



PERFORMANCE THE RIGHT WAY  
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### **Job Description**

**Job Title:** BIM Detailer

**Reports to:** BIM Director

**Focus Areas:** Higher education, k-12, hospitals, hotels, government, other institutional campuses or facilities.

#### **Principal Duties and Responsibilities:**

The BIM Detailer is responsible for the standardization and production of all Virtual Design Coordination (VDC) documents including HVAC, Mechanical, Plumbing and Piping disciplines to support the design, fabrication and construction operations of the Company.

This critical role seeks to utilize the highest levels of technology, construction knowledge and standards to produce high quality designs that contribute to increase efficiency and reduce cost.

#### **Job Responsibilities**

1. Prepare, plan, section, detail drawings, create spool sheets, bill of materials, hanger lists, Trimble files, etc.
2. Coordinate project drawings through communication with project managers, CAD staff and others project team members.
3. Ensure that the project's needs are met in a timely and effective manner
4. Liaison between the design team and project subcontractors related to project-specific uses of the model and/or VDC processes. Virtual design coordinator
5. Ensure model meets expectations stated in the project BIM Execution Plan
6. Update model per changes to the contract documents
7. Provide deliverables as required by project schedule
8. Assist in development of project documentation, such as the project BIM Execution Plan, schedules, and meeting minutes.
9. Monitor information exchange between subcontractors and third party modeling consultants.
10. Manager trade coordination meetings as scheduled and follow up on deliverables in a timely manner.
11. Understand the BIM scope of work for the subcontractors on the project.
12. Facilitates trade coordination process in a manner that supports the overall project schedule
13. Perform quality reviews of submitted models as they relate to the contract documents.
14. Administer proper sign-off standards to facilitate construction.
15. Coordinate and prepare record as-built models and drawings
16. Production of presentation materials.



**Knowledge, Skills and Abilities**

- Detail oriented with excellent verbal and written communication skills.
- Proficient in AutoCad.
- Proficient in BIM software.
- Proficient in electronic document exchange.
- Ability to review and understand contract drawings and specifications.
- Able to work well in a fast-paced environment.
- General knowledge of construction process.
- General to specific knowledge of piping systems.