

# CAD/BIM Support Coordinator - Design Technologist

## Job Details

Level

Management

Job Location

Corporate Headquarters - Orange, CA

## Description

### ABOUT AO:

**At AO, WE are better together.**

In addition to competitive pay and benefits, flexible work schedules, and Work From Home options, AO offers an absolute one-of-a-kind culture with collaborative workspaces and driven coworkers. AO welcomes creativity, learning, and lasting relationships. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude, and continuous improvement. If you are young in your career, grow with us. If experienced, get better with us. **There is no one like you, and there is no place like AO.**

### Benefits:

We offer all the benefits of a big firm, with all the human connections of a small one. You will never be a number at AO. Join our community.

### Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee-only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings, and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays, and Sick Time
- Flexible Schedule
- Rail Station one block from campus
- Free parking

## Qualifications

The **CAD/BIM Support Coordinator** is responsible for "*front-line*" technical and user support with the CAD/BIM system. This person should be a fully competent professional who works under minimum supervision to carry out various duties associated with CAD/BIM management.

### The primary responsibilities include:

Installs and maintains CAD/BIM programs and other production software, troubleshoots end-user problems, works with Design Technology Lead to develop and update company CAD/BIM standards, support productivity tools (short cut functions, custom toolbars, etc.), and supports design/productions staff in the use of third party vendor applications with CAD/BIM programs. Assist with a tutorial on the use of our templates and tools, Assist with software, plugins, and new workflows testing and implementation. Assist with Design Technology training efforts such as

the onboarding of new hires with regard to studio-specific production/design standards. Assists IT with hardware/software deployments and with other tasks as needed.

**Must have a working knowledge of the following applications:**

- Revit
- AutoCAD
- SketchUp

**Knowledge of the following is ideal but not required:**

- BIM Collaborate Pro (Formerly BIM360)
- Bluebeam Revu
- Lumion
- Enscape 3D
- V-Ray
- Autodesk Vehicle Tracking
- ReCap
- Newforma
- Adobe CC Suite (Photoshop, Illustrator, InDesign, Acrobat)

**Supervisory Responsibilities**

No supervisory responsibilities are associated with the position. No non-supervisory employees report directly to this position.

**Qualifications**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor of Architecture degree or related field, or 2-4 years related experience and/or training; or equivalent combination of education and experience  
Minimum 2-4 years of experience in the application of CAD/BIM technology to architecture.

**Other Skills and Abilities:**

- Must have knowledge of custom family creation
- Ability to break down technical concepts and communicate fundamentals to staff
- Ability to manage priorities with minimal guidance

**Certificates, Licenses, Registrations**

Architectural license preferred but not required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Standing: Up to 1/3 of the time; Walking: Up to 1/3 of the time; Sitting: Up to 2/3 of the time; Must be

able to use hands to finger, handle or feel items up to 2/3 of the time; Must be able to reach with hands and arms up to 1/3 of the time. Talking and hearing are required. Must be able to lift or exert up to 10 pounds. Requires good depth perception and the ability to judge distances and spatial relationships.

**Work Environment**

There are no unusual work environment characteristics required in terms of those an employee encounter while performing the essential functions of the job, including heat or cold, work locations, chemicals, or toxic substances. Only moderate business office noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.