Revit for Architecture (BIM) Coordinator

VCBO is an award winning, integrated design firm with a team of 90 professionals in two offices in Utah servicing a variety of clients throughout the Intermountain West. VCBO employs exceptional people dedicated to assisting clients solve their greatest challenges and develop functional, beautiful, sustainable and future-focused projects in healthcare, higher education, K-12 education, recreation, justice and civic, and corporate office.

VCBO Architecture (www.vcbo.com) is seeking an experienced Revit Coordinator to join our Architectural Group. VCBO has a passion for excellence and a strong group of people who respect each other and enjoy working together.

General Objectives and Responsibilities

Responsible for coordinating Revit for Architecture related technologies, processes, support and training. Primary duties include: analyzing systems and processes; developing and maintaining standards and procedures; educating and training office personnel to enhance efficiency of design and production staff. The Revit Coordinator will interact directly with Revit users on a daily basis to assist in answering questions and solving problems.

In addition, the Revit Coordinator will act as the primary technical resource for all project team members. The Revit Coordinator will not be a part of an Architectural project team, but will support teams as necessary to ensure the ongoing quality and accuracy of the office Revit models and modeling process. This person must be able to work independently finding needs within the office and implementing solutions. This would include being proactive in creating standards and training based on problems specific to a team to ensure future teams do not replicate the issue.

A breakdown of responsibilities would be 35% Standards, 35% Support, 25% Training, 5% Software Maintenance.

Standards

- Manage, maintain and guide Revit (BIM) standards within the office. This includes, but is not limited to the following:
- Help guide and manage standard Revit practices within the office.
- Maintain the office Revit template to reflect the most current standards, content and practices of the firm under direction of the Technology Committee.
- Assist with the coordination of Revit material libraries, keyed notes, schedules and extracting and communicating modeled data for use in project management, specification coordination and construction administration.
- Edit and/or create parametric Revit families and libraries for quality and scope of content as well as file size and level of detail.
- Create and maintain an office Revit training forum where standards can be found and questions asked and answered.
- Develop and maintain Bluebeam standards
- Developing Dynamo scripts to enhance the Revit Process
- Coordinate and lead research and training on new plug ins, products and modeling techniques.
Training
  • The Revit Coordinator will be responsible for increasing the Revit knowledge of project staff, including providing individual, team and firm wide training including, but not limited to:
  • First point of contact for day to day staff Revit questions
  • Providing ongoing training to ensure consistent knowledge of the Revit tools, office standards and procedures.
  • Provides orientation for new hires on basic Revit use, office standards and procedures.
  • Attends conferences, seminars and workshops for BIM. Then incorporating best practices and procedures into office standards with input from the Technology Committee.
  • Oversee Revit management kickoff and coordination meetings as needed for project teams.

Software
  • Assist IT Department to manage installation of software products, including but not limited to updating the office with each new version of Revit and subsequent service packs.
  • Provide Revit and associated BIM software support for office staff. Keep up to date with industry standards and trends in processes by participating in local interest groups and conferences.

Qualifications
  • Strong knowledge and understanding of Revit software and supporting software and plug-ins.
  • Must be familiar with Revit scheduling, phasing and large project coordination procedures.
  • Must be familiar with Dynamo Visual Programming. Implementation to enhance Revit Processes.
  • Experience with Bluebeam
  • Must have a basic knowledge of construction industry drawing standards and requirements.
  • Be able to manage and prioritize multiple tasks, operate under tight deadlines and manage last minute and urgent requests.
  • Must be able to articulate ideas well through both verbal and written communications. Must be comfortable presenting in and leading meetings with consultants and internal team members and partners.
  • Must work well with both individuals and teams.
  • Must show ability to quickly learn new techniques, and be able to problem solve or create work-arounds when solutions do not exist.

Education
  College Degree preferred, but not required.
  Revit Software Training or Certification preferred, but not required