



Office of Human Resources
Building Information Modeling Manager - CI3200

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General Statement of Duties

Manages the functional and operational building information modeling (BIM) group, which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are used appropriately.

Distinguishing Characteristics

This class is part of the building information modeling (BIM)/digital facilities and infrastructure job family. This series consists of:

BIM Modeler – Performs standard level professional level work using Building Information Modeling (BIM) technology to support city Digital Facilities and Infrastructure (DFI) BIM processes and coordinate the distribution of data and models to and from other departments and processes including asset management, maintenance, operations, design, and construction processes.

BIM Analyst – Performs full performance professional level work using Building Information Modeling (BIM) technology to support city BIM processes and coordinate the distribution of data and models to and from other departments and processes including asset management, maintenance, operations, design, and construction processes.

BIM Analyst Senior – Performs specialized and advanced performance professional level work using Building Information Modeling (BIM) technology to support city BIM processes and coordinate the distribution of data and models to and from other departments and processes including asset management, maintenance, operations, design, and construction processes.

BIM Manager – Manages the functional and operational building information modeling (BIM) group, which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are used appropriately.

Level of Supervision Exercised

Manages a BIM group by supervising first level supervisors, professionals, and technical staff.

By position, matrix manages staff involved with projects or programs.

Essential Duties

Manages a professional team of digital facilities and infrastructure (DFI) staff responsible to develop and implement industry accepted standards and procedures for the use of applications and services and promoting the adoption of these standards and procedures for professionals and users.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

Monitors and directs daily operations to ensure policies and procedures are correctly interpreted and followed. Ensures goals and objectives are met, services are being provided efficiently and effectively, and takes corrective action when needed.

Ensures staff and financial resources are utilized appropriately and shifts resources based on business needs within budget restraints.

Resolves operational and management issues, makes decisions that are inclusive of multiple perspectives and solves underlying problems.

Represents the work area(s)/division in meetings with elected and/or appointed officials and other city entities. Serves as a city representative on various committees. Fosters collaborative relationships that benefit the organization.

Creates and administers work group procedures and recommends and implements process improvements and policies for work group(s). Approves or recommends for approval requested variances.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee and citizen complaints.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates in the development of budget recommendations for operating and capital expenditures.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Influencing - Collaborates with, persuades and influences others.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of digital facilities and infrastructure (BIM, CIM, VDC, and Asset Management) systems sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of computer hardware and software sufficient to be able to perform a variety of duties as needed.

Knowledge of information technology systems analysis, including system design, sufficient to be able to support current systems.

Knowledge of training techniques sufficient to be able to train others to perform the duties of the work assignment.

Education Requirement

Bachelor's Degree in Architecture, Construction Management, Computer Science, Engineering, or a related field.

Experience Requirement

Five (5) years of professional level information technology work to include one year of experience functioning as a supervisor or team lead.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

2 - Light Work (10 - 20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Field of Vision: ability to adjust vision to bring objects into focus.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Hearing: perceiving the nature of sound by the ear.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Sitting: remaining in the normal seated position.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Near acuity: ability to see clearly at 20 inches or less.

Carrying: transporting an object usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Far acuity: ability to see clearly at 20 feet or more

Depth Perception: ability to judge distances and space relationships

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension

Walking: moving about on foot on uneven surfaces

Neck Flexion: Moving neck upward/downward

Personal Safety: aware of surroundings, people, and events

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months

Class Detail

Pay Grade: I-818

FLSA Code: Y

Established Date: 8/11/2019

Established By: BM

Revised Date:

Revised By:

Class History: