

BIM Manager / Software Administrator / Revit Guru

We are seeking a motivated “Revit Guru” and professional BIM Manager to collaborate and work cohesively as an integral player on our team. The ideal candidate would bring a deep experience working with not only Autodesk architectural design software (Revit, AutoCAD, etc), but also enthusiasm and expertise to manage daily functionality of all mission critical software applications, including Autodesk Construction Cloud cloud-based collaboration, for the firm.

Responsibilities Include:

- Conceptualize and create innovative and effective BIM/CAD design content for a variety of projects
- Support architectural/interiors design teams’ technology needs with accuracy, precision & efficiency
- Create & organize customized Revit/AutoCAD content and assist with firm-wide dissemination
- Lead development and maintenance of firm-wide Revit/CAD standards, model management, and technical support to other Revit modelers.
- Collaborate with internal/external members on project deadlines and workflow milestones
- Explicit desire and evident focus to elevate their personal career through the promotion and expansion of the firm, its works, and its brand, culture and reputation.
- Manage all Autodesk, Adobe, and other key software installations and subscriptions.
- Develop and regularly improve the Firm’s standard and project specific Revit templates.

Preferred Skills and Experience:

- **STRONGLY PREFERRED: 8+ years Revit production (or) 4+ years of Revit management experience in architecture**
- **REQUIRED: Organized, detail-oriented self-starter that can manage multiple projects and deadlines**
- General knowledge of architectural building systems with the ability to create technical drawings and 3D models in accordance to standard construction techniques and principles
- In-Depth working knowledge of current Revit versions with emphasis on Project Sheet Set-up, Error Detection/Correction, Model Maintenance, and Object/Family development
- Commitment and drive to pursue continued education on Revit and other BIM-related applications
- Proven track record working with internal design teams and/or agencies to elevate the quality, creativity and deliverables developed
- Team player with collaboration and communication skills who can also work autonomously
- “Can do” personality that thrives in a deadline driven and rapidly changing environment
- Demonstrate quality and thoroughness in all aspects of work performed

Required Technical Proficiency:

- **REQUIRED: Autodesk Revit, AutoCAD Architecture, & Autodesk Construction Cloud**
- SketchUp, Microsoft Office (Word, Excel, Outlook & PowerPoint)
- Desirable but not required: Rhino, Grasshopper, Enscape, Lumion, 3D Max

***** ABOVE INFORMATION IS A GENERAL OUTLINE. ADDITIONAL DETAILED INFO ATTACHED *****

To apply, email resume’ and digital portfolio to Candice@StraughnTrout.com

BIM Manager / Software Administrator / Revit Guru Duties & Essential Job Functions:

- **SOFTWARE**
 - Manage software products including but not limited to incorporating new version releases and customization of the product for office standards and consistency of team development of client documents and deliverables
 - Manage the implementation of supporting software for Revit (Enscape)
 - Evaluate new BIM related software and technologies
 - Stay informed on best practices for use of Revit (and AutoCAD) Architecture
 - Stay informed on other BIM related software and how they work with Revit
 - Installation and support of BIM software with the firm's network administrator
- **STANDARDS**
 - Responsible for BIM standards and workflow process development, implementation/education and enforcement
 - Creation and maintenance of the software Template files to assure standards are maintained
 - Provide support for plotting and electronic file submissions
 - Automate routines in BIM to support standards and productivity
 - Train & guide day-to-day activities of design staff/modelers to ensure BIM standards are maintained in creation, development, and preservation of Architectural Revit models
- **MANAGEMENT & SUPPORT**
 - Assist firm leadership with technology evaluations and budgets for future technology adoption that aligns with the mission, vision, and goals of the firm
 - Report and update Principals with production staff Revit competency and efficiency reviews
 - Provide hardware and network support and recommendations related to BIM production
 - Troubleshoot technical problems – both software and user errors
- **TRAINING**
 - Internal Training: Provide Revit Architecture Fundamental and periodic Intermediate training to staff in one-on-one and small group settings
 - Conduct internal "continuing education" Revit and associated software training sessions
 - Provide technical orientation to New Hires regarding BIM tools and company standards
 - Test potential and new hires skills in BIM and AutoCAD
 - Maintain a personal high competency level of software through continued use and training
 - Attend conferences, seminars, and workshops for Revit/BIM and relay learned skills to design and production staff, including participation in industry organizations such as AIA TAP, Autodesk University, AUGI, etc.
- **PROJECT INTERFACE**
 - Support, development and assist implementation of Project BIM Model Management plans across clients, consultants and approved stakeholders
 - Assist on project work when requested – modeling and detailing
 - Assist design staff project teams in BIM initial project setup
 - Create Revit families in response to project needs
 - Help resolve/troubleshoot BIM design issues
 - Manage/Distribute coordinated digital documents to the project team
 - Coordinate needed hardware upgrades with office Network Manager