



Office of Human Resources
Building Information Modeling Supervisor - CE3462
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General Statement of Duties

Performs supervisory work over BIM staff, and develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

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 Project Manager I – 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 Project Manager II – 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 Supervisor – The BIM Supervisor is a first level management class. The BIM Supervisor supervises the performance of professional and advanced 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 Director – The BIM Director is the highest-level management class in the BIM series. A BIM Director manages a division and is generally responsible for supervising managers, supervisors, and individual contributors, 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

Directs and evaluates the work of BIM or digital facilities and infrastructure (DFI) staff and associated personnel 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.

Oversees complex, unprecedented, large, and multidisciplinary BIM technical projects by establishing, 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 and infrastructure design needs, provide technical guidance on applications and services, and develop solutions to meet user needs for data and analysis. Represents agency in meetings with consultants, management, elected officials, community members, or other impacted parties.

Directs and leads facility and 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. Participates in strategic planning activities in conjunction with top level managers and other leaders in the department and participates in the development and implementation of goals, objectives, policies, priorities, and programs.

Resolves sensitive, controversial, and complex technical problems involving staff, consultants, contractors, and the public.

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Assists in developing and managing the budget for the unit/section and allocating funds for projects in order to accomplish yearly goals and objectives.

Develops or modifies work plans, methods, and procedures and determines work priorities.
Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution

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.

Responds to formal and informal employee grievances and prepares written response.
Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments
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

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

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

Influencing - Collaborates with, persuades and influences others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

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.

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 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

Supervises a BIM group by supervising two or more BIM staff and may supervise technical and support staff. By position, matrix manages staff involved with projects or programs.

Education Requirement

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

Experience Requirement

Five (5) years of professional level experience working on multidisciplinary digital facilities and infrastructure or building information modeling projects which must include 3 years leading specialized or complex 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, inquiries, and conflict.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1 - Sedentary (0 - 10 lbs.)

Physical Demands

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

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

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.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

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-15

FLSA Code: Y

Established Date: 10/15/2023

Established By: GS

Revised Date:

Revised By:

Class History:

New Classification