

**Company: BKV Group**

**Job Title: BIM Manager**

**Reports to: Director of Operations**

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BKV Group seeks a talented BIM Manager with 5-10+ years' experience in a BIM Specialist or BIM Management role, overseeing the implementation of company BIM standards and procedures. BIM support and knowledge of architecture, structural, and mechanical/electrical preferred. This position requires in-depth working knowledge of current BIM (Revit) software versions with emphasis on management and creation of standards/content/families. The candidate must be proficient in Revit. Autodesk Revit Architecture Certified Professional preferred. Experience with Revizto, Bluebeam, AutoCAD, Adobe Creative Suite, Affinity software, Sketchup and Navisworks preferred. The candidate must be a self-starter and possess the drive to pursue continued education on BIM and Revit related programs, keeping up to date on the latest software releases, trends and news.

**Responsibilities:**

The BIM Manager is responsible for the coordination and implementation of training and education of team members related to the BIM/Revit process and procedures, including other related software. They administer the BKV Design Documentation Standards and day to day Revit activities based on policies as directed by the Director of Operations and in support of BKV Leadership. Oversees the BIM Specialist Team in support project team needs with software issues and troubleshooting, content/family creation, standards development and maintenance, as well as oversight of project team's Revit model health, continuously looking for opportunities to improve productivity and efficiency of the project teams. In addition to these broad stroke management tasks, the BIM Manager shall perform the following duties:

- Develop BKV BIM capabilities to meet and exceed the demands of the industry, while formulating long-range goals and objectives to keep BKV at the forefront of software and technology, with support of the Director of Operations and IT Manager. Evaluate the utilization and implementation of BIM and other software needs used by the various disciplines for recommendation and approval by BKV Leadership.
- Establish and implement strategies and goals with the Director of Operations and BKV Design Documentation Standards Group to assist in meeting the goals and objectives of BKV Group for improved efficiency and production. Work with the discipline user group to review issues and establish a basis for implementing BKV established goals and objectives across all practice sites and disciplines.
- Develop, implement and train on standardized BIM/Revit project related process and procedures for delivery of documents at various phases.
- Assist in the production of BKV design documentation phases with BIM Execution Plans, modeling of Revit families/content, creation and maintenance of standard units and details, automating routines to support BKV standards with increased efficiency and productivity in utilizing the software.
- Provide periodic health checks of project models to understand the project team's knowledge of BKV Design Documentation Standards as well as skills with the software. Notify the Project Manager/Discipline Leads with areas for improvement within the project documents. Develop team member specific training and group training agendas on common themes uncovered via model health checks for areas of improvement in team member's skills.
- Manages the BIM Specialist Team at each practice site. Oversees the BIM Specialist Team support to all project team members, with a customer service focus, to address in a timely manner all Revit and other applicable software troubleshooting issues, requests for support, and administration of BIM process and procedures. Assist the IT Manager with troubleshooting on software, hardware and network issues as required related to BIM production.
- Acts as a liaison with all outside vendors for required software and technology, with the IT Manager and Director of Operations. Administers software licensing, software setup and installation including programming, new hire training, etc.

- Oversees and/or conducts required clash detection of project models utilizing Navisworks or other similar software. Notifies project team of clash reports for resolution on projects.
- Conduct periodic evaluation of potential new hire Revit skills as needed.
- Coordinates with the Director of Finance on equipment and software needs for budgeting purposes, in coordination with the IT Manager and Director of Operations. Develops annual software budget estimates for review with Director of Finance, and provides a purchase order for review and approval prior to purchase of requested hardware/software.
- Maintains a free flow of communications with the Director of Operations relative to duties and activities.
- Ensure implementation of BKV Design Documentation Standards and procedures during the project delivery process, expressing positive team leadership and mentoring.

**Qualifications:**

- Must have two years' college or university degree in architectural drafting or related field. Bachelor's degree in Architecture preferred.
- Must have ability to write reports and business correspondence. Excellent organizational and time management skills.
- Must have the ability to communicate effectively and serve as a resource for all project team members. Must be able to present information in a group setting and be able to respond to questions from managers, consultants, and staff as required.
- Must be fluent in reading, writing and speaking the English language.

With excellent benefits, competitive salaries and constant opportunities for growth, BKV Group gives you the tools to realize your creativity. If you have an interest in working with a diverse group of talented design professionals, creating exciting environments, enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume. Please indicate your name, desired position and location in e-mail subject line.

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