



Job Title: CAD/BIM SUPPORT COORDINATOR – DESIGN TECHNOLOGY

Reports To: Designated Supervisor, Principal

Classification: At-will; Exempt / Non-Exempt

ABOUT AO:

WE are better together.

Here at AO you're not just a number, you're family. We believe in casual Fridays, company sponsored events, annual holiday parties, picnics, bowling and more. As the host of Toastmasters International, we seek to expand one's confidence in public speaking, leadership and teamwork while providing both professional and personal growth. With collaborative work spaces and driven coworkers AO welcomes creativity, learning, and lasting relationships.

Since its founding in 1974, Architect's Orange (AO) has evolved from a 2 man single office to an award winning full service firm spanning a campus of 5 buildings, an engaged staff of 265+ souls and 9 Studios (Multifamily, Restaurant, Retail, Structured Parking, Commercial, Mixed Use, Hospitality, Landscape and Industrial/Office). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like Architects Orange.

Recent Awards (since 2016): 3 Gold Nugget Grand, 11 Gold Nugget Merit, 7 BALA awards and more.

A NOTE FROM US:

At AO we are always on the lookout for exceptional talent looking to join our organization. While we are not always hiring, we do like to develop connections with talent and build relationships so that we are able to reach out directly to you when the time is right.

The **CAD/BIM Support Coordinator** is responsible for "*front-line*" technical and user support with the CAD/BIM system. He or she is 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 tool bars, etc.), and support design/productions staff in the use of third party vendor applications with CAD/BIM programs. Assist with tutorial on 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 on-boarding of new hires with regards 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 associated with position. No non-supervisory employees reporting 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 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 encounters 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.

BENEFITS:

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come 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 with participation in tax-benefited Metrolink rider program

HOW TO SUBMIT YOUR RESUME:

Please apply directly through our Website at www.aoarchitects.com

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>