Facilities Data Coordinator

Requisition # 19003962

We are a nonprofit academic healthcare organization serving the diverse Los Angeles community and beyond. With groundbreaking medical research achievements, education programs defining the future of healthcare, and wide-ranging community benefit activities, we’re setting new standards for quality and innovation in patient care.

Right now, our construction team is looking for a full time Data Coordinator to join them!

What will you be doing in this role?

The Facilities Data Coordinator will assist in ongoing development and maintenance of the Facility Information Management System (FIMS) for the Cedars-Sinai Health System (CSHS), under the direction of the Associate Director for Operations or designee.

- Utilize and support FIMS for the benefit of CSHS construction, project development and management, Enterprise Information Systems, Environmental Safety, Facilities Management, and many more internal and external organizations.
- Enter and edit as-builts and record drawings on multiple projects, and creating drawing packages to support architectural development.
- Engage in daily interaction with CSHS staff and outside architectural, engineering, and general contractors.

Sounds great! What else?

- Update records into the CSMC Facilities PD&C drawings.
- Assist/support library file management.
- Support Project Managers, Project Coordinators, and Designers with drawing changes.
- Support retrieval for capital project development.
- Input architect changes based on annual room-by-room survey.
- Support the team with setting up Revit files & cleaning models to meet FPDC BIM standards.
- Monitor and enforce BIM standards compliance for all drawing related deliverables.
• Organize and attend Project BIM kick-off meetings.
• Troubleshooting CAD and Revit inquiries and questions.
• Provide CAD and Revit technical support to staff.
• Manage and troubleshoot BOX related items.
• Prepare Revit drawings in BIM 360 Design.

Requirements:

• **Education**: Highschool diploma required. Bachelor’s Degree in Architecture or Engineering preferred.

What we're looking for:

• **Experience**: 5 years facilities architectural experience in gathering and archiving facilities data, as well as capital project development preferred.