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	BIM / Revit MEP Manager	Revision No.: 0	Date: 01 Nov 2021	Document Ref: JDM/OPS/BRMM

Designation : BIM / Revit MEP Manager

Department : Operations

Job Description Ref. : JDM/OPS/BRMM

Reporting To : Managing Director (MD), Project Director (PD)

Min. Qualification : Higher education degree and/or BIM Qualifications:
BRE Academy or similar

Min. Work Experience : Three (3) years

Duties and Responsibilities:

- Develop/Update, implement and maintain BIM Workflow, protocols and standards within the Mechanical, Electrical & Process (MEP) Engineering Team.
- Liaise and coordinate with BIM Specialist / BIM Technicians / BIM & Design System Lead / BIM Technical Manager in other Architecture Studios, Structural Team and Foster + Partners BIM Management Team.
- Implement and contribute to Company's quality plan.
- Organise, configure and maintain projects involve by the company.
- Manage Revit project production and project contents and Standard Library objects for project used.
- Coordinate multidisciplinary models with others contractors or services.
- Ensure follow Engineering Department procedures, standards and workflows are applied and communicated to the project teams.
- Mentoring of core BIM design systems and company's best practices.
- Act as BIM Coordinator (MEP Engineering) for major projects which company involved.
- Provide day-to-day BIM Technical support to the engineers.

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- Leading and Managing a team of MEP CAD/Revit Technician on daily basis.
- Reviewing and preparing BIM Execution Plans, BIM Scope of work and contractual documents. Obtain approval including submission and coordination with main contractor / client's representative.

Authority:

Nil.

I, undersigned, hereby declared and that I had read and understood the above to be my duties and responsibilities.

Signature :

Name :

Date :