

Organization



Chapter 7 第七章



群策群力

Organization

渠務署在 1989 年 9 月成立，是環境運輸及工務局轄下七個部門之一。渠務署由渠務署署長帶領，並由一名副署長和四名助理署長協助管理。署內設有總部及四個科，分別是污水處理服務科、操作維修科、設計拓展科和機電工程科。此外，總部另設不同組別，分別負責提供專業意見、會計及行政上的支援。渠務署組織圖如下。

Established in September 1989, DSD is one of the seven departments under the Environment, Transport and Works Bureau. It is headed by a Director who is assisted by one Deputy Director and four Assistant Directors. There are the Headquarters and four branches, namely the Sewage Services Branch, the Operations and Maintenance Branch, the Projects and Development Branch and the Electrical and Mechanical Branch within the Department. There are individual units at the Headquarters rendering professional advice as well as accounting and administrative support. The organization chart of the Department is shown below.

渠務署組織圖

Organization Chart of the Drainage Services Department



人才薈萃

在 2003 年 3 月，渠務署共有職員 2,100 人，其中包括專業、技術和操作，以及行政和一般支援人員。

A Mix of Talents

As at March 2003, the Department had 2,100 staff comprising professional, technical and operational as well as administrative and general support staff.

人力資源組合

Composition of Manpower Resources

行政及一般支援

Administrative & General Support 12%

行政主任、文書主任、法定語文主任、繕校員、機密檔案室助理、私人秘書、打字員、庫務會計師、會計主任、物料供應主任、物料供應員、助理物料供應員、物料供應服務員及影印員

Executive Officer, Clerical Officer, Official Languages Officer, Calligraphist, Confidential Assistant, Personal Secretary, Typist, Treasury Accountant, Accounting Officer, Supplies Officer, Supplies Supervisor, Supplies Assistant, Supplies Attendant & Photoprinter

專業支援

Professional Support 14%

土木／機電／電子／管理值班工程師、工料／土地測量師、環境保護主任及化驗師

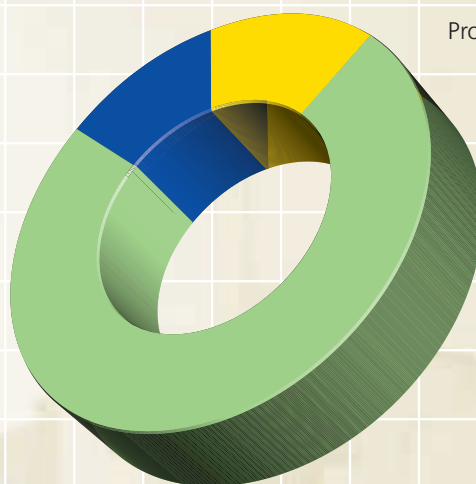
Civil / Electrical & Mechanical / Electronics / Shift Charge Engineer, Quantity / Land Surveyor, Environmental Protection Officer & Chemist

技術及操作支援

Technical & Operation Support 74%

技術主任、描摹員、測量主任、工程督察、機械／電氣／電子督察、監工、工程化驗室技術員、無線電機匠、計時員、稽核員、技工、通渠工長、通渠工、丈量員、特級／汽車司機、實驗室服務員、工人及產業看管員

Technical Officer, Tracer, Survey Officer, Inspector of Works, Mechanical / Electrical / Electronics Inspector, Works Supervisor, Engineering Laboratory Technician, Radio Mechanic, Timekeeper, Checker, Artisan, Drain Chageman, Leading Sewerman, Chainman, Special / Motor Driver, Laboratory Attendant, Workman & Property Attendant



盡顯關懷

渠務署積極參與或贊助社區和慈善活動，以協助有需要的社群，為建設「愛心之都」獻出一分力。

在2002至03年度，我們曾參與下列慈善籌款活動：

- (a) 為香港傷殘青年協會賣旗，為香港的傷殘人士謀福利；
- (b) 公益金的「折」食日、綠「識」日、便服日、新界區百萬行和僱員樂助計劃，以支援公益金會員機構所提供的服務；
- (c) 購買樂施米，以支持樂施會在中國貧困村落的扶貧和社區發展計劃；
- (d) 「光明行」慈善步行，以支持中華健康快車；以及
- (e) 紅十字會的捐血活動。

A Caring Organization

The Drainage Services Department actively participates in or sponsors community and charitable activities to help needy groups and to contribute towards the building of a more caring community.

