



## BIM Coordinator

### Job Scope

As a BIM Coordinator, you will work with our Electrical Construction team by providing high-quality, data-enriched models for new construction projects and various existing buildings. Candidates can work on electrical designs for commercial and retail projects. The ideal candidate will be able to work with the electrical construction team to deliver the designs and specifications of the client within the set timeframes and budget. We seek self-motivated individuals with knowledge of BIM-related software and the electrical field.

### Responsibilities

- Review and analyze electrical wiring and lighting plans, schedules, one-line diagrams, and project details.  
Collaborate with project teams to ensure accurate and comprehensive project documentation.  
Conduct thorough audits and reviews of Building Information Models (BIM) for each project.  
Prepare models for the production team, ensuring accuracy and adherence to project specifications.  
Independently prepare and revise drawings using AutoCAD and Revit, adhering to company standards.  
Ensure all drawings meet quality standards and are ready for further production.  
Develop intricate REVIT Electrical and Lighting models, creating associated contract drawings.  
Demonstrate proficiency in utilizing AutoCAD and Revit tools for modeling and detailing.  
Perform limited design functions, including equipment layout and spatial planning within the electrical model.  
Contribute to the overall design process by providing valuable insights and solutions.  
Maintain organized project drawing files, file layering, and drawing libraries.  
Oversee the documentation and records associated with each project, ensuring accessibility and accuracy.  
Proactively maintain and update department standards, including symbols, details, and other relevant elements.  
Implement revisions and enhancements to improve overall efficiency and consistency.  
Communicate effectively with clients, external project team consultants, and in-house staff to ensure the production of high-quality designs and drawings.  
Address feedback and collaborate on design modifications as needed.  
Provide training and mentorship to junior team members, sharing best practices and advancing team skills.  
Stay updated on industry trends and emerging technologies in BIM.  
Collaborate with project managers and other stakeholders to coordinate BIM activities within the project timeline.  
Participate in project meetings to provide BIM-related insights and updates.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Tackle complex design and modeling challenges, offering innovative solutions to ensure project success.

Work collaboratively with the team to address technical issues and roadblocks.

Incorporate sustainable design principles into BIM processes, contributing to environmentally conscious project outcomes.

## Requirements

- The ideal candidate will satisfy the following requirements and qualifications:
  - Bachelor's degree or Associate's Degree in related field OR relevant work experience
  - Minimum of three years of experience
  - Must be able to pass Drug and Background screen
  - Must be proficient with 2D & 3D Design – Revit and AutoCAD
  - Valid driver's license
  - Proven ability to design electrical systems and drafts
  - Basic understanding of Electrical Systems and drafts
  - Experienced communicating technical information with others
  - Experience in lighting is a plus!

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