

BIM Manager

Our Collective Vision

Our Hollis + Miller family is driven by our purpose: to empower our team, our clients and communities through rewarding experiences and inspiring learning environments. This starts internally, and we believe whole-heartedly that if you grow the individual, you will grow the firm. And our commitment to greatness starts with our individual contributors!

How You Qualify:

1. 5 - 8 years of active experience in this, or a similar, role, in the architecture industry.
2. A 2-year degree in technology-related field required; 4-year degree in either technology or architecture preferred.
3. You have documentation that allows you to work in the United States of America.
4. You have met required background check standards.

What You Bring:

1. Desire to build relationships and assist team members, while maintaining a focus on the big picture.
2. Creative mind, positive attitude, accountable, thorough, results oriented, excellent communicator and relational skills.
3. Exceptional drive, commitment, the ability to self-direct and multi-task while problem solving independently.
4. Sets an example of leadership and teaming through a spirit of cooperation.

Who You Are and What You Do:

Essential Job Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A BIM Interface Leader

- a. Develop, document, and communicate best practices of BIM technologies, including model sharing and coordination with other disciplines.
- b. Work with internal sustainability team to integrate effective sustainability software (Insight) within the office, particularly interfacing with Revit.
- c. Administer the corporate Revit Server structure for Kansas City and Castle Rock.
- d. Administer and maintain BIM360 Design Collaboration (Autodesk user account, HMA BIM360 Site).
- e. Thought leader in the industry, driving the firm towards innovative and best practices, and keeping current with cutting-edge technologies and modeling/drafting software.

2. A BIM System Management/ Maintenance Doer

- a. Coordinate Autodesk software updates and software service packs.
 - i. Upgrades/Hot Fixes of a Revit version cannot be staggered. The updates must be installed on all computers as soon as possible and can take 10 days to 2 weeks to complete the process for all geographic locations. Normally these installs occur after hours.
- b. Track Autodesk, Enscape3D and other license usage.



- c. Manage and maintain Autodesk products, Revit, AutoCAD, 3DMax, Recap Pro and Design Review (normally there are 6 versions of Revit installed on each computer).
- d. Manage and maintain Enscape3D, Tekla Structural Design, Sketchup, SpecSources, SpecBIM, Rhino, TEDDS, RISA3D and Hilti Profis Engineering.
- e. Manage Revit standards and office templates for Architects, Engineers, and Graphic Designers.
- f. Manage and maintain Revit Imperial Library for Architecture, Interiors, Graphics and Structure.
- g. Manage and maintain Revit Master Keynote file per Spec Department.
- h. Archive past projects (Revit files) from the Revit Server.
- i. Maintain familiarity with current National CAD/BIM standards.
- j. Lead effort and engage with additional staff members to maintain and update office standards.

3. A BIM Training Leader

- a. Instruct/assist project teams with setting up their models to comply with office standards and best practices.
- b. Engage with project teams to strategize, employ, and maintain an effective BIM strategy for project deliverables.
- c. Plan and execute continuing education for advances in BIM technology.
- d. Manage and maintain Revit Manual content.
- e. Establish, maintain, and perform in-house employee training programs as required for varying levels of Revit and Hollis + Miller standards knowledge.

4. A BIM Support Provider:

- a. Troubleshoot model issues and support project teams with their Autodesk questions.
- b. Review project Revit models at key milestones for consistency with company standards, level of development and efficient modeling practices.
- c. Provide design assistance specific to Revit skills and capabilities.
- d. Provide support for project clash detection set-up and execution for internal and/or external users.
- e. Interact with staff to identify customization needs for application software and act to evaluate and implement those needs.
- f. Serve as central point of contact for BIM project issues and identify and resolve project-specific technology issues.
- g. Understand and develop level of development (LOD) requirements for Revit models.
- h. Help teams understand how to establish & facilitate LOD requirements for their project.
- i. Establish, maintain, and inform a company-wide BIM sharing policy.
- j. Other duties as assigned

Hollis + Miller is proud to be an equal opportunity workplace + affirmative action employer.

