SYSTEMS WEST ENGINEERS
725 A Street
Springfield, OR 97477
541.342.7210
systemswestengineers.com

POSITION: BIM Manager

DEPARTMENT: Mechanical

REPORTS TO: Director of Engineering Operations

CLASSIFICATION: Full Time, Salaried, Exempt

LOCATION: Springfield, Oregon

SUMMARY: Responsible for the overall coordination and production of project information models which contain 3D visualizations that bring together data, drawings, and schedules. The BIM Manager will oversee drafting staff, and the overall development and operations of AutoCAD and Revit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

KEY RESULTS

- Oversee and manage the BIM project life cycle and effectively communicate and share knowledge with staff and clients for the overall success of projects.
- Provide project coordination and design to integrate multi-discipline work into BIM models.
- Perform mechanical design as needed.
- Provide business development support when required.

BIM Management (40%)

- Participate in Management Team meetings and perform delegated management tasks.
- Conduct quarterly departmental development meetings. Assign quarterly BIM development tasks and supervise execution of tasks.
- Supervise BIM Production Supervisor and BIM development team.
- Oversee development and execution of BIM training program.
- Supervise and execute the development of BIM production processes, standards, and master documents to improve production efficiency and product quality.
- Act as the primary contact between BIM staff and other SWE staff and departments.
- Research and recommend hardware and software to increase productivity and improve coordination with SWE staff and consultants.

BIM Project Coordination (40%)

- Develop initial concepts and spatial allocations for equipment and pathways.
- Monitor and coordinate spatial conflicts within an actively developing BIM model.
- Participate in construction-phase BIM coordination meetings.
- Provide quality control and quality assurance to BIM production.
- Intensive collaboration with multi-discipline design teams.

Mechanical Design (15%)

- Perform mechanical design for projects that may include existing facility evaluations, feasibility studies, design, cost estimating, and similar functions.
- Obtain existing conditions and demolition plans to begin drafting a project, including retrieval of previous project documents, coordination of field verification with designers and utilization of site photos to clarify drafting.
- Conduct field surveys to identify site conditions.

Business Development Support (5%)

- Assist Business Development with tasks to support business development goals.

QUALIFICATIONS AND EXPERIENCE

- This position typically requires an Associate's degree and a minimum of 4 years of experience coordinating drafting production and producing plans, construction drawings, and details using AutoCAD and Revit.
- Experience with MEP multi-disciplinary REVIT coordination.
- Experience developing and implementing department standards and processes.
- Experience attending BIM coordination meetings and executing design production documents related to BIM.
- Experience in effective management of assigned staff.
- Experience in a professional office environment is required.
- A demonstrated ability to prioritize and handle multiple tasks
- Attention to detail and a high level of accuracy in preparing and entering information
- Excellent interpersonal skills
- Effective organizational and written skills
- Must be self-starter.
- Computer skills in addition to AutoCAD and Revit proficiency include the MS Office suite, Bluebeam, Adobe Acrobat, SharePoint, and internet.
- Preferred personal attributes, including but not limited to:
    - Personable, presentable, and articulate
    - Sound work ethic
    - Honest, trustworthy, and dependable
    - Respectful
    - Cultural awareness and sensitivity
    - Ability to think creatively

WORK CONDITIONS

Physical Demands

Occasional lifting and carrying, up to 10lbs
Typing/computer work, more than 80% of the time
Sitting, standing, and walking

Mental/Visual Demands

Concentrated mental and/or visual attention; the work involves performing complex tasks with very close accuracy and quality.

Work Hours & Expectations

Working hours are from 8:00am to 5:00pm but may vary depending on project demands. Time off to be coordinated with work team and project schedules. Employees are expected to perform all duties as assigned.

Background Screening

Background screening may include previous employment, education, criminal history, and driving record verification.