
BIM (REVIT) / CAD Manager Job Description

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/CAD 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/CAD 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/CAD project teams. This person will also develop processes and on-going in-house training to individuals and groups with skillsets ranging from Revit/CAD 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 per office digital guidelines 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/CAD 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/CAD.
- 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. Establish project Revit/CAD system for all new projects with the team leaders.
- 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 (OSHDP, 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.
- Job Type: Full-time