

BIM MANAGER



QUALIFICATIONS

- Bachelor's degree in Architecture, a related field, or equivalent experience
- Minimum of **2 years*** of professional experience working as a BIM Manager, Architect, or Architectural Designer
- Proficiency in Microsoft Office Suite and Autodesk Suite
- Proficiency using Revit on both small and large-scale Architecture projects

PERFORMANCE EXPECTATIONS

- Perform work with **minimal** supervision of an experienced Architect or Designer
- Can effectively establish and maintain our BIM standards and practices
- Inquisitive and eager to learn; takes initiative to ask questions
- Applies a great attention to detail and accuracy in all tasks
- Self-starter who can work independently, takes direction and initiative, and has a solutions-based approach to problem solving
- Exhibits flexibility and ability to switch tasks quickly as real-time changes occur
- Represents the firm in a professional manner
- Ability to prioritize, coordinate, and execute work accurately and efficiently
- Can be relied upon to perform quality control checks on work
- Strong communication and teaching skills

RESPONSIBILITIES

- Manage Revit software updates, templates, add-ons, etc.
- Model and draft efficiently to create templates and standards
- Build and troubleshoot flexible families & parameters
- Effectively coach and provide feedback and quality control for less-experienced Revit users
- Create written training and reference documents for in-house use
- Manage work-shared models, both in-house and externally with consultants
- Develop thorough understanding of project needs, workflows, and deliverables for various project and client types
- Collaborate with users and firm management to develop workflow procedures, which improve BIM user productivity & deliverables
- Research latest technologies available to the industry and advises the firm on adoption of these technologies

ESSENTIAL EMPLOYMENT REQUIREMENTS

- Communicate clearly and effectively in English, both written and verbally
- Daily attendance for a typical workday and accurate recording of time
- Able to work cooperatively with co-workers and teams through all stages of design and construction
- Ability to work efficiently and meet project deadlines
- Knowledge and daily use of computers and the computer programs used in the office for job description
- Ability to work at a desk throughout the workday; adjustable (sit or stand) desks are standard
- Must be able to see, interpret, and analyze data in color on computer screens/programs and paper
- Must be able to handle stress

**The listed qualifying range of professional experience is a guideline which is subject to comparison against job performance. Individuals may be outside this range at NSPJ's discretion. **The above lists are not necessarily exhaustive and may be supplemented or revised by NSPJ, at its sole discretion.*