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

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

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

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

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

www.bimmanager.com
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