

JOB DESCRIPTION

BIM & Services Coordinator

Job Title:	BIM & Services Coordinator
Salary:	Negotiable
Type:	Full-Time, Permanent
Department:	Design
Location:	High Wycombe, Buckinghamshire
Report to:	Commercial Design Manager
Benefits:	Private Health Care

Main Purpose of the Role

Reporting directly to the Commercial Design Manager, the main focus of this role is to ensure that all BIM requirements are successfully delivered for live commercial AV projects.

Main Responsibilities

1. Using Autodesk Revit to create families, setup new projects and place components to create a project specific AV BIM models.
2. Managing and maintaining all BIM related documentation, standards, and processes. Also assisting with any additional documentation required for successful supplementary support to the project.
3. Monitoring and administration of any relevant Main Contractor's project document control and management websites/portals, for necessary documentation, and models to support the project.
4. Reviewing clash reports and running internal clash detection tests.
5. Managing coordination processes within the model and coordinating with other trades.
6. Tracking and recording changes and developments in the model and reporting to the assigned Project team members.
7. Inputting asset information in COBie and/or bespoke formats.
8. Providing supplementary BIM support to the sales team on tender proposals, and any other supporting documentation required, and possible post bid meeting attendance.
9. Attending BIM coordination workshops/meetings, and occasional site attendance.
10. Producing any additional drawings necessary for the successful delivery of the project.
11. Recording BIM related task progress and reporting same to the senior project team.
12. Observing industry product trends, changes, and challenges as they develop.

Qualification and Experience

We are looking for an experienced Revit/BIM Technician with the necessary skill set, training, and track record to move into the position of BIM & Services Coordinator.

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Revit/BIM modelling experience (2-3 years)	Knowledge of Navisworks
AutoCAD drafting experience (1 year)	Knowledge of BIM standards (PAS 1192 & ISO 19650)
Attention to detail and methodical in record keeping	Knowledge of classification types (Uniclass & NRM1)
Ability to work well under pressure and to deadlines	Knowledge of COBie and BIM Interoperability Tools
Good interpersonal skills and be able to communicate effectively with people across different roles (internal and external)	
A history of BIM or Revit support work within the M&E and construction industry, or preferably the AV industry	
Good working knowledge of standard Microsoft Office software applications	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk. FAO Mr Andy Stearn, Commercial Technical Director.