

**Brief job description of the non-designated trades
in which there were apprentices as at March 31, 2014**

Non-designated Trades	Brief Job Descriptions
Air-conditioning Technician	To install, maintain, repair and prepare drawings for air-conditioning systems and equipment
Aircraft Maintenance Mechanic	To maintain and repair aircraft systems
Aircraft Painting Mechanic	To prepare body fillers, primers and mix paint, and apply paint to the aircraft surface
Assistant Jewellery Production Designer	To assist in the design and production of jewellery
Assistant Safety Officer	To assist safety officers to inspect, assess and regulate work safety at construction sites
Building Partition and Ceiling Products Installer	To install partitions and ceiling products
Building Services Assistant	To install, maintain and repair building services systems and equipment
Building Services Technician	To install, maintain, repair and prepare drawings for building services systems and equipment
Construction Assistant	To interpret construction drawings and specifications, check the quantities of materials, carry out site measurement, and ensure proper documents control
Construction Technician	To interpret drawings and specifications, prepare and arrange site works, check materials submissions, co-ordinate with other parties on site, maintain site records and prepare reports, and check the budgets of temporary works
Construction Works Joiner	To make and fix all kinds of wooden fitments such as cupboards, wardrobes, tables, drawers and kitchen units in buildings
Craft Apprentice (Air-conditioning)	To install, maintain and repair air-conditioning systems and equipment
Craft Apprentice (Electrical)	To install, maintain, test, identify and repair faults in electrical installations and control circuits
Craft Apprentice (Mechanical)	To repair and overhaul mechanical facilities such as pumps, valves, hydraulic and pneumatic systems
Craft Apprentice (Vehicle)	To install, maintain and repair mechanical and electrical parts of vehicle

Non-designated Trades	Brief Job Descriptions
Desktop Publishing (DTP) System Operator	To operate desktop publishing systems and prepare digital print-ready files
Electrical Engineering Technician	To install, test, maintain and repair building electrical circuits and control
Electronics Craftsman	To assist technician in installation, maintenance and repair of electronic devices
Electronics Technician	To assist engineers in installation, maintenance and repair of electronic devices as well as in project coordination, simple electronics designs and modifications
Engineering Assistant	To identify and select materials for plastic moulding and design products
Engineering Assistant (Air-Conditioning)	To install, maintain, repair and prepare drawings for air-conditioning systems and equipment
Engineering Assistant (Plastic Production)	To set up, maintain and adjust plastic injection moulding machines, identify and rectify defective plastic products and conduct quality control of plastic products
Engineering Assistant (Building Services)	To install, maintain, repair and prepare drawings for building services systems and equipment
Engineering Assistant (Electrical)	To install, test, maintain and repair electrical circuits and electrical power
Fire Services Mechanic	To install, maintain and repair fire service systems and equipment
Gas Network Fitter	To install, maintain and repair outdoor gas pipelines and related gas equipment
Graphic Designer	To prepare mock-up for design and prepare digital artwork for printing
Graphic Designer Assistant (Printing)	To assist in preparing mock-up for design and prepare visual image for digital artwork production
Jewellery Mould Maker & Caster	To make, repair and reshape moulds for jewellery
Jewellery Polisher	To interpret jewellery design and production drawings, and make, repair and reshape plain K-gold jewellery
Junior Construction Assistant	To interpret construction drawings and specifications, check quantities of materials, carry out site measurement, and ensure proper documents control
Lift Technician	To install, maintain and repair lifts and escalators
Marble Worker	To install marbles, tiles and terrazzo in residential & commercial buildings
Mechanical Engineering Technician	To maintain, repair and overhaul electrical and

Non-designated Trades	Brief Job Descriptions
	mechanical plant equipment
Mechanical Fitter	To repair and overhaul mechanical facilities of production plants, shipbuilding and railway engineering
Metal Worker	To fabricate, install, maintain and test steel structures, operate gantry crane for handling metal bars and perform different types of welding
Permanent Way Mechanic	To maintain plain line tracks, turnouts, crossings, buffer stops and tracks bonds, perform welding practices, install electrical equipment, and fabricate and test electrical and electronic control equipment
Production Assistant (Watch)	To calibrate and assemble watches
Production Controller Assistant (Printing)	To schedule and monitor printing processes
Production Planner (Printing)	To plan and monitor printing processes for production team and for clients
Quantity Surveying Assistant	To prepare monthly financial reports and final accounts, check material quantities, update project costs and assess accuracy of work
Quantity Surveying Technician	To prepare interim payment orders and final accounts, conduct quality control and prepare quotations and material purchase orders
Refrigeration/Air-conditioning Technician	To install, maintain, repair and prepare drawings for air-conditioning systems and equipment
Steel Fabricator	To fabricate and maintain steel structures and welding facilities
System Operator Computer To Plate	To produce and check test print for customers, carry out computer to plate workflow production and quality control
Technical Assistant (Electronics)	To assist technicians in installing, maintaining and repairing electronic devices and assist engineers in handling project, simple electronics designs and modifications
Technical Assistant (Electrical)	To assist in installing, testing, maintaining and repairing electrical circuits and system
Technical Assistant (Security Systems)	To assist technicians in installing, maintaining and repairing security systems and assist engineers in handling projects, simple electronics designs and modifications

Non-designated Trades	Brief Job Descriptions
Technician Apprentice (Air Conditioning)	To install, maintain, and repair air-conditioning systems and equipment and diagnose faults
Technician Apprentice (Electronics)	To assist engineers in installing, maintaining and repairing electronic devices and in handling project, simple electronics designs and modifications
Technician Apprentice (Electrical)	To install, test and maintain electrical installations and control circuits, and locate and repair faults
Technician Apprentice (Mechanical)	To repair and overhaul mechanical facilities of production plants, shipbuilding and railway engineering
Technician Apprentice (Vehicle)	To install, maintain and repair mechanical and electrical parts of vehicle
Technician Trainee I (Air Conditioning)	To assist engineers in installing, maintaining and repairing air-conditioning systems and equipment and diagnosing faults
Technician Trainee I (Electronics)	To assist engineers in the installation, maintenance and repair of electronic devices and in handling project, simple electronics designs and modifications
Technician Trainee I (Vehicle)	To assist engineers in installing, maintaining and repairing mechanical and electrical parts of vehicle and diagnosing faults
Technician Trainee II (Air Conditioning)	To install, maintain and repair air-conditioning systems and equipment
Technician Trainee II (Electronics)	To install, maintain and repair electronic devices
Technician Trainee II (Vehicle)	To install, maintain and repair mechanical and electrical parts of vehicle
Vehicle Technician	To install, maintain and repair mechanical and electrical parts of vehicle and prepare warranty claims and provide technical support for customers
Ventilation System Mechanic	To fabricate, assemble, install and repair air-ducts and sheet metal assemblies and products as well as to install, maintain and repair window/split type air-conditioners
Welder	To fabricate and maintain steel structures using welding facilities