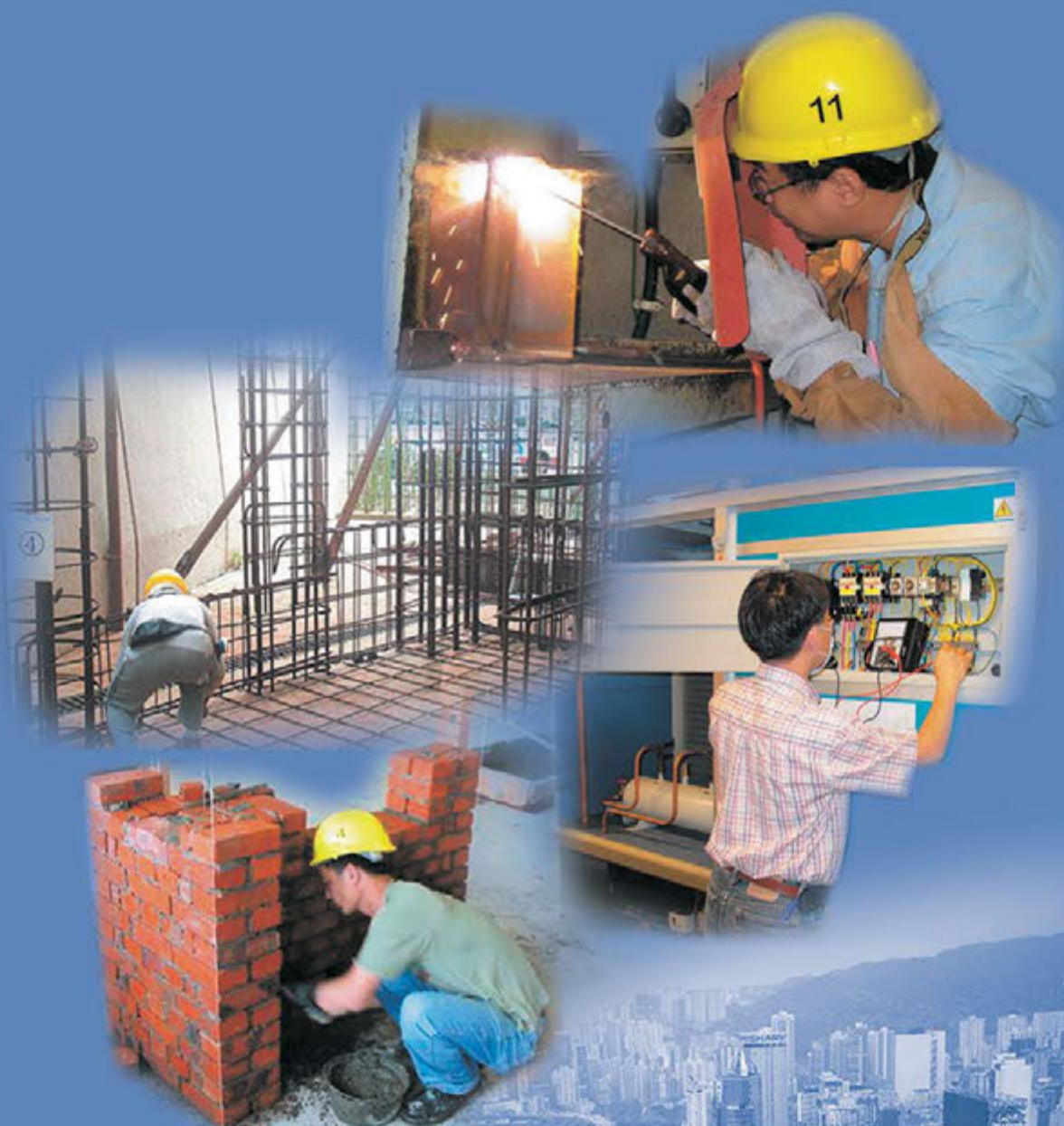


# Trade Classification in the Construction Industry

## 建造業行業分類



Environment, Transport  
and Works Bureau  
環境運輸及工務局

October 2003  
二〇〇三年十月

# **Trade Classification in the Construction Industry**

**建造業行業分類！**

**Ad-hoc Working Group on  
Unification of Job Titles and Descriptions of Principal Trades  
in the Construction Industry**

**建造業主要行業職務名稱及  
工作說明專責工作小組**

**Environment, Transport and Works Bureau  
環境運輸及工務局**

**October 2003  
二零零三年十月**

# Trade Classification in the Construction Industry

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# 建造業行業分類

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# **SECTION 1**

## **PREAMBLE**

In December 1997, the then Works Bureau published the first booklet on trade classification in the construction industry with a view to providing a unified set of job titles and descriptions of principal trades in the construction industry for adoption by employers, contractors, training and retraining institutes, government departments as well as other stakeholders in the industry. Throughout these years, the unified job titles and descriptions have been well received by the industry and effectively served its aim to reduce misunderstandings and misinterpretations that may arise when referring to specific trades in the construction industry.

Owing to the rapid changes in the construction industry, the Environment, Transport and Works Bureau (ETWB) sees the need to seek further refinement to the job titles and descriptions in the booklet and more importantly, to keep its content up-to-date on par with the latest development in the industry. Moreover, with the proposed implementation of the Construction Workers Registration System, the job titles and descriptions adopted in the booklet should be in line with those to be used under the Construction Workers Registration System for the purpose of unification. Based on the recommendations in the second review report (see appendix) of an ad-hoc working group formed under the ETWB, the revision process has recently been completed. Similar to the last release, there is an extract from this booklet containing only the trade classification for the skilled/semi-skilled/general workers for ease of making reference to the workers trades.

# 第一節

## 前言

在1997年底，當時的工務局編印了首本建造業行業分類的小冊子，目的是為建造業提供一套統一職務名稱及工作說明以便業內的僱主、承建商、訓練及再培訓機構、政府部門及其他參與業務者可採納和使用。過去數年來，業界都樂於採用這一套統一職務名稱及工作說明，兼且亦達致減少建造業在使用某些職務名稱時所可能引致的誤會和誤解的目的。

鑑於建造業的急速發展，環境運輸及工務局認為有需要把小冊子修訂，更重要的是把其內容更新以配合業內的新近發展。再者，因應推行建造業工人註冊制度的建議，經更新後的職務名稱及工作說明有需要與註冊制度所採用的相同，以便能達到一致。根據“建造業主要行業的職務名稱及工作說明專責工作小組”第二次檢討報告(參看附錄)內的建議，我們已完成建造業職務名稱及工作說明的更新工作。與前次的安排相若，除了本小冊子外，我們亦編印了一本只收錄了熟練技工、半熟練技工和普通工人工種類別的選錄以方便查閱。

## SECTION 2

### GENERAL DEFINITIONS

**“Professional/Technologist”** - A professional/technologist is a person who applies his professional skills to a wide range of technical activities and is able to use his knowledge and experience to initiate practical developments. He is expected to accept a high degree of responsibility and, in many cases, to push forward the boundaries of knowledge in his particular field. A professional/technologist should normally have received education and training equivalent to that required for corporate membership of a professional institution.

**“Technician”** - A technician is one who occupies a position between a professional/technologist and a skilled worker. His education, training and practical experience should enable him to apply proven techniques to solve technical problems. He is expected to carry a measure of technical responsibility, normally under the guidance of a professional/technologist.

**“Skilled Worker”** - A skilled worker should be able to apply a range of skills and knowledge relevant to his trade with minimum direction or supervision. He should hold a trade test certificate or has equivalent qualification and experience such that he should have adequate technical knowledge which enables him to acquire new skills to cope with the changing technologies.

**“Semi-skilled Worker”** - A semi-skilled worker possesses skill level and knowledge in between that of a skilled worker and a general worker. He should possess an intermediate trade test certificate or have equivalent qualification and experience. Semi-skilled worker is not applicable to some trades, particularly those where existing legislations only allow a fully qualified worker to carry out the work.

**“General Worker”** - A general worker normally performs general cleaning, minor excavation work and other simple duties as directed by a skilled worker, semi-skilled worker or other supervisory staff. He should possess simple job related skills which may be acquired on-the-job or off-the-job.

Note: (1) Some job-holders are required by law to hold relevant registration, licence or certificate in performing the prescribed work.

(2) All job titles mentioned in this document apply to both male and female workers.

## 第 2 節

### 一般定義

**“專業人士／技師”** - 專業人士／技師乃指具有專業技能的人員，能將專業技能應用於多項技術活動，且能運用其知識及經驗領導工作發展；此外，亦須肩負重責，經常拓展其本行的知識領域。專業人士／技師一般須具有相當於專業學會正式會員所需的教育和訓練。

