

BIM Manager Position Description

Duties and Responsibilities

As a BIM Manager assigned to Agency, the Contractor will perform various tasks associated with Agency's BIM initiative as part of Contractor's BIM Program team. In furtherance of these responsibilities, the Contractor performs tasks and assignments that typically include, but are not necessarily limited to, the following:

- Provides advice and assistance to all levels of Agency staff and management on a wide range of tasks associated with BIM;
- Participates in program planning processes, supports briefings and presentations for executive management, and ensures that accurate, appropriately concise and timely information is available to management and policy officials;
- Updates existing and defines new modeling processes along with identifying required IT environments, contract language, and training to successfully execute those processes;
- Recommends solutions to problems, which may involve technical, policy, and administrative changes. Ensures advanced modeling products and procedures adhere to all relevant standards and regulations;
- Reviews submittals for each project and initiative under the direct supervision of and guidance by Agency staff and in coordination with the appropriate Agency Project Team and coordinates appropriate review findings, metrics, outcomes, and recommendations with broader Contractor team. Coordinates appropriate review findings, metrics, outcomes and recommendations with Contractor's BIM team;
- Utilizes knowledge of engineering, GIS, CAD, BIM, and modeling to plan, coordinate, and accomplish all tasks necessary to support including, but not limited to, the areas of real estate, programming, planning, engineering, construction, and operations/maintenance;
- Provides technical assistance to other offices within Agency, as well as for stakeholders, in solving unique or complicated problems through state-of-the-art computer equipment and technology and a wide variety of computer applications used by architects and engineers;
- Provides consultation and assistance to help implement new commercial-off-the-shelf (COTS) and existing automated facility management applications and integrates them with geospatial (GIS), CAD, BIM, and facility management systems functionality for the benefit of data and decision support;
- Facilitates the resolution/mitigation of all GIS/CAD/BIM interoperability issues and the advancement of collaborative digital technology throughout Agency;

- Coordinates training needs, presentation of training courses, development of supplemental training materials as needed, and fielding of ad-hoc troubleshooting and coaching requests in support of BIM and Digital Design Review (DDR) efforts;
- Drafts standard operating protocols (SOPs) to define processes and step-by-step procedures that govern BIM and DDR. The SOPs should be coordinated with other Agency policy authoring efforts and vetted and approved by senior staff;
- Maintains awareness of current state-of-the-art in advanced modeling procedures and facility management systems. Analyzes and evaluates possible applicability to Agency studies and projects, and makes recommendations based on findings;
- Participates in development of new and innovative methods based on general guidance received from senior leadership, private industry sources, and academia to fulfill growing needs of projects for efficient and effective advanced modeling practices and the review of model-based deliverables;
- Attends professional meetings, seminars, and training courses to maintain state-of-the-art knowledge of technical advances and applications;
- Documents all research and project applications for future reference or presentation. Reviews technical publications and other materials to maintain or improve technical knowledge and skills;
- Analyzes current data collection, editing and processing techniques and helps ensure the process is using the most current state-of-the-art procedures and standards to meet all accuracy, mapping, and engineering requirements;
- Performs tasks of an analytical and administrative nature, as assigned by the Office or Division Director, Agency BIM Program leaders, contracting officers representative and Contractor's team leadership;
- Performs other related tasks, as assigned.

Knowledge and Skills

- Ability to analyze and develop planning, real estate, design, and engineering criteria that may enable the Agency to solve problems not readily treatable by currently accepted methods;
- Highly developed oral, graphic, and written communications skills in order to confer with and advise employees, other contractors, and officials throughout the Agency on assigned projects; participate in and conduct lectures, training courses, and briefings; articulate and defend recommendations and decisions in a professional manner; produce coherent, well-crafted, and technically accurate reports, policy recommendations, guidelines, and instructions;
- Broad professional knowledge of the practices and techniques of geospatial tools such as Building Information Modeling (BIM), Automated facilities management systems, Computer-Aided Design (CAD) technologies, design review software and

tools to include both graphic analysis tools and automated model checkers, Federal geospatial data standards and use of relational databases for managing and processing data;

- Ability to use computer systems, software, databases, and update Agency implementation plans;
- Intermediate knowledge of functions and components of geospatial/CAD/BIM processes. (i.e. CAD file translations, CAD/BIM file formats, BIM dataset components, BIM model extractions, multi-discipline BIM interconnectivity, and IFC functionality and interoperability across a facility life-cycle, mapping, charting, surveying, digital mapping, photogrammetry, remote sensing, and computer-aided design);
- Knowledge of a range of engineering, geography, physical sciences, and mathematical and statistical sciences. For example, architecture, civil structural, mechanical, electrical, and environmental engineering, computer engineering, hydrology, natural resource management, geology, geophysics, topographical sciences, cartography, land surveying, calculus, statistics, and algebra;
- Knowledge of related engineering and support functions such as program and project management, master planning, engineering, construction, operations and maintenance, quality assurance, emergency management, regulatory management, real estate, financial management, and contracting and procurement.

Other Personnel Qualifications

- Must possess, at a minimum, a Bachelor's degree from an accredited institution recognized as such by the U.S. Department of Education.
- Be granted or able to obtain at a minimum, an interim Secret security clearance prior to entry on duty, and then obtain and maintain a Secret security clearance throughout the period of employment.
- The Contractor must be a U.S. citizen and have a valid Passport
- Be capable of periodic travel
- Be able to work at an office in the Washington, DC area during regular work hours of 0815-1700 Monday through Friday.