**Q4A – BIM Manager**

**Toronto, ON**

**Description**

Q4A is looking to expand our team and require a BIM Manager to continue our migration to BIM firm-wide. With existing AutoCAD projects in our Low-rise studio training and mentoring are of utmost importance. The successful candidate will support our firm-wide BIM practices and mentor our users in BIM methodology. This position will work out of our Toronto office, and will also provide remote support to our Calgary and Ottawa offices.

**Qualifications**

* 5+ years of experience with BIM/Revit modeling, drawing, data management, and support
* 5+ years of experience with AutoCAD drawing and support
* Computer Coding experience is recommended but not required
* Should have a very strong understanding of engineering, architectural documentation processes, construction techniques and end user needs
* Should have an understanding of BIM use and methodology from Design, Construction and Construction Documentation
* Strong communication, organizational, and interpersonal skills
* Dedicated to a customer service-oriented approach

**Technical Skills**

***AutoCAD***

* Demonstrated proficiency in AutoCAD 2D drafting
* Maintenance of drawing standards in coordination with Revit
* Applicant should be adaptable to established processes and standards

***Revit***

* Assists Director of Technology to ensure BIM standards are maintained in the creation of the architectural Revit models
* Demonstrated high level proficiency in Revit 3D modelling
* Educate staff on use of Add-ons and Plugins
* Family and Template Creation and Maintenance
* Assists in maintaining digital libraries
* Assist in managing firm-wide software
* Prepared to lead and provide insight to newly formed committees
* Create, maintain, and educate staff on Dynamo script use to maximize efficiencies
* Review and educate on project modeling techniques and accuracy
* Educate Project Managers & Job Captains on BIM project setup
* Assist project teams in BIM 360 management and coordination model
* Assist and manage Revit Data export to IFC and Navisworks for client and consultant coordination

***Newforma***

* Establish and educate procedures and data management
* Create and maintain Consultant shared folders

***Office 365***

* Educate and help manage Microsoft Teams, One Drive and Sharepoint, including other Microsoft apps
* Help implement systems and efficiencies for project team communication

**Education**

* A University Degree/Technology Diploma in Architecture, Engineering, Design, or similar coupled with relevant experience would be preferred

**Key Duties and Responsibilities**

* Primary role is to execute, implement and manage BIM techniques and practices for both project teams and firm wide
* Provide comprehensive and active Revit support
* Audit the proper use of BIM Execution Plans, project set-up templates, and Revit implementation planning on new projects
* Actively check for data and modeling conformance on BIM-mandated projects
* Maintain and establish data exchange and communication between consultants/client and project teams on BIM 360
* Provide project-specific training and onboarding to project team members
* Engage in daily contact with project teams to understand their Revit & AutoCAD needs
* Maintain and review Revit & AutoCAD standards and procedures to ensure they are properly and consistently followed by end users
* Provide support for all emergency troubleshooting scenarios
* Actively maintain communication with office including: office-wide emails, group training sessions, new tool presentations, etc.
* Supported by IT with configuration of Revit & AutoCAD software on users’ machines where needed and/or requested
* Participate in new tool/technology testing and deployment
* Maintain active relationships with Autodesk and third-party retailers/trainers
* Lead Toronto and Calgary user-group communities and attend related technology conferences
* Report to the Director of Technology, Firm Directors, Associates and Project Managers

You must be eligible to work in Canada. Our salaries are competitive and based on experience.  We are pleased to offer our employees a great benefits package. Our Toronto studio is located on Avenue Road in North Toronto with easy access to both TTC subway and Highway 401.

For more information, please visit: [www.q4architects.com](https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.q4architects.com&data=02%7C01%7Ctwright%40q4architects.com%7Cb8921ef44cf945f6585908d7534e668f%7C349c6e97fdf5422ca91831dd6ba5372b%7C0%7C0%7C637069468501958519&sdata=VjuyyOka9wD3H26ulh%2FE5oJYWBVfhAbBUSFrjyY9AYc%3D&reserved=0)

Please email resume in PDF format to: [careers@q4architects.com](mailto:careers@q4architects.com) and HIGHLIGHT in the subject line: **BIM Manager Position.**

We thank all applicants for their interest but will only be contacting those selected for an interview. Only emailed resumes and portfolios will be reviewed – no hard copies please and no telephone inquiries.

We wish you luck in your application!