**“技術員”** - 技術員乃指技能等級介乎專業人士／技師與熟練技工之間的人員，曾受一定的教育、訓練以及具備實務經驗，能運用已確立的方法解決技術問題；此外，一般能在專業人士／技師的指示下，肩負部分技術責任。

**“熟練技工”** - 熟練技工乃特定工種的技術工人，能在極少指示及督導下，將有關技術及知識應用於工作上。此外，技工須持有技能測試證書或具備等同的學歷及經驗，以便有足夠的專門知識，學習新技術，配合科技的發展。

**“半熟練技工”** - 此類工人的技術和知識水平一般介乎熟練技工與普通工人之間。他們須持有中級工藝測試證書或具備等同的學歷及經驗。有些工種並不設有半熟練技工的級別，特別是一些法例規定須由合資格技工執行的工作。

**“普通工人”** - 普通工人通常負責由熟練技工、半熟練技工或其他監督人員所指派的簡單職務、一般清潔及小規模的挖掘工作等。普通工人須具備簡單的工作技能，該等技能可透過在職或職外訓練獲得。

注意：(1) 根據法例，某些工作的持有人須擁有相關的註冊、牌照或證書才可從事指定的工作。

(2) 本文件內所有職務名稱均適用於男性或女性工作人員。



## **SECTION 3**

### **第 3 節！**

# **JOB TITLES AND DESCRIPTIONS FOR PRINCIPAL TRADES IN THE BUILDING AND CIVIL ENGINEERING DISCIPLINE**

建築及土木工程業主要行業的  
職務名稱及工作說明

Code 編號	Job Title 職稱	Job Description 工作說明
<b>PROFESSIONAL/TECHNOLOGIST 專業人士／技師</b>		
C101	Architect  建築師	<p>To plan, design and supervise the erection of all types of building in compliance with buildings ordinance, regulations and requirements of public utilities. He is responsible for all stages and facets of a building project including advice on the brief, feasibility and sketch-planning, estimates, specifications, contract drawing and documents, tender action, contract supervision, and financial control. He also co-ordinates the work of allied disciplines engaged on building projects.</p> <p>根據建築物條例、規則及各公用事業公司的規定，策劃、設計及監督各類建築物的興建。負責每一建築計劃各階段及層面的工作，包括就以下事項提供意見：建築概要、可行性及簡圖策劃、預算、章程、承建圖則及文件、投標步驟、工程監督及經費控制。統籌與建築工程有關的工作。</p>
C102	Builder/ Construction Manager  營造師	<p>To direct and assume responsibilities for all aspects of construction projects in accordance with the agreed method, procedure, budget and specifications; to co-ordinate work of main contractor, sub-contractors, specialist contractors and suppliers; to liaise with architects, engineers, surveyors, specialist consultants, contractors and government departments; to review, inspect, evaluate and report on the quality, progress and cost of works and adjust schedule as necessary.</p> <p>按照議定方法、程序、預算及章程，管理建築工程各項工作；協調總承建商、各分包商、專門承造商及供應商負責的工作；與建築師、工程師、測量師、專業顧問、承建商及各政府部門聯絡；對工程的質素、進度及成本進行檢討、視察、評估及提交報告，並在需要時修訂工程進度計劃。</p>
C103	Building/ Maintenance Surveyor  屋宇／保養測量師	<p>To deal with the planning, administration and co-ordination of all types of works (including maintenance) to buildings and land with particular cognizance of public health, planning and building regulations requirements.</p> <p>策劃、管理及協調各類屋宇及土地工程（包括保養工程），並須注意公共衛生、規劃及建築條例的規定。</p>

Code 編號	Job Title 職稱	Job Description 工作說明										
<b>PROFESSIONAL/TECHNOLOGIST (Continued) 專業人士/技師 (續)</b>												
C104	Civil Engineer  土木工程師	<p>To plan, design, construct and supervise the construction of all civil engineering works required for the health, welfare, safety, employment and pleasure of mankind, and for development of natural resources and environmental control. Usually specialises in one or more of the following:</p> <ol style="list-style-type: none"> <li>(1) structural engineering</li> <li>(2) geotechnical engineering</li> <li>(3) hydraulic engineering</li> <li>(4) highway engineering</li> <li>(5) material engineering</li> <li>(6) traffic and transportation engineering</li> <li>(7) railway engineering</li> <li>(8) maritime engineering</li> <li>(9) airport engineering</li> <li>(10) other civil engineering fields</li> </ol> <p>策劃、設計、建造及監督所有為人類衛生、福利、安全、就業與娛樂而進行的土木工程，與為天然資源發展及環境控制而設的其他建設、通常專於下列一種或多種工作：</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">(1) 結構工程</td> <td style="width: 50%;">(6) 交通及運輸工程</td> </tr> <tr> <td>(2) 土力工程</td> <td>(7) 鐵路工程</td> </tr> <tr> <td>(3) 水力工程</td> <td>(8) 海事工程</td> </tr> <tr> <td>(4) 公路工程</td> <td>(9) 機場工程</td> </tr> <tr> <td>(5) 材料工程</td> <td>(10) 其他土木工程</td> </tr> </table>	(1) 結構工程	(6) 交通及運輸工程	(2) 土力工程	(7) 鐵路工程	(3) 水力工程	(8) 海事工程	(4) 公路工程	(9) 機場工程	(5) 材料工程	(10) 其他土木工程
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(4) 公路工程	(9) 機場工程											
(5) 材料工程	(10) 其他土木工程											
C105	Construction Plant Engineer  建造機械工程師	<p>To plan, design and supervise the construction, utilization, repair and maintenance of construction plants and machinery.</p> <p>策劃, 設計及監督建造機械及設備的製造, 使用及維修。</p>										
C106	Environmental Engineer  環境工程師	<p>To conceive, design, appraise, direct, manage and supervise the construction of engineering works for the protection and promotion of public health and for the improvement of man's environments; to investigate, improve and rectify engineering works and other projects that are capable of injuring public health by being faulty in conception, design, direction or management.</p> <p>構想、設計、評估、指導、管理及監督各種工程，以保護及促進公眾衛生與改善人類環境；調查、改良及糾正在構想、設計、指導或管理方面出錯以致損害公眾衛生的各種工程及其他計劃。</p>										

Code 編號	Job Title 職稱	Job Description 工作說明
<b>PROFESSIONAL/TECHNOLOGIST (Continued) 專業人士/技師 (續)</b>		
C108	Geotechnical Engineer  土力工程師	To plan, design and supervise the construction and maintenance of geotechnical aspects of earth works and foundation works, and the development of natural resources for the construction industry.  策劃、設計及監督土力工程及地基工程土力項目的建造與保養，以及為建造業開發天然資源。
C109	Interior Designer  室內設計師	To plan and design interiors and supervise interior building contracts normally within an existing building.  策劃及設計建築物內部，並監督室內設計建築合約。
C110	Land Surveyor  土地測量師	To undertake the physical measurement of land and collate data for the preparation of plans and maps including cadastral surveying for land registration, topographical surveying, geodetic surveying and hydrographic surveying.  從事土地的實體測量及整理資料以編製圖則及地圖，其工作包括地籍測量、地形測量、大地測量及水文測量。
C111	Landscape Architect  園景規劃師	To identify and advise on construction projects requiring landscaping and other major landscaping projects; to design landscaping; to organise and supervise landscaping work; and to liaise with relevant authorities and other professionals.  確定需要美化環境的建造工程與其他美化環境主要工程，並提供意見；設計美化環境；組織及督導環境美化工作；以及與有關當局及其他專業人士聯絡。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>PROFESSIONAL/TECHNOLOGIST (Continued) 專業人士／技師（續）</b>		
C112	Quantity Surveyor  工料測量師	<p>To deal with the following aspects of building and civil engineering design and construction administration:</p> <ol style="list-style-type: none"> <li>(1) design cost and cost planning;</li> <li>(2) pre-contract documentation including bills of quantities and/or contract specifications;</li> <li>(3) tendering procedures, contractual agreements and advice on selection of tenders; and</li> <li>(4) post contract services including measurement of work, preparation of interim and final payment certificates and settlement of other contractual claims.</li> </ol> <p>處理下列各方面的屋宇及土木工程設計與建造管理工作：</p> <ol style="list-style-type: none"> <li>(1) 設計成本及成本策劃；</li> <li>(2) 訂定合約前的文件，包括工程數量單及／或合約章程；</li> <li>(3) 投標手續、合約協定，並就選取投標提供意見；及</li> <li>(4) 訂定合約後的服務，包括估量工程、編製中期與末期承建費証書，以及解決其他與合約有關的索償。</li> </ol>
C113	Safety Officer  安全主任	<p>To assist the employer of a workplace or a construction site in promoting the safety and health of persons employed therein, including the inspection of workplace, plants, equipment or works processes to identify any risks and to advise on preventive measures; to investigate accidents and dangerous occurrences and make recommendations to prevent similar accidents.</p> <p>協助工作場所或建築地盤的東主從事促進僱員安全及健康的工作，包括視察廠房、設備或一般鑒別工作危險的程序，並就預防措施提供意見；調查意外及危險事故的成因，並就如何避免發生同類意外提供意見。</p>
C114	Structural Engineer  結構工程師	<p>To engage in one or more of the following activities (This job title does not refer to a civil engineer engaged in structural engineering work):</p> <ol style="list-style-type: none"> <li>(1) to investigate structural engineering problems;</li> <li>(2) to design and advise on structures of industrial, commercial, public and residential buildings; and</li> <li>(3) to plan and supervise their erection, maintenance and repair.</li> </ol> <p>從事下列一項或多項工作（從事結構工程的土木工程師並不包括在此工作類別內）：</p> <ol style="list-style-type: none"> <li>(1) 研究結構工程問題；</li> <li>(2) 設計工業、商業、政府及住宅樓宇的結構，並提供專業意見；及</li> <li>(3) 計劃和監督此等樓宇的建造與維修。</li> </ol>

