

Stevens & Wilkinson's Columbia office is currently seeking a skilled and highly motivated BIM Manager to provide BIM support and guidance to our professional design staff. Responsibilities will include: providing end-user support on all client software applications, including Autodesk Revit Architecture, Revit Structure, Revit MEP, and AutoCAD Civil 3D, and assisting staff on a wide variety of parametric design questions and needs. A keen eye for detail and good follow-up skills are essential. Candidate must have good verbal and written communication skills. They also must be highly dependable, have a positive attitude, and a strong desire to succeed.

In addition, the BIM Manager will be asked to provide assistance on other computer-related support needs. This effort will be coordinated with and supervised by the firm's IT Manager.

Priority will be given to candidates who have a Bachelor degree in Architecture, Engineering, or a related professional design field.

#### **Role Description**

The BIM Manager must be able to take an operationally sound and analytical approach to the effective use of BIM / parametric software within design practice. The ideal candidate is able to assist others in effectively translating their design intent into the BIM software. The ideal candidate will stay up to date on the latest industry trends in leveraging BIM, including energy and lighting analysis and building life-cycle management.

Secondary responsibilities will include creating documentation and tutorials, providing cross training to coworkers, and writing articles for the internal knowledge base. The right attitude is essential to the BIM Manager role. The right candidate will have a strong commitment to delivering a positive end-user experience and be able to think about challenges from the designer's point of view.

#### **Position Responsibilities**

- Assist end-users with all BIM and CAD software issues
- Troubleshoot IT related issues under the direction of an offsite IT Manager, as needed
- Complete maintenance on workstations
- Assist employees via a help desk ticketing system

#### **Requirements**

- Autodesk Revit and AutoCAD
- Knowledge of PC Hardware / Software (XP and Windows 7 environment)
- Excellent organizational and time-management skills
- Ability to work independently and productively with minimal supervision
- Excellent in troubleshooting Microsoft OS and Office software
- Good documentation skills
- 3-4 Years of BIM design experience

#### **Additional Desired Qualifications**

1. Expert knowledge of Windows PC hardware and software environment
2. Experience with workstation imaging applications
3. Experience with Windows Server 2008 and Exchange 2007/2010 is a major plus
4. Experience with Bentley MicroStation is a major plus
5. Experience with Adobe Creative Suite is a major plus

Applicants for employment in the U.S. must possess work authorization, which does not require sponsorship by the employer for a visa.