Premises technician

The profiles for basic job skills describe how reading, writing, numeracy, oral and digital skills are part of the work tasks in various occupations. The profile shows which basic skills the employee should have.

The profiles can be used to give:
- Relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-orientated
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)
Tasks for the premises technician:

- undertake operational checks of technical installations
- monitor water, sewerage, cooling and heating installations
- maintain equipment and machinery order goods and services
- process waste

**Reading**

On a daily basis the premises technician will
- read descriptions and instructions
- read brief memos
- read lists of various job assignments
- read signs and announcements regarding security
- take readings from meters and monitoring equipment

Regularly the premises technician will
- read minutes from meetings
- read operating manuals for new equipment and products
- read instructions and management documents
- read reports
- read HSE information
- read guidelines for processing of hazardous waste
- familiarize themselves with new or amended routines

Occasionally the premises technician will
- read excerpts from legislation and agreements
- read routines and information on how to handle flammable materials
- read information and forms pertaining to their employment
- read course and training plans for certifications and skills updates
- read and update him/herself on efficient use of energy
- read technical journals
- read municipal regulations for processing of waste
- read employment contracts and employment-related forms

**Writing**

On a daily basis the premises technician will
- write brief notes
- fill in checklists for quality and discrepancies
- write brief messages to self or others
- sign and verify receipts and forms
- use work plans and fill in forms as documentation for use by managers, enterprises and owners

Regularly the premises technician will
- report discrepancies and incidents to managers or owners
- order goods and fill in order forms
- make notes of requests from residents and suppliers
- sign for receipt of goods
- write announcements for residents or employees
- write emails to managers, residents, tenants and suppliers

Occasionally the premises technician will
- make notes of new routines for self or others
- write letters and applications
- write documents for administrative purposes and internal information
- take notes from training courses and programmes
- draw up an overview of work carried out
- write job orders and collect signatures from owners or managers
- make lists of needs for equipment and machinery
- fill in leave applications
- update operational and technical documentation
• have knowledge of rules, standards and legislation, and be able to document incidents and discrepancies
• keep an overview of budgets and finances related to the job
• comply with HSE routines

**Oral skills**

**On a daily basis the premises technician will**
- greet residents, colleagues or owners
- talk to colleagues or managers for coordination of work
- give and receive messages and instructions
- explain the nature of the work undertaken
- plan the job in consultation with the employer

**Regularly the premises technician will**
- listen and respond to explanations from residents, managers, suppliers or colleagues
- propose changes to assignments and working methods
- receive instructions and discuss the work with superiors
- explain problems or assignments to hired craftspeople

**Occasionally the premises technician will**
- report incidents or accidents
- participate in internal and external training sessions
- ask if there is anything they do not understand, discuss procedures with the work foreman or other employees
- discuss procedures with the work foreman or other employees
- familiarize new employees and temporary staff with the work
- report when ill
- talk to different vendors to obtain offers for goods and services

**Numeracy**

**On a daily basis the premises technician will:**
- use blueprints and recalculate to full size
- calculate the time needed to complete the job
- calculate how much material and equipment will be needed for the job
- reading of meters for pressure and quantities

**Regularly the premises technician will:**
- fill in timesheets
- compare prices from different suppliers
- check bills and invoices
- estimate or calculate the costs of a specific job
- check their own paycheck
- calculate the consumption of materials

**Occasionally the premises technician will:**
- calculate the need for manpower in light of work plans and volume
- check budgets and provide input for job assignments
- calculate reimbursement of transport costs
- calculate the cost of hiring manpower
- calculate consumption of resources in relation to expected use
- complete invoice documents
Practical applicability motivates adults to participate in training

**Digital skills**

On a daily basis the premises technician will:
- enter overviews of their own activities in the calendar
- send emails to residents, managers and suppliers
- check agreements with suppliers, managers or residents
- enter discrepancies on digital forms
- send and receive text and picture messages

Regularly the premises technician will:
- fill in information on work carried out
- send emails with attachments
- keep an electronic timesheet
- use a variety of standardized computer programs
- enter figures and information in spreadsheets
- check product information on the Internet
- order goods on the Internet
- use smart phones and tablets with different applications associated with different tasks

Occasionally the premises technician will:
- search for product information, laws and regulations
- write out contracts and store them electronically
- use digital images to document accidents etc.
- find updated HSE regulations on the Internet
- use suitable computer programs to calculate times and prices
- check the Internet for new environmental regulations
- use digital learning resources for training

**Compare prices from different suppliers on the Internet**
**Submit requests for tenders on the Internet**
**Store service agreements with suppliers electronically**
**Use social media for keeping up to date and promoting their own business**
**Update electronic travel logs**
**Use standard office software**

The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:
- Digital skills
- Oral skills
- Reading
- Writing
- Numeracy

At [skillsnorway.no](http://skillsnorway.no) you will find more resources aimed at working with adults and basic skills.

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