Code 編號	Job Title 職稱	Job Description 工作說明
<b>PROFESSIONAL/TECHNOLOGIST (Continued) 專業人士／技師（續）</b>		
C115	Town Planner  城市設計師	To prepare and implement town plans at various levels, in the form of maps and planning reports; and to undertake planning studies, for the provision of a satisfactory physical environment in the urban and rural areas with a view to promoting the health, safety, convenience and general welfare of the community.  以地圖及設計報告方式製備及實行各階段的城市設計計劃；從事設計研究，為市區及郊區提供良好自然環境，以促進社會的公眾衛生、安全、利便及福利。
C116	Engineering Geologist  工程地質學家	To prepare geological maps; to interpret aerial photographs; to undertake terrain evaluation studies; to provide an engineering geological advisory service related to landslip studies, quarrying, fill resources, materials testing, emergency services; to check geological aspects of works design and construction.  繪製地質圖；解析空中拍攝的照片；進行地質分析研究；就有關山泥傾瀉調查、採石工程、填料資源及材料試驗等提供工程地質方面的意見及緊急服務；審核工程設計及施工地質問題。
C117	Quality Control/ Assurance Engineer  品質工程師	To plan, direct and supervise all technical aspects in all phases of the building construction engineering process; to plan, supervise and co-ordinate the quality control and assurance activities to ensure materials and processes complying with standards, specifications, safety and environmental regulations, especially under the ISO-9000 and ISO-14000 series.  策劃、指導及監督土木工程及建築過程中各種技術工作的品質管理，確保材料及過程均符合相關標準及規格，尤其是現行 ISO-9000 及 ISO-14000 的規範。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN 技術員</b>		
C201	Architectural Technician/ Draughtsman  建築技術員/ 繪圖員	To interpret the Architect's initial design concepts and sketches into a practical building solution, and to translate this information into submission/contract drawings, taking due account of the constraints imposed by economic, environmental, technological and legislative requirements; to coordinate information and works of other disciplines involved including statutory bodies; to assist in the checking of shop drawings and prepares site sketches for projects at construction stage; to prepare from sketch designs, general and detailed drawing under the supervision of architects, engineers, surveyors or contractors.  考慮到經濟、環境、技術及法例的限制，將建築師的初步設計概念及草圖製成工程繪圖；協調其他行業，包括法定機構的工作；協助查核裝配圖，以及為建築階段工程預備工地草圖；在建築師、工程師、測量師及承建商的監督下根據設計概要繪製一般及明細圖則。
C202	Assistant Safety Officer/ Safety Supervisor  助理安全主任/ 安全督導員	To assist the employer and Safety Officer, where appropriate, in promoting safety and health of persons employed in a workplace or a construction site; to advise employee on safety standards, and supervise the observance of such standards for the promotion of safety at work.  協助東主及安全主任，從事促進工作場所或建築地盤僱員的安全及健康工作；向員工提供有關安全標準的意見，並監督這些標準的切實執行，以促進工作安全。
C203	Civil/ Environmental/ Geotechnical/ Structural/ Engineering Technician  土木/環境/ 土力/結構工程 技術員	To carry out civil/environmental/geotechnical/structural engineering work under the supervision of a civil/environmental/geotechnical/structural engineer.  在土木/環境/土力/結構工程師督導下，從事土木/環境/土力/結構工程工作。
C204	Clerk of Works/ Inspector of Works/ Works Supervisors  監工	To act as the representative of the owner, inspect building and civil engineering construction works (including all maintenance works) to ensure conformity with contracts, drawings, specifications, workmanship standards and relevant legislation.  代表業主視察建築及土木工程（包括所有保養工程）以確保符合合約、圖則、章程、規格及有關法例。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN (Continued) 技術員 (續)</b>		
C205	Construction Plant Technician 建造機械技術員	To perform tasks contributory to the design, construction, utilisation, repair and maintenance of construction plants and machinery. 協助設計、製造、使用及維修建造機械及設備。
C206	Construction Materials Purchaser/ Storekeeper 建造物料採購員/ 倉庫管理員	To purchase construction materials; to plan and co-ordinate deliveries of materials to match progress; to receive and despatch materials on site and ensure their security. 採購建造物料；策劃及協調物料的運送，以配合工程進展；在地盤負責收發及看管物料。
C207	Estimator 估價員	To obtain basic data and calculate from plans and details, the probable cost of construction projects with reference to factors such as materials, labour, equipment, overheads and profit. 取得基本資料，並根據圖則與詳圖，因應材料、人工、設備、雜項及利潤等因素，計算建造工程的大約費用。
C208	Interior Design Technician 室內設計員	To plan and design, under the supervision of an interior designer, interiors normally within an existing building. 在室內設計師的督導下，策劃及設計建築物內部。
C209	Laboratory Technician (Construction Materials/Soils) 建築材料試驗員	To receive, document and test, in accordance with relevant standard specifications samples of soils, construction materials or components; to prepare test reports for certification by the appropriate technologist. 按照有關標準規格收取、記錄與試驗泥土、建築材料或組合件的樣本；編寫試驗報告，以便有關技師簽發證明。
C210	Site Agent 地盤總管	To plan, organise, direct and co-ordinate all activities and resources on the construction site through sub-agents and general foremen in accordance with the agreed method, procedure, budget and specifications. 按照議定方法、程序、預算與章程，並在副手及總管工協助下，策劃、組織、管理及協調地盤的全部工作及資源。



Code 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN (Continued) 技術員 (續)</b>		
C211	Site Foreman  地盤管工	To supervise, direct and co-ordinate normally under the general control of the site agent, the activities of workers engaged in construction works and to requisition, receive and inspect materials and supplies.  通常在地盤總管的管轄下，監督、指揮及協調建造工程工人的工作，並負責申領、接收及檢查材料與供應品。
C212	Surveying Technician (Building)  屋宇測量員	To assist the building surveyor in the planning, administration and co-ordination of works to buildings and land.  協助屋宇測量師策劃、管理及協調屋宇及土地工程。
C214	Surveying Technician (Land)  土地測量員	To assist the land surveyor in carrying out surveys and setting-out work, and supervise chainmen and survey labourers.  協助土地測量師從事測量，負責開線及確定平水。督導丈量及測量工人。
C215	Surveying Technician (Quantity)  工料測量員	To assist the quantity surveyor in preparing bills of quantities by performing taking-off, working-up and abstracting, and measuring and valuating completed works or variations.  協助工料測量師編製工程數量單，量度各項完成工程或更改工程，及計算其價值。
C216	Surveying Technician (Town Planning)  城市設計員	To assist the town planner in the preparation and implementation of town plans at various levels and in the undertaking or planning studies.  協助城市設計師製備及實行各階段的城市設計計劃，以及從事設計研究工作。
C217	Quality Control/ Assurance Technician  品質控制/ 保證技術員	To perform technical tasks, normally under the direction of a quality control/assurance engineer, contributory to quality control/ assurance of in-coming materials and parts, assembly process, and finished products to ensure compliance with standards and specifications, especially under the ISO-9000 and ISO-14000 series.  通常在品質控制/保證工程師的指導下，擔任技術性工作，如控制/保證交來物料及配件、在裝嵌程序中的半製成品及製成品的品質，俾能符合標準及規格，特別是 ISO-9000及 ISO-14000 的規範。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS 熟練技工和半熟練技工</b>			
C352	NA	Asbestos Abatement Worker 清拆石棉工	To carry out asbestos abatement works. 執行清拆石棉的工作。
C302	NA	Asphalter (Road Construction) 瀝青工 (道路建造)	To mix, place and compact bituminous materials using vibrating machines; to level and smoothen bituminous materials according to specified level marks. 混和、鋪放和用震動器壓實瀝青；按指定平水推平及燙平瀝青。
C301	NA	Asphalter (Waterproofing) 瀝青工 (防水)	To lay sheathing felt or paint with primer; to pour hot asphalt or proprietary waterproofing materials on prepared surfaces; to spread and level hot asphalt or proprietary waterproofing materials to fit corners, skirtings, flashings and outlets, etc. 鋪設墊紙或塗上瀝青底油；在準備好的表面倒上熱瀝青或專利防水物料；撥勻及推平熱瀝青或專利防水物料以配合角位、牆腳線及洞孔邊緣等。
C303	C403	Bamboo Scaffolder 竹棚工	To erect and dismantle bamboo scaffolding required in construction, repair or decoration work, and other forms of structures. 搭建及拆卸用於建造、修理或裝修工作及其他各類構築物的竹棚。
C304	C404	Bar Bender and Fixer 鋼筋屈紮工	To cut, bend and fix reinforcement steel bars according to drawings and bending schedules. 依照圖則及鋼筋表將鋼筋切割，屈曲及紮穩。

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Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C305	C405	Bricklayer 砌磚工	To lay bricks and other building blocks, except stones and marble, for construction and repair of walls, partitions, arches, openings and other structures. 鋪砌磚塊（石塊及雲石除外）以建造及修理牆壁、間隔、拱門、洞口及其他構築物。
NA	C432	Builder's Lift Operator 建築工地升降機操作員	To operate builders' lifts (passenger hoist) on construction sites. 在建造工地操作建築工地升降機（工人轆）。
C306	NA	Carpenter (Fender) 木工（護木）	To remove, cut, and erect timber fenders for protection of piers, seawalls, dolphins and landing steps, etc. 移除、切割及架設護木，作保護碼頭、海堤、繫船柱、登岸梯級等用途。
C307	C407	Carpenter (Formwork) 木模板工	To erect and strike timber formwork for building works and construction work related to civil engineering. 架設及拆卸用於建築物建造工程或土木工程の木模板。
C307a	C407a	Carpenter (Formwork - Building Construction) 木模板工（樓宇工程）	To erect and strike timber formwork for building works. 架設及拆卸用於建築物建造工程の木模板。

