

# Compétences des unités U61-U62 (rapport d'activité professionnelle) de nos BTS

## Skills of the Unit 61-62 of our technical degrees

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### BTS Enveloppes du Bâtiment B (U61)

- Write : express and present your arguments
- Talk : express and present your arguments
- Develop, write and condition your ideas
- Organise the welcoming and management of a new employee
- Identify risky situations
- Control the implementation quality
- Receive the works carried out



### BTS Bâtiment (U61)

- Express the customer's needs in technical terms
- Manage the expenditure and takings linked to the building site.
- Supervise the structural works
- Ensure coordination with every worker on the site.

### BTS Métiers du Géomètre Topographe et de la Modélisation Numérique (U61)

- Put the safety rules into practice to ensure people's security
- Put the safety rules into practice to ensure the security of goods and properties.
- Locate on the field the elements appearing on the blueprint
- Choose the appropriate spots to take measures.
- Follow up a whole file
- Exchange with the different stakeholders involved in a mission
- Supervise and manage a team of workers
- Write a report in English

## BTS Fluides Energies Domotique options A & C (U62)

- **Conduct a project**

Determine prices and costs at the different stages of a process

Make a statement about the actual costs and the estimate to give a personal feedback

Organise and animate a team

Follow and evaluate the progress of the work and of the associated action plans

Organise and conduct a meeting

Give instructions

Handle authorisations concerning the actors' clearances

- Communicate

Collect and process data

Write an overview or a synthesis

Listen, speak and argue

Handle appointments efficiently

Modulate (your) speech

Elaborate and use a promotional medium

Position the company and its offers in the actual economic, competitive and environmental context

Choose and propose promotional activities adapted to a commercial goal

Present a communication or a promotional medium

- **Ensure business relationship**

Negotiate

Analyse the context of the negotiating situation

Draft a document



## **BTS Travaux Publics (U61)**

### **Assist in the running of construction work**

- Coordinate and monitor the operations - Control the operations

### **Guarantee the supply of materials and equipment**

- Use catalogs and documents provided by suppliers - Break down complex works into elementary supplies  
- Draw up purchase orders - Check the conformity of provisions - Manage the storage

### **Manage the production**

- Assign the workers to their positions - Check the specific authorizations - Organize the production - Implement the means to enforce High Quality Environmental standards - Deal with unforeseen events

### **Manage the team and enforce High Quality Environmental standards**

- Provide the team with the instruction - Check that the instructions are followed - Follow the advancement of the operations

### **Manage and coordinate the intervention of subcontractors**

- Provide the subcontracting company and its employees with the instructions - Follow the advancement of the operations - Accept the subcontracted works

### **Follow and manage the construction site**

- Adapt human and material needs to the evolution of the construction process - Enforce the Quality Assurance Plan - Enforce the specific Health and Safety rules - Enforce the specific environmental standards - Inform the community on the evolution of the project - Know the list of authorized people and welcome them on site - Write a daily report on the operations (workforce, materials, equipment) - Analyze regularly the daily reports

### **Prepare the delivery of the works**

- Manage the equipment previously used - Prepare the restitution of the site - Control the conformity of the works - Prepare the acceptance visit - Organize the operations required to lift the reservations - Design the documents for the works file

### **Assess the operations**

- Analyze the methods used for the construction - Compare the actual duration of operations to the estimated schedule - Compare the detailed expenditure to the estimated costs - Analyze the impact of the works on the environment - Authenticate the individual and collective skills developed during the operations

