BIM/CAD DESIGN MANAGER

IIW is seeking a BIM/CAD Design Manager who will be a project leader overseeing Architecture, Engineering, and Construction (AEC) digital design users. This position will develop, maintain, and monitor IIW’s CAD standards for both Revit, Civil 3D, and other digital design software. Responsibilities include standards and process/workflow management, user support, user training, IT/technology/software support, staff management, and project delivery. In a quickly evolving, technology-driven environment, this position will engage with multiple design disciplines while continually striving to develop and implement the newest design software, tools, and methods. The ideal candidate should possess advanced knowledge of Revit and knowledge of Civil 3D. Position is for our Dubuque or Davenport office.

POSITION REQUIREMENTS

> Minimum 5 years of experience in an AEC discipline with working knowledge in many of the technical aspects of civil engineering, architecture, structural, and land surveying focused on process for production of construction documents.
> Advanced knowledge of Revit and general knowledge of Autodesk AEC Collection design tools including Civil 3D and Infraworks.
> Broad knowledge of technical aspects of architecture and structural engineering, and working knowledge of civil engineering and surveying.
> Accurately estimate task durations and meet schedules.
> Possess extensive knowledge of industry information, trends, and new technologies, incorporating existing technologies such as collaboration tools, remote access tools, etc. into engineering, architectural, and land surveying work flows and associated new technologies in those areas.
> Strong computer aptitude to include thorough knowledge of CAD systems and software.
> Ability to mentor and supervise the work of others.
> Ability to effectively communicate with staff to increase collaboration across disciplines.
> Solid written and verbal communication skills along with strong problem solving, organizational, and mathematical abilities.

POSITION RESPONSIBILITIES

Standards and Processes/Workflow Management

> Work collaboratively with AEC software users to establish, promote, enhance, maintain and enforce software electronic and graphical standards, workflows, and processes.

HOW TO APPLY

Please provide a cover letter and resume with your application by email or regular mail.
> Email: human.resources@iiwengr.com
> Mail: IIW, P.C. 4155 Pennsylvania Avenue Dubuque, Iowa 52002

IIW is an equal opportunity employer. Women and minorities are encouraged to apply.
> Lead Civil 3D and Revit user group meetings. Establish agenda and collectively determine action items and responsibilities.
> Develop and manage Revit families and CAD/Revit detail libraries.
> Research and evaluate advances within the industry related to technology, procedures, workflows, and processes.

**User Support and Training**
> Evaluate, plan, organize, budget, and implement software training for AEC software users.
> Provide AEC software electronic and graphical standards, workflows, and processes orientation.
> Provide daily AEC software user support to troubleshoot issues and provide direction.

**IT/Technology/Software**
> Contribute to strategic planning for technology and AEC software use and implementation.
> Work with Information Technology Department to plan, budget, deploy and manage software and hardware infrastructure related to AEC operations in a multi-site environment, including travel to branch offices.
> Attend conferences to gain knowledge in software advancements.
> Establish and maintain relationships with software vendors to stay current on available technology and training opportunities and obtain software pricing.
> Coordinate with software vendors and Information Technology team for application, service pack, and hot fix deployments.
> Create and oversee standard installation procedures for new versions of the AEC software.
> Attend monthly leadership meetings and provide AEC software and technology status and initiatives report.

**Staff Management**
> Provide regular AEC software-related user performance assessments to Team Leaders.
> Provide personal success strategies recommendations related to AEC software for users to Team Leaders.
> Provide recommendations to Team Leaders for AEC software user project assignments to support user development and project efficiencies.
> Monitor Civil 3D/Revit staff resources and provide related staffing recommendations.
> Participate in hiring process for AEC software user positions and provide input on candidate selection.

**Project Delivery**
> Provide quality assurance reviews of drawing files and construction documents to ensure compliance with electronic and graphical standards.
> Develop construction documents including drawings, exhibits, and reports. Position will perform in a design capacity at times.
> Serve as drawing manager for multi-discipline projects.
> Project management opportunities are available for this position.

IIW is an Employee-Owned professional design firm. We’ve been providing creative and innovative solutions to our clients since 1982. Our team values people first—we will work to grow your skills and encourage your creativity, while understanding that you have passions outside of work. Work-life balance is important to us and our benefits reflect that commitment.

IIW has been recognized as one of the best places to work in the industry by Zweig Group. We know our people are what set us apart and we have worked hard to develop a culture of collaboration that continues to inspire our employees, clients, and industry colleagues.