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Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C307b	C407b	Carpenter (Formwork - Civil Construction)  木模板工 (土木工程)	To erect and strike timber formwork for construction work related to civil engineering.  架設及拆卸用於土木工程の木模板。
C308	NA	Concrete Repairer (Spalling Concrete)  混凝土修補工 (混凝土剝落)	To repair substandard or spalled concrete or reinforcement bars using concrete or other approved materials.  利用混凝土或其他經批准的物料，修補不合標準或剝落的混凝土或鋼筋。
C309	C409	Concretor  混凝土工	To mix, place and compact concrete using vibrating machines; to carry out curing, levelling and smoothing of concrete.  混和、澆置及使用震搗機搗實混凝土；養護、平整及燙平混凝土。
C310	C410	Construction Plant Mechanic  建造機械技工	To maintain and repair building and civil engineering plants and machinery.  保養及修理建築及土木工程機械設備。
C311	NA	Curtain Wall Installer  幕牆工	To install metal frames, and fix glasses or other material panels for curtain walls.  在幕牆上安裝金屬架，裝嵌玻璃或其他物料的嵌板。
C312a	NA	Demolition Worker (Building)  拆卸工(建築物)	To demolish, dismantle and remove buildings and structures, or any part thereof.  拆卸、拆除和移走建築物或構築物或其部份。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C312b	NA	Demolition Worker (Unauthorized Building Works) 拆卸工 (違例建築工程)	To demolish, dismantle and remove, within the meaning of the Buildings Ordinance (Cap.123), buildings erected or building works carried out in contravention of that Ordinance. 拆卸、拆除和移走《建築物條例》(第123章)所指的在違反該條例情況下建成的建築物或在違反該條例情況下進行的建築工程。
C313	NA	Diver 潛水員	To perform under-water operations related to inspection, construction and repair of structures and demolition; to prepare reports on all the foregoing operations. 執行各項於水底進行並關於檢查、建造與修理及清拆各種構築物的工作；撰寫有關上述各種工作的報告。
C314	C414	Drainlayer 地渠工	To lay and join underground drains, construct manholes, install pipes and fittings, construct beds and haunches, and surround pipes with concrete. 敷設及連接地下渠管、建造沙井，裝設渠管及配件，用混凝土將渠管墊好，並把渠管兩側批斜及四週圍好。
C316	C416	Floor Layer 鋪地板工	To lay timber, PVC, linoleum and similar flooring materials to floors, stair threads, skirtings, etc. (This job title excludes the laying of marble and granite slabs (or similar stones) on floor.) 將各種木地板、塑料地板、膠地蓆及類似物料鋪放在地面、梯級、牆腳線等處。 (此職稱不包括鋪設雲石、花崗石(或類似石材)地板)
C316a	C416a	Floor Layer (PVC Flooring) 鋪地板工 (塑料地板)	To lay PVC, linoleum and similar flooring materials to floors, stair threads, skirtings, etc. 將各種塑料地板、膠地蓆及類似物料鋪放在地面、梯級、牆腳線等處。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C316b	C416b	Floor Layer (Timber Flooring) 鋪地板工 (木地板)	To lay timber and similar flooring materials to floors, stair threads, skirtings, etc. 將各種木地板及類似物料鋪放在地面、梯級、牆腳線等處。
C318	C418	General Welder 普通焊接工	To carry out general welding or cutting work by electric arc, oxy-acetylene flame or other welding processes. 以電弧、氧乙炔焰或其他焊接工序，進行普通焊接或切割工作。
C319	C419	Glazier 玻璃工	To measure, cut and fix glass panes with silicone plastic or beads; to grind or round edges of glass panes. 量度、切割及利用硅塑料或圓線條安裝玻璃；磨滑玻璃的邊或角。
C320	C420	Ground Investigation Operator/Driller/Borer 岩土勘探工/ 鑽井工/鑽孔工	To set up and operate drilling plant for ground investigation purposes; to take and store soil and rock samples or specimens for inspection and logging by engineers or technicians or logging geologists; to work with geotechnical field technicians to perform in-situ field tests. 裝置及操縱鑽土機械設備，以作岩土勘探；取得及保存岩土樣本，待工程師或技術員或地質學家檢查及紀錄；協助地質技術員實地作測試。
C321	NA	Grouting Worker 灌漿工	To mix cement or other materials to carry out underground grouting work. 攪拌英泥或其他材料，進行地下灌漿工作。

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Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C353	C453	Hand-dug Caisson Worker 手挖沉箱工	To construct underground caissons by hand-dug caisson method. 以手挖沉箱的方法來建造地下沉箱。
C322	C422	Joiner 細木工	To carry out all internal and external woodwork (except formwork and fender) using both hand tools and woodworking machinery. 運用手動工具及造木機械進行戶內外一切與木工有關的工作（模板及護木除外）。
C323	C423	Leveller 平水工	To read and interpret drawings; to set up job lines and levels and prepare templates. 閱讀及理解圖則；開線及定平水，並製備模型板。
C324	C424	Marble Worker 雲石工	To set out, measure, cut and set marble slabs, granite slabs or similar stones on walls, floors, or other surfaces; to grind and polish marble, granite or similar stones. 劃線、量度及切割雲石塊、花崗石塊或類似石材，將之鋪砌在牆壁、地面或其他表面上；磨光及擦亮雲石塊、花崗石塊或類似石材。
C325	NA	Marine Construction Plant Operator 海面建造機械操作工	To operate one or more types of plant and equipment for construction work at sea including derrick, boom-grab bucket and boom-hook. (This job excludes mariners such as coxswain and barge and dredger crew responsible for the operation of the vessel (in contrast with construction plant)). 操作一類或多類海面建築設備及器材包括吊桿、吊臂(夾吊)及吊臂(鈎吊)以在海上進行建造工作。 (此職稱不包括操作船隻（相對於建造機械）的海員，如舵手、駁船及疏浚船的船員)

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C325a	NA	Marine Construction Plant Operator (Boom-grab Bucket) 海面建造機械操作工 (吊臂 – 夾吊)	To operate boom-grab bucket for construction work at sea. 操作吊臂(夾吊)以在海上進行建造工作。
C325b	NA	Marine Construction Plant Operator (Boom-hook) 海面建造機械操作工 (吊臂 – 鈎吊)	To operate boom-hook for construction work at sea. 操作吊臂(鈎吊)以在海上進行建造工作。
C325c	NA	Marine Construction Plant Operator (Derrick) 海面建造機械操作工(吊桿)	To operate derrick for construction work at sea. 操作吊桿以在海上進行建造工作。
C326	C426	Mason 砌石工	To split and shape stones, and build and lay stone works to specified thickness, patterns and shapes. 依照指定厚度、款式及形狀，將石塊分割及切鑿，並鋪砌石塊及進行築石工程。
C327	C427	Metal Scaffolder 金屬棚架工	To erect, dismantle, maintain and repair metal scaffolding required in construction, repair or decoration work. 搭建、拆除、維修及修理用於建造、修葺或裝修工程的金屬棚架。



Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C328	C428	Metal Worker  金屬工	To fit, assemble, weld and forge metal parts; to install non-structural metalwork; to operate metal-working machines; to make templates; to repair metal formwork.  打磨、裝配、焊接及鍛冶金屬配件；安裝非結構用的金屬製件；操作金工機器；製作樣板；修理金屬模板。
C329	C429	Painter and Decorator  髹漆及裝飾工	To prepare surfaces, fittings and fixtures of buildings and other structures for painting and decorating; to apply paints or similar protective and decorative materials; to lay out and write letters, characters and other signs.  處理建築物及其他構築物配件及設備的表面，以便進行髹漆及裝飾的工作；髹上漆油或同類保護性及裝飾性材料；設計與書寫中英文字體及其他標誌。
NA	C454	Painter (Texture-spray) 噴塗油漆工	To perform painting for surfaces, fittings and fixtures of buildings and other structures by texture-spray method.  以噴塗方式為建築物及其他構築物配件及設備的表面噴上漆油。
C355	NA	Paving Block Layer  地磚鋪砌工	To lay paving blocks on floor; to compact the base layer with vibrating machines; to cut paving blocks to fit floor layout.  將地磚鋪放在地面；用震搗機壓實地面的基層；切割地磚以配合地面狀況。
C330	NA	Piling Operative  打樁工	To set up piling rigs for driven or bored piles works, with basic knowledge of method, hand signals and geology related to piling.  安裝打樁架以便打樁或造鑽孔樁，對打樁的施工方法、手號及地質有基本的認識。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C330a	NA	Piling Operative (Bored Pile)  打樁工 (鑽孔樁)	To set up piling rigs for bored piles works, with basic knowledge of method, hand signals and geology related to piling.  安裝打樁架以便造鑽孔樁，對打樁的施工方法、手號及地質有基本的認識。
C330b	NA	Piling Operative (Percussive Pile)  打樁工 (撞擊式樁)	To set up piling rigs for driven piles works, with basic knowledge of method, hand signals and geology related to piling.  安裝打樁架以便使用撞擊式打樁法，對打樁的施工方法、手號及地質有基本的認識。
C331	NA	Pipelayer  敷喉管工	To lay water mains, make pressurised joints by mechanical means, install pipes and fittings, construct beds and haunches, and surround pipes with concrete.  敷設主供水喉管，以機械方式接駁經加壓喉管，裝設喉管及配件，用混凝土將喉管墊好，及把喉管兩側批斜及四週圍好。
C356	NA	Plant and Equipment Operator (Demolition) – Excavator  機械設備操作工 (拆卸) – 挖掘機	To operate excavators to demolish, dismantle and remove buildings or structures, or any part thereof.  操作挖掘機以進行拆卸、拆除和移走建築物或構築物或其部份。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C334	NA	Plant and Equipment Operator (Hoist and Crane) 機械設備操作工 (起重機及吊機)	To operate construction plant and equipment for material-handling purposes including crawler-mounted mobile crane, wheeled telescopic mobile crane, tower crane, truck-mounted crane, and gantry crane. 操作建造機械設備以輸送材料，包括履帶式固定吊臂起重機、輪胎式液壓伸縮吊臂起重機、塔式起重機、貨車吊機及龍門式起重機。
C334a	NA	Plant and Equipment Operator (Crawler-mounted Mobile Crane) 機械設備操作工 (履帶式固定吊臂起重機)	To operate crawler-mounted mobile cranes for material-handling purposes. 操作履帶式固定吊臂起重機以輸送物料。
C334b	NA	Plant and Equipment Operator (Gantry Crane) 機械設備操作工 (龍門式起重機)	To operate gantry cranes for material-handling purposes. 操作龍門式起重機以輸送物料。
C334c	NA	Plant and Equipment Operator (Tower Crane) 機械設備操作工 (塔式起重機)	To operate tower cranes for material-handling purposes. 操作塔式起重機以輸送物料。

