

JOB POSTING

BIM COORDINATOR/ARCHITECTURAL DESIGNER

Job # 2305

ABOUT HKIT ARCHITECTS

HKIT Architects is a leading Northern California design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. Join our dynamic, diverse office of 60+ professional staff dedicated to design and client relationships. The firm is well-known for its award-winning work with schools, affordable housing, senior and other community-based work throughout the Bay Area and California. HKIT is committed to architecture that enriches the community and the environment.

For more information view our website: www.hkit.com

POSITION SUMMARY

This is a full-time position offering professional growth potential, currently estimating 50% part-time BIM Coordinator and 50% part-time Architectural Designer. The split schedule of this position will be evaluated and adjusted as needed every 6 months or as needed. In addition to the relevant qualifications and skills, this position requires the ability to communicate effectively with stakeholders and exhibit leadership skills as it relates to BIM support.

We are seeking individuals who are energetic, motivated, and technically proficient to join our collaborative office environment. The office currently operates as a hybrid work environment, with one to five days of in-office work. Locally residing candidate preferred.

BIM DUTIES

- Manage efforts of in-house Revit committee of staff assisting in office-wide implementation of Revit procedures and best practices.
- Participate in collaborative design process from concept through construction documents.
- Maintain project templates and BIM workflow manual for all project types.
- Manage in-office training software to increase Revit experience office-wide.
- Work with consultants, specification writers, and regulatory agencies to ensure BIM models meet HKIT and client standards.
- Coordinate, manage, and maintain BIM family libraries and project set up.
- Serve as the in-house resource to resolve Revit issues and to support staff in their daily use of the BIM platform.
- Maintain, update, distribute, and provide clarifications to/for the BIM Execution Plan.
- Lead and facilitate the BIM kick-off meeting with project team member modelers and explain the BIM implementation plan and management protocols.
- Lead BIM Quality Control (QC) efforts and proper modeling and adherence to standards.
- Regular model management administration and maintenance.
- Ensure all content used within the project is consistent with producing construction documents in adherence to production standards.
- Basic IT support as liaison to outsourced IT consultant.

ARCHITECTURAL DESIGNER

- Work within project team on various phases of project(s) from conceptual design through construction administration.
- Produce complete, accurate design and construction drawings in Revit format.
- Manage own schedule and workload, completing tasks assigned in a timely manner.
- Jobsite visits and/or other CA tasks as applicable.

SKILLS AND QUALIFICATIONS

- Bachelor's degree from an accredited Architecture program or related field.
- 3 years of experience in an architectural office.
- 5 years of experience with BIM using Revit platform – understanding of Revit programming (e.g., Dynamo) preferred.
- Proficiency in Revit. AutoCAD, Sketchup, Photoshop, InDesign skills appreciated.
- Strong design and communication skills.
- Experience with sustainable building systems such as LEED BD+C or LEED for homes or Green Point Rating are a plus.
- Architectural Industry experience required.

COMPENSATION AND BENEFITS

The annual salary range for this role is \$95,000- \$115,000. HKIT Architects offers rich benefit offerings including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k and pet benefits.

HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to careers@hkit.com. Subject must include **Job # 2305**

No calls or third-party recruiting firms/consultants please