

# BIM Manager

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**Summary:** Manage BIM-related products, processes, and training on both a firm-wide and project-specific basis. Develop and maintain BIM standards. Conduct oneself in accordance with RM Creative's mission, vision, and values.

**Qualifications:**

- Degree in related field
- Minimum five year of production experience in design and modeling in the AE field
- Proficient knowledge of current BIM software including BIM360 and Revit 2019-21

**Key Competencies:**

- Strong written and verbal communication skills
- Ability to use time productively, maximize efficiency, determine and manage priorities with minimal guidance
- 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

**Key Responsibilities:**

- Software:
  - Manage firmwide BIM software products including but not limited to implementing new version releases, product license management and security release updates
  - Manage the implementation of supporting software for BIM, including extensions and coordinating products such as Navisworks and Bluebeam
  - 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 extensions and coordinate how they work with Revit
  - Installation and support of related BIM software with Vendors
  - Coordinate needed hardware upgrades as-needed to support software updates
- Standards:
  - Responsible for BIM standards development, implementation, and enforcement, including client-specific requirements, templates and firmwide file structure, and workflow processes
  - Evaluation of current firm template standards to conform with client specific and industry standards, that may require modifications to the current template and creation of a new client specific templates
  - Ongoing maintenance of the software template files to assure standards
  - Review and develop client BIM execution plans and provide feedback during project contract negotiations

- Management:
  - Coordinate with technology budget to ensure BIM software and hardware needs are accommodated
  - Chair the company's BIM committee
  - Report on the company's current and projected state in regards to BIM implementation
- Support:
  - Provide software and network support as it relates to BIM production
  - Troubleshoot problems
  - Liaison with vendors, and computer consultants
  - Train and oversee day-to-day activities to ensure BIM standards are maintained in the creation of the Architectural Revit model
  - Provide support for plotting and electronic file submissions
- Training:
  - Provide Revit Architecture Fundamental and Intermediate training to staff and provide continuing education training sessions.
  - Provide technical orientation to new hires regarding BIM tools and firm wide standards
  - Evaluate new hire's skills in BIM
  - Attend conferences, seminars, and workshops for BIM; bringing back learning and disseminating the information to appropriate teams
- Project Interface:
  - Support project standards and coordinate with client requirements
  - Prepare models for document submission
  - Create project central models at initial project set-up
  - Create Revit families in response to project need
  - Maintain project specific BIM execution plans for the project teams
  - Communicate with subcontractors to receive, coordinate and update all electronic models to conform with firm standards and quality control
  - Linking BIM to the project Construction Administration Phase for submittals, construction models, shop drawings, and schedules if required by BIM execution plan
  - Ongoing periodic review of project central models for quality control and conformance to client BIM execution plans.

**Key Working Relationships:** Reports to Associates.