



## **BIM (Revit) / CAD Manager | SWA Architects | Pasadena, CA**

SWA Architects is currently seeking a full-time, experienced BIM/CAD Manager to join our team of experts, responsible for providing our experienced team with technological leadership on a wide range of projects. Revit managers are key to keeping the firm coordinated and productive. We are looking for that unique individual with a passion for architecture, design experience and Revit expertise to be a vital member of our team. The position entails the maintenance of our BIM/CAD libraries as well as minor IT support.

The ideal candidate is an Architect / Architectural Designer who is also a CAD+Revit expert to be our in-house BIM Manager. This position will be responsible for refining and updating all office & project-type templates, families, and libraries – as well as providing active and direct assistance to Revit project teams. This person will also develop processes and on-going in-house training to individuals and groups with skillsets ranging from Revit novices to Intermediate users – with special emphasis on best-practices and personal lessons learned. We anticipate that this teammate will divide time equally between participating as an active project contributor and providing firm-wide Revit leadership, assistance and support.

### **Position Responsibilities:**

- Updates system-wide BIM/CAD libraries with appropriate graphic and written assets from current building codes, energy codes, and requirements of regulatory agencies.
- Enforces the usage of these digital library templates and assets across all our projects.
- Consistently applies SWA's Quality Control procedures and takes ownership of their work.
- Develops and drafts architectural and engineering site plans, floor plans, building elevations, building sections, and details, assists management in preparing proposals and generates correspondence for clients and project managers.
- Contribute to the documentation, dissemination, and monitoring of standards, best practices and industry advancements.
- Maintains and complies with SWA's and client-specific standards (CAD, File Management, etc.)
- Participates in occasional team meetings to help resolve project issues such as coordination, scheduling, and technical concerns.
- Be responsible for providing/sourcing Revit training through a combination of onsite, remote and/or online training courses – geared toward making most effective use of Revit in the architectural process.
- Conduct periodic intra-office coordination meetings relating to Revit.

- Participate in project kick-off meetings to identify tasks and issues relating to project teams and collaboration; identify and resolve project specific issues in setting up the Revit model.
- Research developments in the industry to “keep ahead of the curve” so that all of our Revit users have the appropriate tools & skillsets to be productive.

## **Requirements / Qualifications:**

- Associate's degree or completion of trade school or equivalent formal training
- 6+ years AEC working experience with at least 3 years in an architecture firm, a must
- Ability to encourage and train effectively and tactfully, in-person and via web conference.
- Extensive knowledge of Revit 2016 or newer version
- Expert with AutoCAD 2016 or newer version
- Familiarity with AutoCAD/BIM (Revit) programming languages (LISP/VBA/ARX) is a bonus
- Familiarity with SketchUp, Navisworks (collision detection), and other 3D software is a plus
- Familiarity with Network technologies and platforms (Microsoft)
- Familiarity with government agency standards is a plus (OSHPD, DSA, LADBS, etc)
- Experience in electronic file transfers (email, FTP, CD/DVD, Box, DropBox)
- Experience with the MS Office suite and other business software (Microsoft 365 a plus)
- Experience with Program Management and Project collaboration software, such as ProCore, Newforma, and BlueBeam.
- Candidates must be legally authorized to work in the United States.

**SWA Architects** ([www.swaarch.com](http://www.swaarch.com)) provides architectural design, planning, and consulting services in a fully integrated manner to public, healthcare, industrial, and commercial clients. For over 30 years, our dynamic and experienced team has been dedicated to providing superior service.

*SWA Architects offers a competitive salary and an excellent benefits package.*

*SWA Architects is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, gender, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws.*

**Interested candidates:** In a single PDF attachment (under 10MB), include a one-page cover letter, your resume, and no more than 15 pages illustrating your best work. **Please submit PDF packages to [HR@swaarch.com](mailto:HR@swaarch.com)**