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Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C334d	NA	Plant and Equipment Operator (Truck-mounted Crane) 機械設備操作工 (貨車吊機)	To operate truck-mounted cranes for material-handling purposes. 操作貨車吊機以輸送物料。
C334e	NA	Plant and Equipment Operator (Wheeled Telescopic Mobile Crane) 機械設備操作工 (輪胎式液壓伸縮吊臂起重機)	To operate wheeled telescopic mobile cranes for material-handling purposes. 操作輪胎式液壓伸縮吊臂起重機以輸送物料。
C333	NA	Plant and Equipment Operator (Load Shifting) 機械設備操作工 (負荷物移動機械)	To operate construction plant and equipment for load shifting including excavator, bulldozer, loader, mini-loader, and mini-loader with attachments. 操作用於負荷物移動的建造機械設備，包括挖掘機、推土機、搬土機、小型裝載機及小型裝載機連配件。
C333a	NA	Plant and Equipment Operator (Bulldozer) 機械設備操作工 (推土機)	To operate bulldozers for load shifting purposes. 操作推土機以移動負荷物。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C333b	NA	Plant and Equipment Operator (Excavator) 機械設備操作工 (挖掘機)	To operate excavators for load shifting purposes. 操作挖掘機以移動負荷物。
C333c	NA	Plant and Equipment Operator (Loader) 機械設備操作工 (搬土機)	To operate loaders for load shifting purposes. 操作搬土機以移動負荷物。
C333d	NA	Plant and Equipment Operator (Mini-loader) 機械設備操作工 (小型裝載機)	To operate mini-loaders for load shifting purposes. 操作小型裝載機以移動負荷物。
C333e	NA	Plant and Equipment Operator (Mini-loader With Attachments) 機械設備操作工 (小型裝載機連配件)	To operate mini-loaders with attachments for load shifting purposes. 操作小型裝載機連配件以移動負荷物。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C335	NA	Plant and Equipment Operator (Piling) 機械設備操作工 (打樁)	To operate piling machines for driven or bored piles works. 操作打樁機以便作撞擊式打樁或造鑽孔樁。
C335a	NA	Plant and Equipment Operator (Bored Pile) 機械設備操作工 (鑽孔樁)	To operate piling machines for bored piles works. 操作打樁機以便造鑽孔樁。
C335b	NA	Plant and Equipment Operator (Percussive Pile) 機械設備操作工 (撞擊式樁)	To operate piling machines for driven piles works. 操作打樁機以便作撞擊式打樁。
C357	NA	Plant and Equipment Operator (Suspended Working Platform) 機械設備操作工 (吊船)	To operate suspended working platforms for carrying persons. 操作載人的吊船。
C336	NA	Plant and Equipment Operator (Tunnelling) 機械設備操作工 (隧道)	To operate construction plant and equipment inside tunnels including tunnel boring machine, locomotive, jumbo drilling machine and segment erection machine. 於隧道內操作建造機械設備包括鑽挖機械、鑽孔機、機車及拱塊安裝機械。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C336a	NA	Plant and Equipment Operator (Tunnelling) – Jumbo Drilling 機械設備操作工 (隧道) - 鑽孔機	To operate jumbo drilling machines inside tunnels. 於隧道內操作鑽孔機。
C336b	NA	Plant and Equipment Operator (Tunnelling) – Locomotive Operation 機械設備操作工 (隧道) - 機車操作	To operate locomotives inside tunnels. 於隧道內操作機車。
C336c	NA	Plant and Equipment Operator (Tunnelling) – Segment Erection 機械設備操作工 (隧道) - 拱塊安裝	To operate segment erection machines inside tunnels. 於隧道內操作拱塊安裝機械。
C336d	NA	Plant and Equipment Operator (Tunnelling) – Tunnel Boring Machine 機械設備操作工 (隧道) - 鑽挖機械	To operate tunnel boring machines inside tunnels. 於隧道內操作隧道鑽挖機械。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C337	C437	Plasterer  批盪工	To apply coats of plaster to, and to render walls and ceilings to produce finished surfaces; to screed floors, staircases and roofs.  將牆壁及天花逐層批盪直至完成表層爲止；盪平地台、樓梯及天台面。
C338	C438	Plumber  水喉工	To assemble, install, repair and maintain pipes, fittings, sanitary fixtures, cold, hot and flush water systems, and soil, waste and rain-water drainage systems in buildings.  裝配、安裝、修理及維修建築物的喉管及其配件、潔具、冷熱水系統、沖廁系統、糞便、穢水及雨水排水系統。
C340	NA	Prestressing Operative  預應力(拉力)工	To lay and fix prestressing tendons and ducts; to assemble prestressing couplings and anchorages and perform prestressing operations and grouting of ducts.  敷設及固定預應力鋼筋束及管道；裝嵌管接頭及錨具和施加預應力及執行管道灌漿工作。
C341	C441	Rigger/Metal Formwork Erector  索具工(叻嘍)/ 金屬模板裝嵌工	To set up lifting apparatus and equipment for lifting and lowering of materials; to fix and dismantle large panel metal formwork.  裝設吊升台架及設備以起落輸送物料；裝嵌及拆除大型金屬模板。
C339	NA	Rock Breaking Driller  鑽破工	To operate pneumatic or hydraulic drills to make holes and openings or break up concrete, rocks or other hard materials.  操作氣鑽或油壓鑽鑽孔或將混凝土、石或其他硬物鑽開。



Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C342	NA	Shotcretor 噴射混凝土工	To operate spraying machines to apply shotcrete or gunite. 操作噴射混凝土或噴射水泥沙漿工具進行噴漿工作。
C343	NA	Shotfirer 爆石工	To calculate, prepare, load and detonate explosive charges in mines, quarries, civil engineering and building sites . 在礦場、採石場、土木工程及建築地盤從事計算、準備、安裝及引爆炸藥。
C345	C445	Structural Steel Erector 結構鋼架工	To drill, cut and shape steel sections; to assemble structural members and erect steel structures by riveting or bolting; to operate power shears, flame cutting equipment and other tools. 將鋼材鑽孔、切斷及成型；以鉚釘或螺栓方法將構件裝配及建造鋼架結構；操作電剪、氧乙炔切割設備與其他工具。
C346	NA	Structural Steel Welder 結構鋼材焊接工	To cut or join structural steel sections, steel water mains and steel gas mains by electric arc, oxy-acetylene flame, or other welding processes. 以電弧、氧乙炔焰或其他焊接工序，切割或焊接結構鋼材，水喉及氣體鋼管。
C347	C447	Tiler 鋪瓦工	To cut, shape and set tiles on walls, ceilings and floors to specified levels and patterns. 依照指定平水及圖案，切割及鋪砌磚瓦片於牆壁、天花及地台上。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
C348	NA	Trackworker 鋪軌工	To lay and maintain trackworks for railways or other vehicles. 放置及保養火車或其他車輛使用的路軌。
C349a	NA	Truck Driver (Heavy Goods Vehicles) 重型貨車駕駛員	To drive heavy goods vehicles within the meaning of section 2 of the Road Traffic Ordinance (Cap.374) to transport construction materials, building debris or excavated materials within, into or out of construction sites. 駕駛《道路交通條例》(第374章)所指的重型貨車以進出建造工地，和運送在建造工地範圍內的建造物料，建築碎料或挖掘出來的沙石。
C349b	NA	Truck Driver (Special Purpose Vehicles) 特別用途車輛駕駛員	To drive special purpose vehicles within the meaning of section 2 of the Road Traffic Ordinance (Cap.374) to transport construction materials, building debris or excavated materials within, into or out of construction sites. 駕駛《道路交通條例》(第374章)所指的特別用途車輛以進出建造工地，和運送在建造工地範圍內的建造物料，建築碎料或挖掘出來的沙石。
C351	NA	Tunnel Worker 隧道工	To carry out general construction work inside tunnels, including installation of temporary supports and working platforms, ventilation ducts, packers, protective fencings, etc. 在隧道內執行一般隧道建造工程包括安裝臨時支架及工作台、通風喉管、封隔器及護網等工作。
C350	C450	Window Frame Installer 窗框工	To install window frames and sash (including associated waterproofing work) for buildings or other structures. 為建築物及其他構築物安裝窗框及窗肉包括有關防水工序。

