

## Facilities Operations Coordinator Competencies

Required Competencies	
<b>Operations Data Management</b>	<i>Uses record keeping and data analysis to appropriately plan and coordinate maintenance tasks.</i>
<b>Operations Data Analysis</b>	<i>Analyzes data to appropriately make recommendations about maintenance tasks.</i>
<b>Maintenance</b>	<i>Uses knowledge of relevant systems and machines that need maintenance to perform job functions.</i>
<b>Customer Service</b>	<i>Understands principles and processes for providing customer and personal services. This includes assessing customer needs, meeting quality standards for services, and keeping customers informed.</i>
<b>Business Administration</b>	<i>Performs administrative tasks that support the overall efficiency and success of the business.</i>
<b>Company Policy and Safety</b>	<i>Demonstrates understanding of the company's policies and safety practices.</i>
<b>Project and Subcontract Management</b>	<i>Uses project management tools to meet and report on project delivery date; manages bids and proposals from outside contractors; inspects completed work; verifies final invoice pricing.</i>
<b>Supply Chain Management</b>	<i>Uses knowledge of procurement and inventory management to perform job functions.</i>