



## BIM MANAGER

### QUALIFICATIONS REQUIRED

- 5+ years production experience using Revit in luxury residential
- Must have an in-depth working knowledge of current BIM versions with emphasis on project sheet setup
- Strong written and verbal communications skills
- Must have a professional appearance
- Ability to use time productively, maximize efficiency, and meet challenging work goals
- Ability to take on additional responsibilities as needed as well as determine and manage priorities with minimal guidance
- Must possess and maintain exceptional work ethic as well as uphold company values and demand the highest standard of conduct from self and others
- Must have basic PC experience in Windows environments, working knowledge of word processing, spreadsheets, e-mail, Web-enabled applications, and database software
- Must be a self-starter and possess the drive to pursue continued education on BIM
- Possess the ability to work well as a part of a team and independently

### DUTIES & ESSENTIAL JOB FUNCTIONS

#### Software

- Manage software products including but not limited to incorporating new version releases and customization of the product
- Manage the implementation of supporting software for BIM
- Evaluate new BIM related software and technologies
- Stay informed on best practices for use of Revit Architecture and BIM
- Stay informed on other BIM related software and how they work with Revit
- Installation and support of related BIM software

#### Standards

- Responsible for BIM standards development, implementation, education, and enforcement
- Creation and maintenance of the software Template files to assure standards
- Provide support for plotting and electronic file submissions
- Automate routines in BIM to support standards and productivity
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- Automate routines in BIM to support standards and productivity
- Provide quality control for completeness and adherence to company standards of all shop drawings produced

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- Assist in developing and enforcing BIM documentation and workflow process standards
- Train and oversee the day-to-day activities of the Revit Specialist to ensure BIM standards are maintained in the creation of the Architectural Revit model

#### Management

- Create Upgrade and Deployment strategies for the BIM implementation effort
  - Assess: Evaluate the firm's current workflow, strategies, budgets, projects, staffing, etc.
  - Plan: Create a plan for implementation — who are the team members, what is the project, what are the goals, etc.
  - Solve: Execute the plan, install the software, get templates created, get training, do the pilot project, etc.
  - Confirm: Be able to demonstrate the company's BIM success by evaluating goals that were established in the Assess phase

#### Support

- Provide hardware and network support as it relates to BIM production
- Troubleshoot problems
- Liaison with national vendors
- Liaison with corporate technology support staff

#### Training

- Internal Training: Provide Revit Architecture fundamental and intermediate training to staff
- Conduct internal continuing education Revit Architecture training sessions.
- Provide technical orientation to New Hires regarding BIM tools
- Test potential hires' skills in BIM
- Maintain a high level of competency of software through continued use and training
- Attend conferences, seminars, and workshops for BIM, bringing back learning and disseminating the information to appropriate teams

#### Project Interface

- Support project standards coordination with clients
- Assist on project work - modeling and detailing
- Assist project teams in BIM project setup
- Create parametric Revit families in response to project need
- Help resolve BIM design issues
- Manage and distribute coordinated digital documents to the project team

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- Coordinate needed hardware upgrades with IT
- Communicate with subcontractors to receive, coordinate and update all electronic models
- Link BIM to the project Construction Administration Phase for submittals, construction models, shop drawings and schedules

Liaison for BIM process

- Future planning for potential uses of BIM
- Sustainable Design
- Planning
- 3D renderings

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