Manager Clinical Equipment
Position Description

Position: Manager Clinical Equipment

Reports to: Director, Clinical Services

Job Classification: Exempt

Direct Reports: N/A

Summary of Responsibilities: The Manager of Clinical Equipment is responsible for the full lifecycle management, upkeep, and maintenance of all clinical and medical equipment across the organization's locations. This role ensures regulatory compliance, optimal equipment functionality, and provides essential training to personnel regarding equipment usage, maintenance, and safety. This position serves as the practice's primary technical expert and decision-maker regarding capital equipment assets.

Essential Job Functions:

- Directly manages clinical equipment coordinator staff
- Liaises with equipment vendors to secure optimal contracts, services, and equipment prices as necessary
- Perform training in-services with clinical and admin staff as necessary to ensure staff are utilizing equipment according to recommended standards
- Directs the distribution and movement of clinical equipment and related supply inventory among sites as necessary to promote optimal clinical operations

- Lead capital equipment planning and forecasting, including prioritization of investments, clinical expansion projects, and creation of multi-year replacement plans.
- Manage the full equipment lifecycle—from evaluation and procurement to maintenance, optimization, and end-of-life decisions.
- Create and lead policies, standards, and protocols for equipment usage, safety, and maintenance across all clinics.
- Serve as the primary decision-maker for equipment selection, vendor recommendations, and technology standardization.

- Evaluate cost-benefit analyses for new equipment purchases, upgrades, and vendor proposals.

- Oversee preventive maintenance programs and ensure all locations maintain equipment logs, documentation, and compliance records.
- Develop quality assurance metrics to monitor equipment performance, utilization, and downtime across the practice.
- Act as the primary liaison between the practice and equipment vendors, installers, biomedical engineers, and IT support stakeholders.
- Ensure vendor accountability by monitoring service responsiveness, repair turnaround times, and performance metrics.

- Evaluate emerging ophthalmic technologies and make recommendations for practice adoption.

- Analyze equipment utilization data to drive process improvements, reduce inefficiencies, and optimize asset allocation.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Competencies:

- Exceptional human relations skills
- Must work well with their hands
- Have the skills necessary to fix most items that require maintenance within the clinic setting
- Ability to work with interruptions and to manage multiple priorities
- Must be honest, dependable, and flexible.
- Ability to manage multiple tasks simultaneously.
- Excellent customer service and communication skills.
- Empathetic with staff and patients' needs and concerns in relation to maintenance-equipment needs.
- Well organized with attention to detail.
- Must be able to communicate well, cooperate with others and capable of tolerating stress.
- Must be able to manage time extremely well and prioritize tasks.
- Must be able to work independently, effectively and efficiently, with a minimum of supervision

Minimum Education Requirements

- High school diploma or GED
- Certificate from a Vocational School or Associate degree highly desirable
- Any other certifications required by current law
- College Degree highly preferred and highly desirable
- COT or COMT preferred and highly desirable

Minimum Background Requirements

- Three years previous experience or training in this or similar position
- Bilingual a plus

Physical Requirements: Must be in good physical and mental condition to withstand the stress and demands of an extremely active and stressful position with ever-changing priorities and multiple deadlines. Manual dexterity, good eye-hand coordination, adequate vision and hearing needed in daily work. Walking up to 80% of the time, standing up to 90% of the time, bending, pulling, and stretching up to 70% of the time. Must be able to lift up to 30 pounds without assistance.

I have reviewed this position description and understand that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during performance reviews.

_____ _____

(Print Name - Employee) (Date)

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(Signature - Employee)

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(Signature – Supervisor) (Date)