

JOB DESCRIPTION

POSITION: BIM / CAD Manager

SALARY RANGE: TBD

DEPARTMENT: Information Technology

FLSA STATUS: Exempt

SUPERVISOR: Principal

SUMMARY: Yost Grube Hall Architecture is a mid-size Portland, Oregon based architecture, planning and interior design firm seeking a full time BIM / CAD Manager. This position will be responsible for working closely with the design staff to implement and further develop our firm's procedures and standards for architectural design software. Using our existing standards, the CAD/BIM Manager provides upper-level support for organizing project data, developing custom procedures, and customizing software to make the most efficient use of technology for project work. The CAD/BIM Manager works closely with the Principals to produce firm-wide procedures and guidelines that conform to national standards, our firm's culture, and the emerging best practices. As our firm continues to develop expertise in BIM projects (typically using Revit), the successful candidate will coordinate project-based "kick-off", on-demand and follow up training, and guide hands-on support for staff and projects new to BIM. Enthusiasm and commitment for mentoring all levels of staff are strongly preferred.

ESSENTIAL FUNCTIONS:

- Develop BIM standards while collaborating with an architectural team and clients.
- Evaluate and recommend software and hardware configurations and specifications.
- Install and customize software which meets national standards.
- Manage and provide expert support for approximately 35 CAD users.
- Assisting IT Manager with programming and developing design alternatives.
- Oversee software procurement.
- Develop and lead software training sessions.
- Trouble shoot software issues.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS

- A graduate of an accredited Master or Bachelor of Architecture degree program or related combination of education and experience.
- 5-10 years experience in software management in an architecture firm.
- 3-5 years experience utilizing Revit in an architecture firm.
- Experience in recent versions of AutoCAD and Revit.
- Experience in MicroSoft Office, 3D Studio Max, Adobe Products and SKetchUp are preferred.

- Computer rendering and teaching skills.
- Excellent written and verbal communication skills.
- Thorough knowledge of National CAD Standards and emerging BIM Standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the requirements and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the requirements of this job. While performing duties of this job the employee is regularly required to sit, use hands and fingers, stand, walk, crawl and reach. The employee must occasionally lift or move up to 25 pounds. The employee will be subject to moderate noise such as experienced in a business office with computers, printers and light traffic.

NOTE:

Nothing in this job description restricts YGH's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects YGH's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Compensation will be commensurate with experience. Employment will be contingent on successful completion of a comprehensive background screening. Yost Grube Hall Architecture is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, sex, color, disability, national origin, religion, creed, age, marital status, change in marital status, sexual preference, citizenship or authorized alien status, veteran or disabled veteran status or Vietnam veteran status or any other classifications protected by law.

Job will be closed on: May 26, 2009

Please submit a cover letter and resume to:
Human Resources Department
careers@ygh.com

To apply online, please visit our website at www.ygh.com

Yost Grube Hall Architecture is an EEO Employer