maternity leave, sickness allowance, 12 days paid annual leave will be granted.</p>	<p>To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To inspect and assist in inspection of buildings, and to prepare reports on unauthorised building works, building defects, defective drains, fire safety deficiencies and irregularities;</p> <p>(b) To assist in preparing and issuing statutory orders;</p> <p>(c) To assist in supervision of works carried out by Buildings Department contractors for parties concerned in default of statutory orders, to take site measurements and to check accounts for payment;</p> <p>(d) To assist in prosecution of offenders; and</p> <p>(e) To handle requests for viewing and copying of building records and to assist in management of building records.</p>

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Officers	a	This post is an NCSC post			
	b	97	\$246,504	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect buildings and prepare reports for rectification of unauthorized building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To perform enforcement duties including issuing of statutory orders to effect removal of unauthorized building works, repair of defective buildings and drainage, rectification of fire safety deficiencies and irregularities; (c) To examine rectification proposals for compliance of statutory orders; (d) To supervise works carried out by Buildings Department contractor in default of statutory orders, to take site measurements and to check accounts for payment; (e) To take prosecution actions to effect removal of unauthorized building works, including case analysis and documentation, collation of evidence, preparation of charges and conducting prosecution in courts; and (f) To deal with enquiries from building owners and occupants.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Clerical Grades Staff	a1 Assistant Clerical Officers	81	\$202,260	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To provide clerical support
	a2 Clerical Assistant	97	\$157,740		
	b	157	\$106,272	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Motor Drivers	a	31	\$168,120	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To drive the government vehicles
	b	There are no motor drivers employed under NCSC in the Buildings Department			

Note 1 : (a) refers to civil servants, (b) refers to NCSC staff

Note 2 : "Mid-point salaries" are not applicable to NCSC staff. In general, "mid-point salaries" of civil servants are the mid-points of increments, which are not applicable to respective NCSC posts. The salaries of NCSC posts in the BD vary among different contracts. The salary figures in the table are the averages of the highest and lowest salaries of the relevant NCSC posts.

Note 3 : The relevant work commenced in mid-2012

2011 (Figures as at 31 March 2011)

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Structural Engineers	a	92	\$730,680	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To process structural plans, applications for consent to commencement of works, certificates of completion of works and applications for licences/registrations; and to carry out site audit checks on building works in progress and minor works;</p> <p>(b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works;</p> <p>(c) To specify the required structural works for fire safety improvement of existing buildings; and</p> <p>(d) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.</p>
	b	61	\$463,578	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Surveyors	a	143	\$698,340	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To process buildings plans, applications for consent to commencement of works, certificates of completion of works, applications for occupation permits and licences/registrations; and to carry out site audit checks on building works in progress and minor works; (b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works; (c) To evaluate the fire safety provisions of existing buildings and specify the required fire safety improvement works; and (d) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.
	b	77	\$424,398	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Survey Officers	a	137	\$264,060	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Building Surveyors to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking building plans and inspecting building works including minor works and drainage works of private developments and licensed premises; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, repair works and unauthorized building works, arranging issuance of statutory orders / notices / directions, and supervising works, including works in emergency cases, carried out by the Government Contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on building safety matters.
	b	82	\$168,522	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Technical Officers	a	49	\$264,060	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking structural design and details, test reports and construction records, and in witnessing and carrying out of tests on foundation and structural elements; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, minor works and unauthorized building works, arranging issue of statutory orders / notices, and supervising works, including works in emergency cases, carried out by the government contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on building safety matters.
	b	74	\$168,522	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Assistants	a	This post is an NCSC post			
	b	215	\$144,852	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect and assist in inspection of buildings, and to prepare reports on unauthorised building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To assist in preparing and issuing statutory orders; (c) To assist in supervision of works carried out by Buildings Department contractors for parties concerned in default of statutory orders, to take site measurements and to check accounts for payment; (d) To assist in prosecution of offenders; and (e) To handle requests for viewing and copying of building records and to assist in management of building records.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Officers	a	This post is an NCSC post			
	b	203	\$232,548	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect buildings and prepare reports for rectification of unauthorized building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To perform enforcement duties including issuing of statutory orders to effect removal of unauthorized building works, repair of defective buildings and drainage, rectification of fire safety deficiencies and irregularities; (c) To examine rectification proposals for compliance of statutory orders; (d) To supervise works carried out by Buildings Department contractor in default of statutory orders, to take site measurements and to check accounts for payment; (e) To take prosecution actions to effect removal of unauthorized building works, including case analysis and documentation, collation of evidence, preparation of charges and conducting prosecution in courts; and (f) To deal with enquiries from building owners and occupants.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Clerical Grades Staff	a1 Assistant Clerical Officers	56	\$190,500	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To provide clerical support
	a2 Clerical Assistant	91	\$148,560		
	b	65	\$100,248	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Motor Drivers	a	31	\$158,340	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To drive the government vehicles
	b	There are no motor drivers employed under NCSC in the Buildings Department			

