

POSITION: Building Information Modeling Coordinator (Exempt)

SALARY: \$56,032.00 - \$85,385.00 Annually

OPENING DATE: 08/18/21

CLOSING DATE: 09/29/21 05:00 PM

GENERAL INFORMATION:

Are you an analytical problem-solver? Are you well organized? Are you looking for an exciting new opportunity? If so, you may be interested in joining the talented team of professionals at the Port of Portland.

The Port of Portland is a gateway to the globe, we operate multiple airports, marine terminals and business parks that connect people and passengers, drive economic growth and improve our region's quality of life. The Building Information Modeling (BIM) Coordinator will perform full performance professional level work using BIM technology to support Port Digital Facilities and Data Management BIM processes.

The successful incumbent will have a high level of technical competence, a can-do attitude, and will share the Port's commitment to valuing differences amongst individuals and have a passion for being inclusive.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Capital Project BIM Support:
 - Provide direction, coordination and support for the implementation of BIM on projects.
 - Guide engineering staff, consultants, and contractors in development of project BIM execution plans.
 - Ensure projects are following BIM standards, utilizing appropriate templates and libraries and adhering to the BIM execution plan.
 - Train internal staff on BIM processes and requirements.
 - Provide ongoing review of Port staff and consultant BIM resource utilization and provide feedback to PM if productivity is out of alignment with cost.
 - Perform BIM production of engineering drawings where project demands require BIM expertise and support.
 - Contribute to the development and evolution of BIM standards and maintain standard libraries and templates and provide base models of existing conditions and/or template file for project startup.
- Digital Facilities and Data Management Program Support:
 - Participate and assist with digital facilities and data management 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.
 - Coordinate the facilities planning, development, implementation, and training of applications to align solutions with asset management requirements and initiatives.

- Create, develop, and present processes, reports, maps, and charts of data for analysis and presentation.
- Design, develop, and load databases to enable statistical analysis, geographic analysis and mapping using software; maintains asset management and engineering design databases.
- Develop 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.
- Apply data for multiple purposes including map production, quality assurance, and quality control (QA/QC) procedures, problem-solving, and analysis.
- Perform quality control procedures including file integrity, positional and dimensional accuracy, and metadata documentation.
- BIM Subject Matter Resource:
 - Serve as a technical resource and provides training and mentoring to other staff members in the following BIM related areas: planning, project design, project specification preparation, project execution planning, contract management, quality control, and/or work program implementation.
 - Support the BIM Program Manager in developing metrics associated with implementation of BIM standards and best practices.
 - Track key performance indicators and contributes to the development of graphics and presentations to communicate successes and opportunities to a wide variety of stakeholders.

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

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- Bachelor's degree in engineering technology, engineering, architecture, or related field is preferred; or, the equivalent combination of education and experience is required.
- Minimum of three (3) years' experience as a BIM technician is required.
- Demonstrated experience in BIM implementation is preferred.
- Working knowledge of one or more of the following is required:
 - MS Office products, GIS, creation and management of BIM templates, families, standards and libraries.
 - National and International BIM Standards.
 - Autodesk products including Revit, BIM 360, and Navisworks.
 - Model development for complex projects across multiple engineering and architectural disciplines.
 - Current BIM technology to produce engineering design drawings and/or high-level model analysis, engineering disciplines and related processes.
- A valid driver's license is required.

SKILLS AND ABILITIES:

- Experience implementing BIM standards and providing model and data quality assurance/quality control.
- Demonstrated leadership, judgment, and technical competence.
- Excellent written, verbal, and presentation communication skills.
- Demonstrated, mid-level experience with BIM and/or GIS software.
- Shows the utmost respect for others and is a proven team player.
- Ability to:
 - Read and interpret engineering and architectural design drawings.
 - Troubleshoot BIM hardware and software-related issues.
 - Apply general engineering principles to engineering drawing development.
 - Take responsibility for quality of product/services provided.
 - Use solid judgment, influence, and/or negotiation to resolve disputes on technical matters.

- Develop project needs or participate with project engineers in the development of plans for complex projects.
- Accurately and concisely provide and document technical information to engineers, project team members, and/or engineering management for updates and/or to influence decisions on technical issues.
- Demonstrate commitment to valuing differences among individuals and a passion for being inclusive.

ADDITIONAL INFORMATION:

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- **ADA Accommodation:** Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

7200 NE Airport Way
Portland, OR 97218
503-415-6000

Position #01338
BUILDING INFORMATION MODELING COORDINATOR
(EXEMPT)
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