## **SECTION 4**

### **第 4 節！**

# **JOB TITLES AND DESCRIPTIONS FOR PRINCIPAL TRADES IN THE ELECTRICAL AND MECHANICAL DISCIPLINE**

機電業主要行業的  
職務名稱及工作說明

Code 編號	Job Title 職稱	Job Description 工作說明
<b>PROFESSIONAL/TECHNOLOGIST 專業人士／技師</b>		
E101	Building Services Engineer 屋宇設備工程師	To design and advise on building services facilities in buildings; and to plan, supervise and coordinate their installation, testing, maintenance and repair. 設計屋宇內的屋宇設備；策劃、監督及協調其裝設、測試、保養和修理。
E102	Control and Instrumentation Engineer 控制及儀器工程師	To design and advise on electrical and mechanical measuring, control and test instruments; and to plan and supervise their development, construction, installation, operation and maintenance. 設計電機及機械測量、控制及試驗儀器，並就該方面提供意見；策劃及管理其發展、建造、安裝、操作及保養。
E103	Electrical Engineer 電機工程師	To research into electrical engineering problems; to design and advise on electrical systems and equipment; and to plan and supervise their development, construction, manufacture, installation, operation, maintenance and repair. 研究電機工程問題；設計電機系統及設備，並就該方面提供意見；策劃及管理其發展、建造、製造、安裝、操作、保養及修理。
E104	Electronics Engineer 電子工程師	To research into the application of electronic techniques in electrical engineering problems; to design and advise on electronic systems and equipment; and to plan and supervise their development, construction, manufacture, installation, operation, maintenance and repair. 研究電子技術在電機工程問題上的應用；設計電子系統及設備，並就該方面提供意見；策劃及管理其發展、建造、製造、安裝、操作、保養及修理。
E108	Fire Service Engineer 消防設備工程師	To research into fire services engineering problems; to design and advise on fire services systems and equipment; and to plan and supervise their development, construction, manufacture, installation, operation, maintenance and repair. 研究消防工程問題；設計消防系統及設備，並就該方面提供意見；策劃及管理其發展、建造、製造、安裝、操作、保養及修理。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>PROFESSIONAL/TECHNOLOGIST (Continued) 專業人士／技師(續)</b>		
E105	Lift Engineer  電梯工程師	To research into electrical and mechanical engineering problems related to lift and escalator systems; to design and advise on mechanical and electrical equipment for lift and escalator systems; and to plan and supervise their development, manufacture, construction, installation, operation, maintenance and repair.  研究有關升降機和自動梯系統的電機及機械工程問題；設計升降機和自動梯系統的機械及電機設備，並就該方面提供意見；策劃及管理其發展、製造、建造、安裝、操作、保養及修理。
E106	Mechanical Engineer  機械工程師	To research into mechanical engineering problems; to design and advise on mechanical plant and equipment; and to plan, and supervise their development, manufacture, construction, installation, operation, maintenance and repair.  研究機械工程問題；設計機械裝置及設備，並就該方面提供意見；策劃及管理其發展、製造、建造、安裝、操作、保養及修理。
E107	Refrigeration/ Air-conditioning/ Ventilation Engineer  冷凝/空氣調節/ 通風設備工程師	To research into electrical and mechanical engineering problems related to refrigeration/air-conditioning/ventilation systems; to design and advise on refrigerating, air-handling and electrical equipment for air-conditioning plant, cold stores and other refrigerating systems; and to plan and supervise their development, manufacture, construction, installation, operation, maintenance and repair.  研究有關冷凝/空氣調節/通風系統的電機及機械工程問題；設計空調廠房、冷藏庫及其他冷藏系統的各项冷凝、空氣處理及電機設備，並就該方面提供意見；策劃及管理其發展、製造、建造、安裝、操作、保養及修理。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN 技術員</b>		
E201	Building Services Technician  屋宇設備技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, installation, operation, maintenance and repair of building services systems and equipment; and to assist to plan, coordinate and supervise their projects.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、安裝、操作、保養及修理屋宇裝置及設備；並協助工程師策劃、協調及管理有關計劃。
E202	Draughtsman  繪圖員	To prepare detailed and assembly drawings and circuit diagrams according to design specifications.  按照設計規格，繪製明細圖、裝配圖及線路圖。
E203	Electrical Engineering Technician  電機工程技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, manufacture, installation, operation, maintenance and repair of electrical systems and equipment.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、製造、安裝、操作、保養及修理電機裝置及設備。
E204	Electrical Instrument and Meter Technician  電工儀器技術員	To fit, assemble, repair, test and calibrate electrical meters and instruments either independently or under the direction of a qualified engineer.  單獨或在有資歷工程師的指導下，裝配、組合、修理、測試及校準電表及電工儀器。
E205	Electronics Technician  電子技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, construction, installation, operation, maintenance and repair of electronic devices and equipment other than telecommunication systems.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、建造、安裝、操作、保養及修理電子裝置及設備（電訊系統除外）。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN (Continued) 技術員 (續)</b>		
E213	Fire Service Technician  消防設備技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, manufacture, installation, operation, maintenance and repair of fire services systems, equipment and fire extinguishers.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、製造、安裝、操作、保養及修理消防系統，設備及滅火筒。
E206	Lift Technician  電梯技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, manufacture, installation, operation, maintenance and repair of both mechanical and electrical equipment for various types of lifts and escalators.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、製造、安裝、操作、保養及修理各類升降機及自動梯的機械及電氣設備。
E208	Mechanical Engineering Technician  機械工程技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, manufacture, construction, installation, efficient operation, maintenance and repair of mechanical plant and equipment.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、製造、建造、安裝、有效操作、保養及修理機械裝置及設備。
E211	Refrigeration/ Air-conditioning/ Ventilation Technician  冷凝/空氣調節/ 通風設備技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, manufacture, construction, installation, efficient operation, maintenance and repair of refrigeration, air-conditioning and ventilation plant and equipment.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、製造、建造、安裝、有效操作、保養及修理冷凝、空氣調節及通風廠房及設備。

Code 編號	Job Title 職稱	Job Description 工作說明
<b>TECHNICIAN (Continued) 技術員 (續)</b>		
E212	Supervisor  監督	To perform supervisory duties contributory to the planning and allocation of tasks to workers and trainees, and to the manufacture, inspection, quality control, installation, operation, maintenance and repair of equipment and system.  擔任管理職務，如策劃及分配工作予工人及受訓者和管理有關設備及系統的製造、查驗、品質控制、安裝、操作、保養及修理。
E207	Telecommunication Technician  電訊技術員	To perform technical tasks, either independently or under the direction of a qualified engineer, contributory to design, development, installation, operation, maintenance and repair of telecommunication systems and equipment.  單獨或在有資歷工程師的指導下，擔任技術性工作，從事設計、發展、安裝、操作、保養及修理電訊系統及設備。



Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS 熟練技工和半熟練技工</b>			
E323	E423	Building Security System Mechanic  建築物防盜系統技工	To install, maintain and repair building security systems including building doorphone systems, closed circuit television systems, public address systems, security alarm systems, access control systems and building control and monitoring systems.  安裝、保養及修理各類建築物防盜系統包括訪客對講系統、閉路電視系統、擴音系統、防盜警報系統、進出管制系統及建築物監控系統。
E302	E402	Building Services Maintenance Mechanic  屋宇設備保養技工	To operate, maintain and repair various types of building services systems and equipment.  操作、保養和修理各類屋宇裝置及設備。
E303	NA	Cable Jointer (Power)  強電流電纜接駁技工	To join low voltage cables either with the circuits dead or one or both cables energized; to join dead cables of all voltages.  接駁無通電、或其中一條或兩條已通電的低壓電纜；接駁無通電的各級電壓電纜。
E324	E424	Communication System Mechanic  電訊系統裝配工	To fit, assemble, install, maintain and repair communication equipment and systems including block wiring systems, private automatic branch exchange systems, intercom systems, in-building coaxial cable distribution systems, and other wired or wireless signal transmission and reception systems.  裝配、組合、安裝、保養及修理各類電訊裝置及系統包括電線及光纖的分支及終端接駁系統、專用電話自動接駁系統、內線電話系統、大廈內同軸電纜系統及其他有線或無線的訊號收發系統。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
E305	NA	Electrical Fitter  電氣裝配工	To install, test, commission, maintain and repair electrical installations and wiring in accordance with regulations and specifications; to fit, assemble, install, test, commission, maintain and repair electrical systems and equipment. 依據規例及規格安裝、測試、試動、保養和修理電力裝置和電線；裝配、組合、安裝、測試、試動、保養及修理各類電氣系統和設備。
E305a	E405a	Control Panel Assembler  控制板裝配工	To fit, assemble, install, maintain and repair low voltage switchboards and control panels for electrical systems and equipment. 裝配、組合、安裝、保養及修理用於各類電氣裝置及設備的低電壓電線制箱及控制板。
E305b	E405b	Electrical Wireman  電氣佈線工	To install and lay wiring for electrical systems and equipment. 安裝和敷設用於各類電氣裝置及設備的電線。
E306	NA	Fire Service Mechanic  消防設備技工	To install, test, inspect, maintain, and repair fire services piping systems, automatic fire alarm systems (AFA), manual fire alarm systems, mechanical or electrical or electronic parts of fire services systems ; to maintain, inspect and repair portable fire services equipment. 安裝、測試、查驗、保養和修理消防設備喉管，自動及手動警報系統，消防系統的機械、電氣或電子設備；及保養、查驗和修理手提消防設備。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
E306a	E406a	Fire Service Electrical Fitter  消防電氣裝配工	To install, test, maintain, inspect and repair automatic fire alarm systems (AFA), manual fire alarm systems, and electrical or electronic parts of fire services systems.  安裝、測試、保養、查驗和修理自動及手動警報系統及消防系統電氣或電子設備。
E306b	E406b	Fire Service Mechanical Fitter  消防機械裝配工	To install, test, maintain, inspect and repair fire services piping systems and mechanical parts of fire services systems.  安裝、測試、保養、查驗和修理消防設備喉管系統及消防系統機械設備。
E306c	NA	Fire Service Portable Equipment Fitter  手提消防設備裝配工	To maintain, inspect and repair portable fire services equipment.  保養、查驗和修理手提消防設備。
E375	NA	Gas Installer  氣體裝置技工	To install, commission, maintain and repair domestic and non-domestic gas appliances, gas utilization systems, and gas flow controls and meters connected to gas cylinders or gas supply points.  安裝、試動、保養及修理連接到氣瓶或氣體供應點的住宅或非住宅使用的氣體用具裝置、氣體應用系統、氣體供應控制器件及主錶裝置。
E309	NA	Lift and Escalator Mechanic  升降機及自動梯 技工	To install, adjust, maintain and repair lifts and escalators.  安裝、校正、保養及修理升降機及自動梯。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
E309a	NA	Lift Mechanic 升降機技工	To install, adjust, maintain and repair lifts. 安裝、校正、保養及修理升降機設備。
E309b	NA	Escalator Mechanic 自動梯技工	To install, adjust, maintain and repair escalators. 安裝、校正、保養及修理自動梯設備。
E310	E410	Mechanical Fitter 機械打磨裝配工	To fit, assemble, erect, install, maintain and repair mechanical plants and equipment, including emergency generators. 裝配、組合、裝置、安裝、保養及修理機械設備包括緊急發電機。
E311	NA	Overhead Linesman 架空電線技工	To construct, maintain and repair overhead line systems of all voltages on tubular steel, concrete, lattice girder or wood supports. 建造、保養和修理裝於管狀鋼鐵、混凝土、格子桁或木支座上的各級電壓架空電線系統。
E314	NA	Refrigeration/ Air-conditioning/ Ventilation Mechanic  空調製冷設備技工	To fit, assemble, install, commission, operate, maintain and repair air-conditioning systems including refrigerating, air-handling and ventilation equipment and the associated electrical controls; cold stores, ice-making and other refrigerating equipment; and air-conditioning and ventilation equipment forming part of fire services systems. 裝配、組合、安裝、試動、操作、保養及修理空調系統包括冷凝、空氣處理和通風設備及有關的電力控制; 冷藏庫、製冰及其他冷凝設備; 及與消防系統有關連的空調系統及通風設備。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
E314a	E414a	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Air System)  空調製冷設備技 工 (送風系統)	To fabricate, install and repair sheet metal assemblies and products including ventilation ducting, dampers, fire resistant boards and fittings in accordance with specifications.  依據規格製造、裝置及修理薄片金屬組合及製品包括通風槽，風閘，防火板及有關裝置。
E314b	E414b	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Electrical Control)  空調製冷設備技 工 (電力控制)	To fit, assemble, install, commission, operate, maintain and repair electrical controls for air-conditioning systems including refrigerating, air-handling and ventilation equipment; cold stores, ice-making and other refrigerating equipment; and air-conditioning and ventilation equipment forming part of fire services systems.  裝配、組合、設置、安裝、試動、操作、保養及修理用於空調系統包括冷凝、空氣處理和通風設備; 冷藏庫、製冰及其他冷凝設備; 及與消防系統有關連的空調系統及通風設備等的電力控制。
E314c	E414c	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Thermal Insulation)  空調製冷設備技 工 (保溫)	To prepare, fit, install and repair thermal insulations of air-conditioning and refrigeration plants.  準備、裝配、固定和修理空氣調節及冷凝裝置的保溫設備。

