

Columbia Construction Company, a leading Boston-based construction management firm, is seeking a VDC Manager to join our team. We are looking for a person who has experience with the construction management process and can provide assistance to our project team.

VDC Coordinator Description:

Looking for someone to manage the 3D MEP coordination process for multiple projects. This position will require and primarily use Revit and Navisworks, but experience with AutoCAD Architecture, AutoCAD MEP, laser scanning/point clouds, and Civil 3D is a plus. Strong computer, technical and communication skills are essential and required. Due to the collaborative nature of coordination using BIM tools, candidate must also have the ability to seek out and resolve issues through close interaction with other project team members.

Duties and Responsibilities may include:

TRADE COORDINATION

- Receive and manage multiple subcontractor models.
- Create Coordination schedules for projects.
- Coordinate all BIM Logistics (Contracts, Emails, File sharing, etc.).
- Create, maintain and analyze federated model mainly for coordination purposes.
- Review and document design document and coordination conflicts.
- Run and analyze clash detection on federated model.
- Communicate conflicts in model; both real and potential.
- Prepare and distribute clash reports to facilitate the coordination process.
- Schedule and facilitate coordination meetings along with project manager and/or superintendent.
- Determine where meetings will be held and verify that appropriate equipment is available to facilitate meetings effectively.
- Write Meeting Minutes.
- Facilitate subcontractor communication in and out of meetings.
- Facilitate sign off and submittal of coordinated areas.
- Site inspection and liaising with trade contractors.
- Meet with designers/owners as required to facilitate review of models as needed.
- Maintain excellent client service. Customer/Client Satisfaction is a driving factor of our company culture.
- Maintain a positive project team attitude.
- Report to Director of Virtual Construction, but work closely with project teams.

CREATE & MAINTAIN MODELS FOR PROJECT SPECIFIC REQUIREMENTS

- Create models including structure, interior and exterior architectural elements and MEP systems. May need to create models from 2D plans/scans/field measurements.
- Coordinate with BIM service providers and Subcontractors.
- Compile contract BIM close out documentation.
- Potential for being involved in in-house scanning efforts.

FIELD COORDINATION

- Manage and facilitate or perform laser scanning of existing spaces. Incorporate point cloud data into coordination process.
- Assist project team with construction coordination and scheduling.
- Provide field subcontractors with the most current coordinated information.
- Work with the field staff to understand how they work and what information they need.
- Facilitate foreman model review meetings.
- Participate in job layout driven by 3D model data.
- Possibly assist in field based coordination and/or documentation of such efforts.

Requirements:

EDUCATION

- A college degree is required. Bachelor's or Master's Degree in Architecture, Engineering, or Construction disciplines is preferred but not required.

EXPERIENCE (A or B plus C)

A. Construction:

- Minimum of three years of progressive responsibility working for a general contractor/CM or subcontractor; and
- A thorough understanding of all building systems and construction methods.

B. Architecture/Engineering:

- Minimum of three years progressive responsibility working for an architectural, engineering or like firm; and
- A thorough understanding of all building systems.

C. Technology:

- Experience in the use of BIM software (i.e. Autodesk Revit, Navisworks, SketchUp);
- Extensive experience using BlueBeam, and MSOffice, including Excel, Outlook and Word;
- Experience with ftp sites and other methods of file transfer; and
- AutoCAD experience is a plus, but not required.

Qualifications:

- Understanding of design and document coordination;
- Ability to read and understand contract documents and drawings;
- Knowledge of construction nomenclature and techniques (means and methods);
- General understanding of various building types;
- Good communication and training skills (verbal and written);
- Strong teaching and coaching skills to bring new team members up to speed;
- Ability to communicate the benefits of BIM, both for internal and external purposes;
- Problem-solving ability and strong sense of urgency;
- Organizational and communication skills; and
- Passion about BIM and how it can be used to improve the productivity of those who work in design and construction.

Objectives or Goals to Measure Performance:

- Develop and maintain positive customer/client satisfaction (internal and external: owners, architects, engineers and subcontractors);
- Keep current and standardized project files;
- Implement VDC successfully on projects to deliver successful projects to happy owners;
- Timely and accurate preparation and distribution of information to team members;
- Develop and maintain positive customer/client satisfaction;
- Improve personal professional growth and education; and
- Demonstrate positive team attitude and interpersonal effectiveness.

Physical Requirements:

Must be able to work at a computer station for up to eight hours per day, and operate keyboard and mouse. Must be able to operate a computer proficiently and operate various business machines including plotter, scanner, and photocopier machine.

If interested in joining our team, please send resumes to hr@columbiacc.com with VDC Coordinator in the subject line.