

POSITION: BIM Operator

DEPARTMENT: Mechanical

REPORTS TO: Mechanical Department Head

CLASSIFICATION: Full Time, Non-Exempt

SUMMARY: Responsible for providing design drafting services of a complex and specialized nature using CAD and Revit software for mechanical, electrical, and plumbing projects with broad direction from project managers, department managers, and designers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

BIM Production (75%)

- Set up projects in AutoCAD and Revit, including application of standards, links to models, sheet setup and views, survey point setup, and title sheet creation.
- 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.
- Implement designer markups and input master details, schedules, and diagrams into plans.
- Provide design drafting, computer graphics, report/document production and related technical services of a complex or unique nature for projects.
- Perform quality control on project documents at each deliverable phase to ensure compliance with standards and project requirements.
- Prepare, coordinate, and distribute project deliverables, including client correspondence, communication with consultants, completion of final drafting, and email or upload of deliverables.
- Maintain version and document control as required for projects.
- Prepare and distribute record drawings to client for project completion.

BIM Administration (25%)

- Maintain AutoCAD files and backups, adhering to file management procedures; maintain established project standards on all created and revised drawings; maintain related technical project files and documentation; adhere to quality assurance/control protocols and document/drawing standards.
- Develop and maintain AutoCAD and Revit masters, including details, schedules, and diagrams.
- Provide AutoCAD and Revit instruction to members of design staff, as needed. Assist with training material development.
- Assist IT administrator with drafting station configurations for new and existing staff members.
- Assist project managers in estimating hours of production work and creating diagrams and charts for marketing purposes.

QUALIFICATIONS AND EXPERIENCE

- This position typically requires an Associate's degree and 1 to 3 years of experience producing plans, construction drawings, and details using AutoCAD and Revit.
- 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 include the MS Office suite, 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.