Code 編號		Job Title 職稱	Job Description 工作說明
Skilled Worker 熟練技工	Semi-skilled Worker 半熟練技工		
<b>SKILLED AND SEMI-SKILLED WORKERS (Continued) 熟練技工和半熟練技工 (續)</b>			
E314d	E414d	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Unitary System)  空調製冷設備技 工(獨立系統)	To fit, assemble, erect, install, commission, operate, maintain and repair unitary air-conditioning systems including refrigerating, air-handling and ventilation equipment; unitary cold stores, ice-making and other refrigerating equipment.  裝配、組合、設置、安裝、試動、操作、保養及修理獨立安裝的空調系統包括冷凝、空氣處理和通風設備; 和獨立安裝的冷藏庫、製冰及其他冷凝設備。
E314e	E414e	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Water System)  空調製冷設備技 工(水系統)	To fit, assemble, erect, install, commission, maintain and repair water systems for air-conditioning systems including air-handling and water condensing equipment.  裝配、組合、設置、安裝、試動、保養及修理用於空調系統包括空氣處理和水冷凝設備等的水系統。

# **APPENDIX**

附錄！

## **REPORT ON THE SECOND REVIEW OF TRADE CLASSIFICATION IN THE CONSTRUCTION INDUSTRY**

建造業行業分類第二次檢討報告

# **REPORT ON THE SECOND REVIEW OF TRADE CLASSIFICATION IN THE CONSTRUCTION INDUSTRY**

## **I. Introduction**

To avoid misunderstandings and misinterpretations of the job titles in the construction industry, the then Works Bureau set up an ad-hoc working group in 1997 to conduct a review of the trade classification with a view to recommending a set of unified job titles and descriptions for the industry. At the conclusion of the review, the ad-hoc working group has issued a final report and recommended that the unified job titles and descriptions for principal trades in the construction industry included in the report be adopted by all employers, contractors, training and retraining institutes as well as government departments in the planning of training and retraining, the recruitment of construction personnel, manpower surveys and other usages.

2. To keep up with the advancement in construction technology, the ad-hoc working group also recommended that the unified job titles and descriptions for principal trades in the construction industry should be reviewed every two years. The second review should have been carried out in early 2000. However, the government was considering at that time to introduce a Construction Workers Registration System (CWRS) by way of legislation. As the CWRS requires details of designated trades to be registered, it is necessary to collaborate with the relevant trade associations, trade unions, training institutes, major employers as well as other stakeholders of the industry to agree on the job descriptions of these designated trades. To ensure that the updated job titles and descriptions are in line with those to be used under the CWRS, it is prudent that the second review be commenced after finalization of the CWRS. As such, this has led to a late commencement of the second comprehensive review in December 2001.

3. This report covers the findings and recommendations of this second review.



## II. Membership and Terms of Reference of the Working Group

4. The “Ad-hoc Working Group on Unification of Job Titles and Descriptions of Principal Trades in the Construction Industry” (Working Group) was formed under the Environment, Transport and Works Bureau (ETWB) to take forward the second review. The membership included:

Mr. Helius K.M. NG	ETWB	(Chairman)
Mr. Gordon CHO	ETWB	
Mr. S.Y. LAM	ETWB	(Secretary)
*Mr. C.H. HO	Buildings Department	
Mr. C.S. CHOI	Census and Statistics Department	
*Mr. M.M. LAU	Fire Services Department	
*Mr. K.Y. LI	Fire Services Department	
Mr. Leslie YUEN	Housing Department	
Mr. Y.C. CHUNG	Labour Department	
Mr. C.L. WONG	Construction Industry Training Authority	
Mr. Edward TSANG	Vocational Training Council	
Mr. W.T. LAW	Hong Kong Construction Association	
Mr. Wei SUN	Hong Kong Construction Association	
Mr. Peter O.K. LAM	Hong Kong E&M Contractors Association	
Mr. Stephen CHIK	Kowloon-Canton Railway Corporation	
Mr. Paul LO	MTR Corporation Limited	

(\*Note: Representatives from the Buildings Department and the Fire Services Department were invited to join the Working Group after the first meeting to solicit their views on trades related to their specific areas.)

5. The Terms of Reference of the Working Group were agreed at the first meeting as follows:

- (i) To review the adoption of the unified trade classifications by the industry and the government during the past four years;
- (ii) To review the job titles and descriptions of principal trades in view of the latest development in the construction industry;

## **Second Review Report**

- (iii) To produce an updated report on the unified job titles and descriptions for principal trades in the construction industry and to recommend way forward; and
- (iv) To update and revise the booklet entitled “Unified Job Titles and Descriptions of Tradesman and Semi-skilled Worker/General Worker for the Construction Industry”.

### **III. The Second Review**

6. The review is essentially based on the unified job titles and descriptions published after the first review. Besides, reference has been made to the updated list of principal jobs and job descriptions employed by the Vocational Training Council (VTC) in carrying out their biennial manpower surveys for the building and civil engineering discipline and the electrical and mechanical discipline, the related terms and definitions used in the existing ordinances as well as other related job titles and descriptions being adopted by the Construction Industry Training Authority (CITA) and the VTC in conducting their training and trade testing.

7. The Working Group agreed that the updated job titles and descriptions for principal trades should be presented in two booklets. A complete version contains comprehensive lists of the job titles and descriptions of construction personnel from professional staff to skilled and semi-skilled workers. A handier booklet covering only the job titles and descriptions for principal trades of skilled and semi-skilled workers is also published for quick reference.

8. It is observed that the unified job titles and descriptions for principal trades have been generally accepted by the industry since its publication in December 1997. However, further promotional and coordination efforts are considered necessary to ensure adoption by all the stakeholders of the industry.

9. Apart from the Working Group meetings, ETWB also conducted several special meetings with the relevant stakeholders to sort out the detailed classification and job descriptions for some specific trades and to consider how the various trades be suitably classified to encourage construction workers in developing multi-skills. After

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deliberation, the Working Group considered that the following changes to the existing unified job titles and descriptions for principal trades in the construction industry are necessary:

- (i) Some job titles are removed from the tables either they are not directly relevant to the construction industry, are out-of-date or they are repeated under different disciplines.
- (ii) The 2 groups of workers “Tradesman” and “Semi-skilled Worker/General Worker” should be changed to “Skilled Worker”, “Semi-skilled Worker” and “General Worker” respectively to tally with the proposed registration arrangement under the CWRS and the classification widely accepted by the industry. Definitions for the revised categories are given in the General Definitions at Section 2 of this document. Since the job descriptions of semi-skilled and skilled workers are basically the same, their job titles and descriptions are combined under the Tables at Sections 3c and 4c.
- (iii) To address the current situation where some construction workers only specialize in a particular area of work and to facilitate them in developing multi-skills, sub-categories are added to some of the trades. These trades are regarded as multi-skilled trades. The multi-skilled trades and their sub-categories basically use the same job codes except that the job codes of sub-categories have an alphabet at the end. If a worker fulfils the qualification required by each sub-category of a multi-skilled trade, he will become a qualified worker of that particular multi-skilled trade. The following trades have been revised to include sub-categories:
  - Carpenter (Formwork)
  - Demolition Worker
  - Electrical Fitter
  - Fire Service Mechanic
  - Floor Layer
  - Lift and Escalator Mechanic (previously Lift Electrician/Lift Mechanic)
  - Marine Construction Plant Operator

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- Piling Operative
- Plant and Equipment Operator (Hoist and Crane)
- Plant and Equipment Operator (Load Shifting)
- Plant and Equipment Operator (Piling)
- Refrigeration/Air-conditioning/Ventilation Mechanic

10. In the course of the review, the Working Group considered it necessary to indicate that the job-holders of some specific jobs must possess some other requisite registration or license or certificate in order to carry out the work prescribed in the existing ordinances, for example, the “Fire Service Engineer”, the “Fire Service Portable Equipment Installer”, and the “Gas Installer”, etc. Thus, a note is added to Section 2 – General Definitions for this purpose.

