

BIM Manager – Job Description

Date: January 1, 2023

Overview of Responsibilities:

Software

- Coordinate with firm leadership and IT personnel in the selection and ongoing maintenance of BIM software products and plug-ins, including new version releases, maintaining legacy software, and customizing BIM-related software for specific firm needs
- Research, develop, and advance innovative ideas/solutions that support improvements to productivity and quality

Standards

- Manage BIM standards development, implementation, and compliance
- Develop and enforce BIM execution plans for the firm and its consultants
- Manage and conduct ongoing template maintenance and Revit family maintenance
- Curate and manage updates to the firm's standard detail library in collaboration with the Quality Control Department

Support / Training

- Support the day-to-day activities of all Revit users by troubleshooting issues and offering training/guidance
- Plan and direct fundamental, intermediate, and advanced training sessions on a periodic basis
- Provide technical orientation/onboarding to new hires regarding BIM software

Leadership

- Collaborate with Technical Committee and Quality Control Department to develop the firm's BIM capabilities.
- Periodically attend conferences, seminars, and workshops for BIM and report findings to the project teams.
- Work with firm leadership to increase project quality and revenue by improving BIM efficiency.

Project Interface

- Develop custom Revit family content in response to project needs
- Participate in occasional team meetings to help resolve BIM-related design and coordination issues
- Depending on BIM Management workload, this position may entail assisting project teams with production of design and/or construction documents on a part-time basis.

Requirements / Qualifications:

- Associate degree or completion of trade school/equivalent formal training
- 10+ years AEC working experience with 3+ years of BIM production experience in an architecture firm
- 3+ years' experience operating as a BIM Manager role is preferred, ideally with a design firm
- Demonstrated knowledge of architectural design, documentation, detailing, construction techniques, building systems, and related principles
- Exhibits a commitment to process innovation and problem-solving with high attention to detail and accuracy.
- Ability to effectively and tactfully train staff, both in-person and via web conference.
- Ability to use time productively, maximize efficiency and meet challenging work goals.
- Good written and verbal communication skills
- Familiarity with multiple software platforms, including:
 - BIM Collaborate Pro, Revit, and AutoCad
 - Design Visualization applications such as SketchUp, Lumion, Enscape, and other 3D software
 - BIM workflow automation using Computational Design Applications such as Grasshopper, Dynamo, Revit Macros, etc.
 - Program Management and Project Collaboration software, such as ProCore, Newforma, and BlueBeam.
 - MS Office suite and other business software
- Candidates must be legally authorized to work in the United States.
- Job Type: Full-time. BIM Manager is expected to work in the office Mon – Wed, and work remotely Thurs – Fri.