

BIM Coordinator

Summary: Coordinate BIM-related products, processes, and training on both a firm-wide and project-specific basis. Assist in the development of Revit templates and families in coordination with RM Creative's BIM standards. Conduct oneself in accordance with RM Creative's mission, vision, and values.

Qualifications:

- Degree in related field
- Minimum two 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:
 - Coordinate firmwide BIM software products including but not limited to implementing new version releases, product license management and security release updates
 - Coordinate the research and implementation of plug ins for all BIM related software and design related software such as Bluebeam
 - 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 compliance
 - Work with RM Creative leadership in the preparation and review of BIM execution plans
 - Organize and participate in the company's BIM committee

- Support:
 - Provide software and network support as it relates to BIM production
 - Troubleshoot BIM related issues
 - 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 basic RMC Revit training to staff and provide support for education training sessions provided by training consultants.
 - 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:
 - Create project central models at initial project set-up
 - Maintain project specific BIM execution plans for the project teams
 - Support project standards and coordinate with client requirements
 - Create Revit families in response to project need
 - Communicate with consultants to receive, coordinate and update all electronic models to conform with firm standards and quality control
 - Ongoing periodic review of project central models for quality control, conformance to client BIM execution plans, and compliance to firm standards.
 - Prepare models for document submission
 - Link BIM to the project Construction Administration Phase for submittals, construction models, shop drawings, and schedules if required by BIM execution plan

Key Working Relationships: Reports to Associates.