## IV. Recommendations

11. It is recommended that the updated version of the unified job titles and descriptions for principal trades in the construction industry should be adopted by all stakeholders of the construction industry to ensure uniformity in the sharing, communicating or exchanging of such information among each other. For ease of reference, the updated job titles and descriptions are also available under the web page of ETWB (see ‘archives’ at <http://www.etwb.gov.hk/>).

12. The advancement in construction technology, construction method and construction material, etc. have significant impact on the requirements of construction workers with specialized skills such that some existing trades may become obsolete and some new trades may need to be created. As such, it is recommended that the unified job titles and descriptions for principal trades in the construction industry should be reviewed biennially.

13. The unified job titles and descriptions for principal trades in the construction industry is being used for the submission of the form GF527 “Monthly Return of Site Labour Deployment and Wage Rates for Construction Works” required for compiling the “Average Daily Wage of Workers Engaged in Public Sector Construction Projects”. It is also recommended that the updated job titles and descriptions be adopted in

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specifying the percentage requirements of skilled workers and semi-skilled workers required to be employed by contractors of public works contracts.

14. Consideration has been given to ensure that the unified job titles and descriptions for principal trades in the construction industry are consistent with those of the designated trades given in the Bill for the proposed CWRS. Subject to passage of the Bill, a Qualifications Committee will be established under the future Construction Workers Registration Authority to review and assess the qualifications for registration or renewal of registration. It is therefore considered essential that future reviews of the trade classification should be carried out in close collaboration with the Qualifications Committee.

## **V. Acknowledgement**

15. We would like to take this opportunity to express our gratitude to all the Working Group Members who have offered their constructive advice and valuable comments throughout the course of the review.

## 建造業行業分類第二次檢討報告

### I. 引言

為避免建造業在使用各種職務名稱時所引致的誤會和誤解，當年的工務局曾於1997年成立一個專責工作小組為行業分類進行檢討以便建議一套為建造業而設的統一職務名稱及工作說明。專責工作小組在總括檢討結果後發表了一份最後報告，並建議所有僱主、承建商、訓練及再培訓機構和政府部門等在策劃訓練和培訓、招聘建造業人員、進行人力調查和於其他用途上採用報告書內的統一建造業主要行業的職務名稱和工作說明。

2. 專責工作小組亦建議此套統一的建造業主要行業的職務名稱和工作說明應每兩年進行一次檢討，以便能配合建造技術的發展而作出更新，而第二次的檢討應於2000年年初已進行。不過，當其時政府正考慮為實施一建造業工人註冊制度(註冊制度)而進行立法的工作。因註冊制度將包括指定工種須註冊的詳細要求，故有需要與相關的商會、工會、訓練機構、主要僱主與其他業界參與事務者相互合作以制訂指定工種的工作說明。為了確保經更新後的職務名稱及工作說明能與註冊制度下指定工種的工作說明達到一致，在註冊制度定案後才開始進行第二次檢討的工作是一個審慎的安排。故此，這亦導致第二次的詳細檢討在較遲的2001年12月才展開。

3. 本報告包括是次的檢討結果和建議。

### II. 專責工作小組的成員和職權範圍

4. 環境運輸及工務局成立了一個“建造業主要行業的職務名稱及工作說明專責工作小組”(工作小組)以便進行第二次的檢討。工作小組的成員包括：

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吳啟明先生	環境運輸及工務局	(主席)
曹華富先生	環境運輸及工務局	
林舜源先生	環境運輸及工務局	(秘書)
*何鎮雄先生	屋宇署	
蔡進晨先生	政府統計處	
*劉敏明先生	消防處	
*李建日先生	消防處	
阮健昌先生	房屋署	
鍾耀祖先生	勞工處	
黃自立先生	建造業訓練局	
曾慶樂先生	職業訓練局	
羅維弟先生	香港建造商會	
孫璋先生	香港建造商會	
林煦基先生	香港機電工程承建商協會	
戚偉強先生	九廣鐵路公司	
羅普慶先生	地鐵有限公司	

(\*註：屋宇署及消防處的代表是在第一次的工作小組會議後被邀請加入小組以便徵詢他們對相關行業的意見。)

5. 工作小組在第一次的會議同意小組的職權範圍如下：
- (i) 檢討過去4年建造業和政府採用統一行業分類的情況；
  - (ii) 因應建造業新近的發展檢討主要行業的職務各稱和工作說明；
  - (iii) 為統一建造業主要行業的職務名稱和工作說明的報告書作出更新及就未來的工作路向提出建議；及
  - (iv) 更新及修訂“建造業技工及半技術工人/普通工人的統一職務名稱及工作說明”的小冊子。

### III. 第二次檢討

6. 是次的檢討工作主要是以第一次檢討後所發表的統一職務名稱及工作說明作為依據。此外，我們亦有參考職業訓練局(職訓局)因應建築及土木工程行業和機電行業於每兩年進行的人口調查所採用的主要職務名稱及工作說明、現行法例內所採用的相關名稱和定義與及建造業訓練局(建訓局)和職訓局用於其訓練課程和技能測試的職務名稱及工作說明。

7. 工作小組同意經更新後的職務名稱及工作說明以兩本小冊子發表。一完整的版本包括由專業人士以至各類熟練和半熟練技工的詳細職務名稱及工作說明，另一本較小巧的冊子則只包括各主要的熟練和半熟練技工的職務名稱及工作說明。

8. 據觀察所得在1997年12月所發表的統一主要行業職務名稱及工作說明已普遍地被建造業採納。不過，為確保業內的參與事務者都採用此統一職務名稱及工作說明，我們需要採取進一步的推廣和協調工作。

9. 除了就此次檢討而舉行的工作小組會議外，環境運輸及工務局亦與業內的相關參與業務者安排了數次特別會議以解決某些特定工種的詳細分類和工作說明，與及考慮如何編訂各工種的分類藉以鼓勵建造工人發展多方面的技能。經仔細考慮後，工作小組認為有需要對現行的統一建造業主要行業職務名稱和工作說明作出以下的更改：

- (i) 由於有部份職務名稱並非與建造業有直接關係、或已不合時宜、或重複地在不同行業分類下出現，這些職務名稱已從列表中刪除。
- (ii) 為了與建造業工人註冊制度下的分類方式及業界普遍認受的分類達到一致，現時兩個類別的建造業工人即“技工”和“半技術工人/普通工人”應更改為“熟練技工”、“半熟練技工”和“普通工人”。經修訂後的類別載於第2節的一般定義。由於“熟練技工”和“半熟練技工”的工作說明基本上相同，故它們的職務名稱和工作說明已整合在第3c 和4c節的列表內。



(iii) 為照顧一些目前只從事專門性工作的建造業工人並協助他們發展多方面的技能，某些工種已加入細項分類，這些工種可視為多技能工種。除了細項分類包括一英文字母在編號末端外，多技能工種及其細項分類基本上共用同一編號。若某工人能符合多技能工種下每一細項分類的資格要求，則他可成為該多技能工種的合資格技工。下列的工種經修訂後已加入細項分類：

- 木模板工
- 拆卸工
- 電氣裝配工
- 消防設備技工
- 鋪地板工
- 升降機及自動梯技工(前稱電梯電氣技工/電梯機械技工)
- 海面建造機械操作工
- 打樁工
- 機械設備操作工(起重機及吊機)
- 機械設備操作工(負荷物移動機械)
- 機械設備操作工(打樁)
- 空調制冷設備技工 (前稱冷凝/空氣調節/通風設備技工)

10. 在檢討的過程中，工作小組認為有需要清楚指出某些特定職務的工作崗位持有人若從事現行法例下所指定的工作時必須持有相關的註冊、牌照或證書，例如“消防設備工程師”、“手提消防設備裝配工”和“氣體裝置技工”等。故此，第2節的一般定義內已加入相關的註釋。

#### IV. 建議

11. 我們建議建造業內的相關組織能採納已更新的統一建造業主要行業的職務名稱和工作說明以便確保業界能根據一套統一的職務名稱和工作說明來共用、傳遞或交換相關的資料。為方便參閱有關資料，已更新的職務名稱和工作說

明已存放在環境運輸及工務局的互聯網網頁內以供查閱(在 <http://www.etwb.gov.hk/> 網頁之下的“資料庫”內).

12. 在建造技術、方法和材料等方面的發展對擁有特殊技術建造工人的需求帶來頗大的衝擊，並導致一些現有的工種被淘汰與及一些嶄新工種的發展。因此，此統一建造業主要行業的職務名稱和工作說明有需要每兩年作出更新以便可配合業內最新的發展。

13. 此統一建造業主要行業的職務名稱和工作說明已被用於編訂“從事公營建築工程的工人的平均日薪”而要求承建商所填報的“建造工程的地盤工人調配及工資月報表”(GF527表格)內。我們亦建議把更新後的統一職務名稱和工作說明應用於工務工程合約內以規定承建商須聘請的熟練技工和半熟練技工的人數比率。

14. 在進行是次檢討時，我們已考慮到統一的建造業主要行業的職務名稱和工作說明須與建議中的建造業工人註冊制度內指明工種的名稱和工作說明相配合。若建造業工人註冊條例草案獲得通過，建造業工人註冊管理局下將設有資格委員會以檢討和評核註冊和註冊續期的資格規定。因此，我們建議當日後進行同類的行業分類檢討時，最重要的是與資格委員會緊密聯繫和合作。

## V. 鳴謝

15. 我們謹藉此機會鳴謝各工作小組成員在整個檢討的過程中所提供的建設性建議和寶貴意見。