BIM Manager Job Description

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, 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
    - Provide quality control for completeness and adherence to company standards of all shop drawings produced
    - 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 written technology evaluations and budgets for future technology adoption that aligns with the corporate goals
    - Chair the company's BIM committee
    - Report on the company's current and projected state in regards to BIM implementation
    - Create Upgrade and Deployment strategies for the BIM implementation effort
        - Assess: evaluate the firms 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
    - Support the BIM technology needs of our satellite offices
    - Troubleshoot problems.
    - Liaison with national vendors.
    - Liaison with corporate technology support staff.
    - Liaison with software developer support staff and other support channels.

- 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 new hires skills in BIM
  - Maintain 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 customers
  - Assist on project work - modeling and detailing
  - Assist project teams in BIM project setup.
  - Create Revit families in response to project need.
  - Help resolve BIM design issues
  - Manage and distribute coordinated digital documents to the project team
  - Coordinate needed hardware upgrades with IT Communicate with subcontractors to receive, coordinate and update all electronic models
  - Linking BIM to the project Construction Administration Phase for submittals, construction models, shop drawings and schedules

- Marketing of BIM services:
  - Web, literature, interviews, presenting at relevant client focused conferences
  - Future BIM/Revit Architecture Industry Initiatives and Developments
  - Identify trends and business opportunities relating to BIM Evaluate and make recommendations regarding BIM software.

- Liaison for BIM process with:
  - Future planning for potential uses of BIM
  - Sustainable Design
  - Planning
  - 3D Renderings
  - Facilities Management
  - Cost Estimating
  - Specification Management
  - Integrated Project Delivery
  - Digital Prototyping and Digital Fabrication
  - Modularization

- Involvement with Industry Organizations:
  - AIA Technology in Architectural Practice (TAP) Knowledge Community
  - AIA Integrated Practice Knowledge Community Industry Events: AIA National Convention
  - Autodesk University
  - AUGI
  - Local User Groups
  - Local colleges and universities for future resources

QUALIFICATIONS
REQUIRED

- 5+ year's production experience in design, drafting or engineering
- Must have an in-depth working knowledge of current BIM versions with emphasis on project sheet setup
- Strong written and verbal communication 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 part of a team and independently