



Office of Human Resources
Building Information Modeler – CE3197
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General Statement of Duties

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.

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

Participates and assists with digital facilities and infrastructure (DFI) projects by 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.

Coordinates the facilities planning, development, implementation, and training of applications to align solutions with asset management requirements and initiatives.

Creates, develops, and presents processes, reports, maps, and charts of data for analysis and presentation. Designs, develops, and loads databases to enable statistical analysis, geographic analysis and mapping using software; maintains asset management and engineering design databases.

Develops and initiates new methods for representing spatial data to support facilities or asset management initiatives; develops and recommends standards for data development, updates, and maintains existing data collections. Applies data multiple purposes including map production, quality assurance, and quality control (QA/QC) procedures, problem-solving, and analysis. Performs quality control procedures including file integrity, positional and dimensional accuracy, and metadata documentation.

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

Participates in project meetings with stakeholders and project personnel to communicate milestones and completion dates; maintains a communication plan and related project status reports for key stakeholders.

Conducts risk and cost/benefit analyses and participates in the management of risk associated with projects to include the development of strategies to deal with unexpected crises and unresolved risks.

Designs, implements, and evaluates project management processes and templates for the project management office; ensures project control systems are in place and provides project data for management; administers and maintains project management software and tools.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Spatial Reasoning - Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).

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.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

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

None

Education Requirement

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

Experience Requirement

One (1) year of experience working on multidisciplinary digital facilities and infrastructure or building 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.

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

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-10

FLSA Code: Y

Established Date: 8/11/2019

Established By: BM

Revised Date: 9/8/2024

Revised By: SO

Class History: 8/5/21- Changed the job code to general administrative; 9/25/23- Changed the Job code to Engineering & Science; 9/8/24 – Revised Job Family/Job Code.