

**JOB TITLE:** BIM Coordinator I

**SUPERVISOR:** The supervisor of the BIM Coordinator is the BIM Manager

**PURPOSE:** BIM Coordinator I is responsible for assisting upper level coordinators in their project requirements. This applies to jobs where coordination drawings are specified to be required. These items must be coordinated with the Architecture, Structure, & other trades to ensure Mallick field personnel can install their systems with a high rate of efficiency and little to no rework.

**Essential Duties and Responsibilities:**

- Execute project support files ( xref's, Titleblocks, & naming ) per Mallick's SOP
- Prepare 2D cad backgrounds for new & current jobs or Revit files if necessary
- Annotate and dimension pdf drawings for field personnel.
- Spool Fabrication drawings & Fab Maps
- Create necessary layouts for purposes of printing shop drawings.
- Upload to Procore our model updates on a regular basis
- Submit Bill of Material lists broken out by cost code
- Submit Kitting lists broken down by deliverable areas
- Make site visits when necessary.
- Layout Trimble Point files for our field crews deck installs.
- Build Revit Families for any components the coordinators need.
- Comply with all company operating policies, procedures and safety programs as established.
- Utilize Revit, AutoCAD, Navisworks, & Fabrication CAD MEP software.
- Participate in project and design meetings to gather and review project related requirements.
- Download and distribute Design Models & 2d Files per Mallick's SOP
- Retrieve material & component submittals for FAB MEP profile.
- Distribute to database manager the submittals for FAB MEP profile.
- Run internal clash detection to ensure no surprises during the next BIM Meeting
- Generate RFI's ( Requests for Information ) and submit them to the APM or PM.