

## SENIOR BIM/AUTOCAD TECHNOLOGIST

### PRIMARY FUNCTION:

The Senior BIM/AutoCAD Technologist is responsible for overseeing the CAD and BIM standards in the office, working with the Studio to create working drawings and proactively training and guiding the drafting skills in the Studio

### EXPERIENCE:

Must have 7 – 10 years Senior level experience using computer-aided design and drafting applications, (AutoCAD and Revit) and manual drafting techniques to prepare detailed working drawings

## MAJOR RESPONSIBILITIES & TASKS

This position's responsibilities include but are not limited to the following items:

### PROJECT RELATED:

- Works with the Senior Team Lead and/or Senior Designer to establish scope of work
  - Reviews sketches or preliminary drawings, created by designers illustrating project features
  - Examines the continuity of designs through multiple drawings and views to confirm the alignment and placement of drawing elements
- Makes rough sketches to work out, develop and explain ideas
  - Creates assembly drawings, detailing fit between components as required.
  - Creates schematic drawings
  - Assists Senior BIM Specialist to ensure BIM standards are maintained in the creation of the architectural Revit model
- Has a working knowledge of the Ontario Building Code
  - Illustrates the precise dimensions, relationships and materials needed to realize complex construction and product development projects. The drawings may show surface views or cross sections
  - Incorporates outside consultant drawings into project as required or requested by project team leader
- Provides support for plotting and electronic file submissions

### TENDERING & CONSTRUCTION:

- Assists in all aspects of construction administration including shop drawing reviews, responding to RFI's, etc.
- Assists in the tendering process and drawing distribution for contractors Review contract documentation
- Has a working knowledge of the Ontario Building Code
  - Assists in fielding questions from contractors, consultants and client Conducts site walkthroughs where appropriate
  - Prepares supplementary instructions as required
  - Prepares and creates Addenda as required
- Prepares deficiencies to completion

## COMMUNICATION:

Exchanges project information with support staff. For instance, co-ordinate the delivery of drawings, order printing and request supplies

Assigns tasks to team members when leading teams or work with team leads to obtain work assignments and project requirements, deliver project status information and defend design and detailing choices

Participates in or lead group discussions with project teams to co-ordinate work, share project status information and ensure project design and detailing components are accurately referenced to one another.

Meets with designers, other drafting professionals and various consultants to obtain additional information, clarification and feedback about drawings and to discuss projects' challenges.

Attends consultant and client meetings as required

Provides a high level of customer service to all clients and staff at all times

## VALUES & CORE LEADERSHIP SKILLS & BEHAVIOURS

Works collaboratively with the NICHOLAS INTERIORS AND DESIGN SMC LIMITED Team to live the company values in a manner that generates excitement, enthusiasm, alignment and commitment to action consistent with the external brand identity.

Offer feedback that supports the growth and development of team members Shares insights and learning

Consistently operates as a role model for appropriate and professional behavior Takes on challenging conversations as required

Highly inclusive and welcoming, taking on actions that support and help develop the culture

Fosters a culture that promotes ethical practices, passion, and encourages individual integrity, accountability and responsibility.

Generates a clean and organized work environment

## QUALIFICATIONS

### BASIC QUALIFICATIONS:

B.A.A. - Bachelor of Applied Arts or similar professional qualifications as a Drafting Technologist and or Interior Design Diploma

Knowledge of Building Code Regulations an asset Advanced AutoCAD Experience

Intermediate to advanced Revit experience

## CONFIDENTIALITY

Both during employment and after, employees of the firm will not disclose confidential and proprietary information learned during the course of their employment unless disclosure is required by law. Please refer to the Employment Contract and the Employee Handbook for further clarification.