Note 1 : (a) refers to civil servants, (b) refers to NCSC staff

Note 2 : "Mid-point salaries" are not applicable to NCSC staff. In general, "mid-point salaries" of civil servants are the mid-points of increments, which are not applicable to respective NCSC posts. The salaries of NCSC posts in the BD vary among different contracts. The salary figures in the table are the averages of the highest and lowest salaries of the relevant NCSC posts.

2010 (Figures as at 31 March 2010)

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Structural Engineers	a	91	\$719,160	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To process structural plans, applications for consent to commencement of works, certificates of completion of works and applications for licences/registrations; and to carry out site audit checks on building works in progress and minor works;</p> <p>(b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works;</p> <p>(c) To specify the required structural works for fire safety improvement of existing buildings; and</p> <p>(d) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.</p>
	b	64	\$461,262	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Surveyors	a	142	\$687,360	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To process buildings plans, applications for consent to commencement of works, certificates of completion of works, applications for occupation permits and licences/registrations; and to carry out site audit checks on building works in progress and minor works; (b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works; (c) To evaluate the fire safety provisions of existing buildings and specify the required fire safety improvement works; and (d) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.
	b	80	\$422,286	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Survey Officers	a	137	\$262,560	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Building Surveyors to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking building plans and inspecting building works including minor works and drainage works of private developments and licensed premises; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, repair works and unauthorized building works, arranging issuance of statutory orders / notices / directions, and supervising works, including works in emergency cases, carried out by the Government Contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on building safety matters.
	b	82	\$167,676	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Technical Officers	a	49	\$262,560	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking structural design and details, test reports and construction records, and in witnessing and carrying out of tests on foundation and structural elements; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, minor works and unauthorized building works, arranging issue of statutory orders / notices, and supervising works, including works in emergency cases, carried out by the government contractors;
	b	74	\$167,676	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	(c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on building safety matters.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Assistants	a	This post is an NCSC post			
	b	233	\$144,126	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	<p>To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To inspect and assist in inspection of buildings, and to prepare reports on unauthorised building works, building defects, defective drains, fire safety deficiencies and irregularities;</p> <p>(b) To assist in preparing and issuing statutory orders;</p> <p>(c) To assist in supervision of works carried out by Buildings Department contractors for parties concerned in default of statutory orders, to take site measurements and to check accounts for payment;</p> <p>(d) To assist in prosecution of offenders; and</p> <p>(e) To handle requests for viewing and copying of building records and to assist in management of building records.</p>

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Officers	a	This post is an NCSC post			
	b	203	\$231,390	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect buildings and prepare reports for rectification of unauthorized building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To perform enforcement duties including issuing of statutory orders to effect removal of unauthorized building works, repair of defective buildings and drainage, rectification of fire safety deficiencies and irregularities; (c) To examine rectification proposals for compliance of statutory orders; (d) To supervise works carried out by Buildings Department contractor in default of statutory orders, to take site measurements and to check accounts for payment; (e) To take prosecution actions to effect removal of unauthorized building works, including case analysis and documentation, collation of evidence, preparation of charges and conducting prosecution in courts; and (f) To deal with enquiries from building owners and occupants.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Clerical Grades Staff	a1 Assistant Clerical Officers	56	\$189,420	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To provide clerical support
	a2 Clerical Assistant	91	\$147,720		
	b	65	\$99,744	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Motor Drivers	a	31	\$157,440	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To drive the government vehicles
	b	There are no motor drivers employed under NCSC in the Buildings Department			

Note 1 : (a) refers to civil servants, (b) refers to NCSC staff

Note 2 : "Mid-point salaries" are not applicable to NCSC staff. In general, "mid-point salaries" of civil servants are the mid-points of increments, which are not applicable to respective NCSC posts. The salaries of NCSC posts in the BD vary among different contracts. The salary figures in the table are the averages of the highest and lowest salaries of the relevant NCSC posts.

