



Office of Human Resources
Building Information Modeling Analyst - CA3198
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General Statement of Duties

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. Serves as a technical expert for digital facilities and infrastructure (BIM, Civil Information Modeling, Virtual Design & Construction, and/or Asset Management) within the department for a specific area of expertise.

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.

Essential Duties

Serves as a BIM technical expert by developing and implementing 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.

Consults with users and customers to evaluate facility design needs, provide technical guidance on applications and services, and develop solutions to meet user needs for data and analysis.

Directs and leads facility or infrastructure project activities to develop and implement related technology by proposing budget requests, solving technical field implementation problems, and provide support and training to users.

Trains employees and users in BIM, DFI, and related concepts, data maintenance, and standard industry techniques.

Implements the technical operations of asset management systems used in data modeling and data distribution activities, which includes coordinating the maintenance of data life cycles and related business processes.

Determines requirements and assesses alternative data models for the future design of data sets then leads the design, testing, modification, and implementation of new data models.

Plans and conducts project meetings with stakeholders and project staff to communicate milestones and completion dates; to provide technical advice and solutions, and to resolve issues that arise during a project; develops and maintains a communication plan and related project status report for key stakeholders.

Reviews and analyzes project changes requests and makes recommendations related to the execution of these requests, taking into consideration the impact on the project schedule, cost, and resources; directs the implementation of changes to project deliverables, resources, timelines, or budget.

Develops and implements plans to ensure compliance with industry standards, protocols, and established business practices; conducts risk and cost/benefit analyses, manages risk associated with projects, and devises strategies to deal with unexpected crises and unresolved risks.

Ensures the quality of project deliverables and obtains user acceptance of completed products or services; performs project closure activities including release of contract and permanent staff from the project, and completing lessons learned and project implementation review of best practices.

Performs other related duties as assigned or requested.

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

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

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.

Technology Application – Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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 maintain current systems.

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

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

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

Experience Requirement

Three (3) years of professional level experience working on multidisciplinary digital facilities and infrastructure, building information modeling, or civil information modeling projects.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

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.

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.):

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months

Class Detail

Pay Grade: EX-12

FLSA Code: Y

Established Date: 8/11/2019

Established By: BM

Revised Date: 8/5/2021

Revised By: JH

Class History:

Revised the job code to general administrative.