



Senior Equipment Planner

Initial Outfitting, Transition & Activation (IOT&A)

Primary Duties and Responsibilities

The Senior Equipment Planner is responsible for producing high-quality FF&E project deliverables. A Senior Equipment Planner will work on any/all phases of development including Pre-Design, Schematic Design, Design Development, Construction Documents and Construction Administration, reporting to the Project Manager on tasks and deliverables and work directly with him/her with the goal of on-time, on/under budget project completion.

General duties:

- Actively interact with and lead medical equipment discussions/calls and user group meetings.
- Maintain project FF&E database and develop equipment specifications and procurement packets.
- Manage internal equipment planning team resources to ensure deadlines are understood and met. Keep all team members informed of project status and deliverable expectations.
- Mentor junior staff.
- Lead equipment team meetings to ensure all team members are participating and providing input. Motivate them and push them to bring ideas and solutions to the table.
- Regularly review and check on team deliverables for accuracy, efficiency, and thoroughness ensuring team is delivering a high-quality product to the Project Manager
- Keep open communication with all team members, monitoring work, lending feedback, redlining corrections and reiterating/teaching the company-approved processes and procedures.
- Expertly review shop drawings and samples to verify the proposed equipment supports facility workflow and mechanical, electrical, and plumbing requirements.
- Quickly locate and select FF&E items using personal in-depth knowledge of products and vendors.
- Troubleshoot problems on site and make informed recommendations to correct and move project forward without compromising design intent.
- Take the lead role to facilitate outside team meetings with clients, client's management team, architects, engineers, general contractors, purchasing agents, and signage contractors to name a few. Participate in group conversations as a valuable member, lending feedback, troubleshooting, brainstorming, offering technical information that is



well founded using personal knowledge of medical industry and design industry trends and approaches.

- Ensure all meetings are documented with meeting minutes and distributed to all members involved in process.
- Develop equipment packet requirements for government contracting using open source, prime vendor, E-cat, Nx, and sole source requirements.
- Develop justification and approvals (J&A) that identify the appropriate requirements to support government contracting sole source activities.

Required Skills/Abilities:

- Proficient in MS Office, Access, SharePoint, and Bluebeam.
- Excellent communication and interpersonal skills. Strong presentation skills.
- Ability to work effectively in a team atmosphere as well as individually.
- Excellent problem-solving skills and ability to demonstrate sound judgement in decision making.
- Proactive in reaching out to client personnel or vendors for needed information. Willing to enforce deadlines.
- Detail driven.
- Ability to maintain focus in a fast-paced environment.
- Know 'Uniformed Building Codes', Fire and Life Safety, and ADA Codes.
- Ability to lead project meetings.
- In-depth knowledge of medical equipment as well as emerging technologies used in a healthcare setting
- Flexible and willing to work extended hours, weekends, holidays, and evenings as necessary during project activations.
- Experienced in both healthcare facility renovation and new construction.
- Travel Requirements: Work from home. Travel required up to 50% of work time during project activation, orientation, and training phase.

Education and Experience:

- Bachelor's degree in Business, Biomedical Engineering, or similar. Or possess equivalent in military education and training and/or experience.
- 5-7 years prior experience as a Medical Equipment Planner on a healthcare construction project.
- Experience in leading clinical user meetings and presenting to project stakeholders including senior leadership and physician groups.
- Experience working with furniture and equipment vendors.