



Position Title	Class / Location	Reports to
VDC Coordinator	I / Portland	Division Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	26/June/2023

POSITION SUMMARY

The VDC (Virtual Design Construction) Coordinator is responsible for leading the development of a Building Information Model (BIM) for multi-disciplinary projects. As the primary point of contact, the VDC Coordinator works in conjunction with the project team to ensure alignment to the BIM execution plan. This role is also responsible for creating site logistic plans, rendered images and modeling any additional components that may be needed.

This position will promote The KNCC Experience; ***“we bring our “A” game every day, we rise to the challenge, and we do the right thing”*** and is dedicated to our mission statement; ***“Building a strong, vibrant future for every community we serve.”***

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Communicate with the project partners to manage the production of Model Based Submittals
- Collect comprehensive building models in many formats, examine for conflicts, document, assign and help determine how to manage change and develop
- Create and follow BIM execution plans
- Setup project models and/or federated model
- Communicate with trade contractors on coordination progress
- Lead and facilitate the coordination of trades within the federated model
- Create, name and export viewpoints in both in 2D and 3D within Revit and Navisworks
- Export data from Navisworks and Revit for use in other software
- Perform clash detection and generate reports
- Lead clash coordination meetings to review identified issues
- Create and assign coordination issues, track and manage to resolution
- Study and verify models
- 3d model any needed components or custom families
- Model representative buildings to be utilized in proposals
- Utilize CM Builder to create logistic plans and 4D models
- Support 2-3 VDC deliverables at a time and completes assigned projects
- Draft and model as needed to support business development, marketing, estimating, and project needs.
- Other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Diploma or degree or equivalent combinations of academic or technical experience/knowledge of Design, Construction & Building Operations
- A minimum of 1-3 years of VDC Coordinator experience
- Prior experience in construction, architecture or engineering preferred
- Familiarity with the following software is preferred: AutoCAD, Revit, Navisworks, CM Builder, Revu Bluebeam and BIM 360 Apps
- Able to read drawings, specifications, building codes, and other technical product and material specifications, as well as interpret and manage VDC contractual obligations and responsibilities
- Thorough understanding of common building systems and related means and methods
- Expertise with construction coordination processes is strongly preferred
- Must be a self-motivated individual who works well with multi-disciplinary teams in deadline-driven environment
- Excellent communication skills
- Proficient knowledge of Microsoft Office Suite
- Ability to self-manage workload, organize oneself and others, and meet fixed internal and external deadlines
- Current driver’s license and insurable driving record

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Signature: _____ **Name (print):** _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.