

## BIM Manager

### Reports to Director of Design Technology

#### Required Skills:

- Must understand how to use Revit and BIM workflows as a communication tool both between those working in a model, and the recipients of the output of that model.
- Understand that there will be different work practices for individual projects based on complexity of the project and ability of staff working on it.
- Maintain skills and intimate knowledge of how the office operates by actively engaging in projects.
- Must possess proven communication and presentation skills, and must possess excellent user interaction skills.
- Can assess team requests against the real-world outcome they are trying to achieve; offer solutions that are workflow and work method based, not just technical solutions.
- Ascertain the return on investment of a given request – Is it worth the time? Then, if appropriate, suggest alternatives that achieve the same outcome more efficiently.

#### Duties to include:

- Ensure that staff take ownership of and are responsible for their modeling.
- Supervise technical teams and provide project support as necessary.
- Assist Project Managers on technical delivery.
- Assist the Director on development and management of the BIM standards, protocols and templates.
- Suggest modeling/project solutions based on best practices and approved standards.
- Liaison and consulting across IT teams, systems administrators, clients and contractors.
- Work with the Director to support, and potentially manage, an internal training curriculum, and assist in managing compliance for all design team members.
- Be involved in setting up every project in the office.
- Periodically audit all projects.
- Work with the Director to suggest and introduce new software, processes, and functionality to improve approaches to problem solving and service delivery.
- Maintain knowledge and involvement in current industry-wide BIM solutions and trends.
- Create Revit Families in response to project need.
- Manage and Maintain Revit Family Library.
- Provide technical orientation to New Hires regarding Revit Tools.