2009 (Figures as at 31 March 2009)

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Structural Engineers	a	88	\$760,020	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To process structural plans, applications for consent to commencement of works, certificates of completion of works and applications for licences/registrations; and to carry out site audit checks on building works in progress and minor works;</p> <p>(b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works;</p> <p>(c) To specify the required structural works for fire safety improvement of existing buildings; and</p> <p>(d) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.</p>
	b	70	\$461,262	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Surveyors	a	125	\$726,420	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To process buildings plans, applications for consent to commencement of works, certificates of completion of works, applications for occupation permits and licences/registrations; and to carry out site audit checks on building works in progress and minor works; (b) To deal with unauthorised building works, dilapidated and dangerous buildings, defective drains, dangerous slopes and retaining structures; and to take necessary enforcement actions including issuance of statutory orders/notices and conduct of emergency works; (c) To evaluate the fire safety provisions of existing buildings and specify the required fire safety improvement works; and (d) To instigate prosecution and disciplinary actions; to coordinate responses to appeals; and to carry out legislative review and research.
	b	102	\$422,286	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Survey Officers	a	92	\$262,560	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To assist the Building Surveyors to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To assist in checking building plans and inspecting building works including minor works and drainage works of private developments and licensed premises; (b) To assist in carrying out inspection of buildings and slopes, surveying defects, repair works and unauthorized building works, arranging issuance of statutory orders / notices / directions, and supervising works, including works in emergency cases, carried out by the Government Contractors; (c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and (d) To assist in public education and publicity on building safety matters.
	b	129	\$167,676	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Technical Officers	a	46	\$262,560	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	<p>To assist the Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including:</p> <p>(a) To assist in checking structural design and details, test reports and construction records, and in witnessing and carrying out of tests on foundation and structural elements;</p> <p>(b) To assist in carrying out inspection of buildings and slopes, surveying defects, minor works and unauthorized building works, arranging issue of statutory orders / notices, and supervising works, including works in emergency cases, carried out by the government contractors;</p> <p>(c) To prepare working drawings and cost estimates, and to assist in records management and statistical collation of building information; and</p> <p>(d) To assist in public education and publicity on building safety matters.</p>
	b	83	\$167,676	<p>A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.</p> <p>Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.</p>	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Assistants	a	This post is an NCSC post			
	b	197	\$144,126	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect and assist in inspection of buildings, and to prepare reports on unauthorised building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To assist in preparing and issuing statutory orders; (c) To assist in supervision of works carried out by Buildings Department contractors for parties concerned in default of statutory orders, to take site measurements and to check accounts for payment; (d) To assist in prosecution of offenders; and (e) To handle requests for viewing and copying of building records and to assist in management of building records.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Building Safety Officers	a	This post is an NCSC post			
	b	191	\$231,390	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	To assist the Building Surveyors/ Structural Engineers to enforce and administer the Buildings Ordinance and relevant legislation, etc., including: (a) To inspect buildings and prepare reports for rectification of unauthorized building works, building defects, defective drains, fire safety deficiencies and irregularities; (b) To perform enforcement duties including issuing of statutory orders to effect removal of unauthorized building works, repair of defective buildings and drainage, rectification of fire safety deficiencies and irregularities; (c) To examine rectification proposals for compliance of statutory orders; (d) To supervise works carried out by Buildings Department contractor in default of statutory orders, to take site measurements and to check accounts for payment; (e) To take prosecution actions to effect removal of unauthorized building works, including case analysis and documentation, collation of evidence, preparation of charges and conducting prosecution in courts; and (f) To deal with enquiries from building owners and occupants.

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Clerical Grades Staff	a1 Assistant Clerical Officers	54	\$189,420	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To provide clerical support
	a2 Clerical Assistant	91	\$147,720		
	b	87	\$99,744	A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. Apart from general holidays, maternity leave, sickness allowance, 12 days paid annual leave are granted.	

LEGCO QUESTION NO. 13

Annex 1

Grade ^{Note 1}		Number	Notional Annual Mid-point Salaries ^{Note 2}	Fringe benefits	Scope of Duties
Motor Drivers	a	31	\$157,440	Fringe benefits include paid leave, medical and dental benefits, etc. Housing benefits are granted to eligible civil servants.	To drive the government vehicles
	b	There are no motor drivers employed under NCSC in the Buildings Department			

Note 1 : (a) refers to civil servants, (b) refers to NCSC staff

Note 2 : "Mid-point salaries" are not applicable to NCSC staff. In general, "mid-point salaries" of civil servants are the mid-points of increments, which are not applicable to respective NCSC posts. The salaries of NCSC posts in the BD vary among different contracts. The salary figures in the table are the averages of the highest and lowest salaries of the relevant NCSC posts.