In 2002/03, we have participated in the following fund-raising or charitable activities:

- (a) selling of flags for the Hong Kong Federation of Handicapped Youth for promoting the interests of the handicapped in Hong Kong;
- (b) the Community Chest's Skip Lunch Day, Green Day, Dress Casual Day, New Territories Walk and Community Assistance Raised by Employees (CARE) Scheme for supporting services provided by the Chest's member agencies;
- (c) purchase of Oxfam Rice for supporting Oxfam's poverty alleviation and community development programmes in poor villages in China;
- (d) the "Walkalong for Light" charity walk for supporting the Lifeline Express hospital trains; and
- (e) Blood donation for the Red Cross.



渠務署義工隊

我們於2002年6月成立了義工隊，以便更妥善地統籌我們的員工利用公餘時間，或以自己的技能幫助不幸的人，和參與其他有意義的工作。義工隊自成立以來，已籌辦了多項服務活動，其中包括探訪聖約瑟安老院和參與「千里溫情「冷」線牽」全港織頸巾活動，並送出100多條手織的頸巾給香港、內地和其他發展中國家的有需要人士。

Drainage Services Department Volunteer Team

To better organize our staff to apply their skills and/or free time to help the disadvantaged and for other meaningful causes, we established our Volunteer Team in June 2002. Since its establishment, the Team has organized a number of service projects, including a visit to the St Joseph's Home for the Aged and participation in the territory-wide Scarf-knitting Programme and contributing more than 100 pieces of hand-knitted scarves for the needy in Hong Kong, Mainland China and other developing countries.



不斷學習

為了使員工掌握有關排水及污水處理方面的嶄新專業知識及最佳的科技，我們非常重視員工的訓練和發展。在2002至03年度，我們培訓的重點集中在品質管理和資訊科技的範疇，以裝備員工考取部門的國際標準化組織證書，及支持政府的電子化措施。我們的員工共用了9,300個工作日來參與各項訓練，即每名員工每年平均接受4.5日訓練。



A Learning Organisation

We attach great importance to training and development of our staff. The objective is to equip them with both up-to-date professional knowledge and hands-on experience of state-of-the-art technologies and applications in the drainage and sewerage field. In 2002/03, special training emphasis was placed on quality management and information technology to prepare staff for the Department's ISO certification and to support the Government's e-initiatives. Our staff spent 9,300 man days in total on various trainings, representing an average of 4.5 man days per staff per year.

培訓類別

- 職業安全
- 資訊科技
- 語言
- 品質管理
- 工程管理
- 合約管理
- 財務管理
- 人力資源管理
- 公共關係
- 環境保護
- 污水處理及渠務工程技術

Types of Training Provided

- Occupational Safety
- Information Technology
- Language
- Quality Management
- Project Management
- Contract Management
- Financial Management
- Human Resources Management
- Public/Media Relations
- Environmental Protection
- Technology of Sewage Treatment & Drainage Works

2002/03 年度用以培訓的工作日數

No. of man-days on training in 2002/03

專業人員 Professional Staff	技術及操作人員 Technical & Operation Staff	一般及行政人員 General & Administrative Staff
2,700	4,400	2,200

員工的工作 Staff at Works



一名實驗室人員正從排放井中抽取水質樣本
A laboratory staff is getting water samples from the discharge chamber



一名技工正在把污泥餅放入吊斗，以便稍後卸置到堆填區
An artisan is leveling sludge cakes into a skip which will be unloaded at landfills later.



工程測量隊隊員正使用紅外線反射器，為新界一條河道進行地形測量。這項測量的主要目的是要找出潛在的水浸黑點，以便部門作出跟進。

The Engineering Survey Team is using an infra-red reflector to carry out a topographical survey of stream course in the New Territories. The main purpose is to identify potential flooding spots for follow-up actions by the department.



直屬員工隊隊員正在利用大型水車清理淤塞的渠道
Members of Direct Labour Force are operating a large water jetting unit to clear drainage blockages



顧客服務助理在熱線中心處理市民有關渠道問題的報告
A group of Customer Services Assistants are handling public reports on drainage problems at the Hotline Centre



兩名技工正在檢查污水處理廠內的機械裝置
Two artisans are inspecting a mechanical installation at a sewage treatment works

工程測量隊隊員正使用遠程紅外線反射器，檢查沙田污水處理廠施工設備樁柱的平整及垂直程度。

A member of the Engineering Survey Team is using a long-range infra-red reflector to check the levelness and verticality of piling columns in a construction plant at Shatin Sewage Treatment Works.

