

Workplace Planning and Design Specialist

Job Summary

This is a full-time on-site role for a Facilities Specialist with DeBrine Associates embedded with a client Business Unit in the Cupertino / San Jose area.

We are seeking a detail-oriented and design-savvy space planner with the ability to produce architectural test fits to support space planning and workplace transformation initiatives within our business unit. This role leads space utilization planning and develops test fit layouts to align team needs with available space, unique program requirements, and future growth.

The ideal candidate is also highly proficient in designing programming documents and visualizations for presentation to leadership and cross-functional teams. They will communicate space strategy and planning recommendations through presentations that are clear, data-informed, and visually compelling storytelling.

This position collaborates closely with internal partners in Real Estate and Facilities to translate business needs into actionable space plans and conceptual layouts.

Key Responsibilities

Occupancy Planning

- Analyze space utilization and occupancy data to develop space forecasts, stacking diagrams, and adjacency plans.
- Maintain and update occupancy plans and seat assignments using CAFM/IWMS systems (e.g., Archibus, Serraview, Tririga, etc.).
- Partner with business units to understand headcount projections and translate them into actionable space plans.
- Conduct occupancy audits and monitor space performance metrics (e.g., density, vacancy rates, and churn).
- Prepare move scenarios, migration plans, and space programming documents.

Architectural Test Fits

- Produce conceptual test fit layouts for commercial office space that align with specialty program requirements, workplace guidelines, and building constraints.
- Translate client requirements into 2D test fits using AutoCAD, Revit, or similar tools, reflecting departmental adjacencies, workstation counts, and code compliance.
- Collaborate with internal Places partners during site selection or leasing negotiations to validate fit and feasibility.

- Evaluate core/shell dimensions, column spacing and egress paths to ensure realistic planning outcomes.

Programming & Presentations

- Develop clear and visually engaging programming documents that define business unit requirements to architectural partners.
- Design presentations to communicate space plans and planning recommendations to non- technical audiences.
- Translate quantitative data (space metrics, utilization rates, seat counts) into visuals and storytelling that support leadership decisions
- Collaborate with business partners to refine messaging and tailor communications for executive and operational audiences.

Qualifications

- Bachelor's degree in Architecture, Interior Design, Facilities Planning, or related field
 - 3+ years of experience in space planning, workplace strategy, or facilities management
 - Proficiency in AutoCAD required; proficiency in Sketch Up is a plus
 - Understanding of core/shell building conditions, code implications, and workplace standards
 - Ability to produce high-quality graphics, tables, and layout visuals for executive audiences
 - A working knowledge of CAFM/IWMS systems (e.g., Archibus, Serraview, Tririga) is a plus
 - Proficient in Excel, with the ability to interpret and visualize space data effectively
 - Possesses strong analytical skills and the ability to develop conclusions and recommendations
 - Able to build strong relationships with internal partners to deliver effective services
 - Ability to process work quickly, accurately and with changing priorities
 - Ability to handle concurrent projects with minimal supervision and direction, assumes ownership of requests in order to ensure successful completion
- Success Metrics

Success Metrics

- Visually clear and well-documented space plans that support short-term and long-term decision-making.
- Polished, presentation-ready decks that align stakeholders and accelerate approvals.
- Efficient space usage and well-documented programming aligned to business priorities.
- Strong working relationships with business unit leaders and workplace/real estate partners.

The salary range for this position is \$150k to \$170k annually, with a generous benefits package. Compensation offered may vary based upon work location, experience,

qualifications, specialty training, and market and business considerations, among other factors