



POSITION DESCRIPTION

JOB TITLE:	BIM Project Manager	FLSA STATUS:	Exempt
DEPARTMENT:	Project Management	WORKER'S COMP CODE:	8610
REPORTS TO:	Manager of BIM Services	EEO-1 JOB CODE:	1.2
LOCATION:	Los Angeles – LACCD	APPROVAL DATE:	12/26/13
		REVISION DATE:	2015

SUMMARY:

ESSENTIAL RESPONSIBILITIES: *The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

- Assist the client in preparing comprehensive BIM Guidelines.
- Review, evaluate, and comment on the BIM Execution Plans provided by both the Design and the Construction BIM Teams on behalf of the client.
- Provide oversight of the project Design and Construction Teams to ensure that the requirements of the client's BIM Guidelines are properly and adequately addressed.
- Provide an overall BIM Coordination Schedule for the Spatial Coordination meetings and milestones.
- Provide timely reporting on BIM progress to the owner's PM. Communicate to the project team the key performance indicators (KPIs) and how they are measured and to be met.
- Coordinate BIM kickoff meetings for the project team.
- Ensure that all project design and construction models and related documents are posted on the owner's document management server or FTP site as required by BIM Coordination Schedule.
- Interface between the various project stakeholders to ensure that the model content conforms to the owner's data requirements.
- Provide oversight of the Design BIM Team to ensure that 3D design coordination is completed.
- Facilitate the hand-over of the Design BIM model to the Construction BIM Team by providing regular detailed design BIM model reviews. These reviews include recommendations to optimize the clash detection process along with visual examinations of the combined Architecture, Structural, Civil, MEP, and Fire Protection models.
- Provide oversight in the development of the final as-built model to be delivered to the owner at the end of the project.

SECONDARY ACCOUNTABILITIES:

- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: The individual in this position does not have supervisory responsibilities.

QUALIFICATIONS:

- 3+ years experience managing the BIM/VDC process on commercial or institutional projects
- Proficiency in industry standard BIM applications, such as Autodesk Revit and NavisWorks
- A Bachelor's degree, or an equivalent combination of experience and education may be substituted
- Strong verbal and written communication skills, as well as excellent interpersonal skills;
- Follows through on tasks to completion and asks questions when necessary
- Strong organizational skills, and attention to detail
- Demonstrated proficiency with Microsoft Office applications, including Outlook, Word, Excel and PowerPoint
- Ability to work effectively in a team-based, fast-paced environment
- Experience managing data center projects or other complex facilities, a plus

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel. Must be able to use a computer keyboard and calculator. The ability to occasionally lift and/or move up to 10 pounds, generally at waist level or below. Must be able to do desk work which includes computer work and/or filing for extended periods of time. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works in a typical office environment and is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate. Some travel to job sites and other offices is required. Must be able to travel and work extended schedule as needed.