# **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE: VDC Manager** |  |
| **REPORTS TO: Division Director** |
| **FLSA STATUS: Exempt** |

**GENERAL POSITION PURPOSE:** Manager of the Virtual Design and Construction (VDC) Department which supports preconstruction and construction activities. The VDC Manager is in charge of developing standardized processes and protocols for general VDC implementation within the company. This position also supervises all VDC personnel, including VDC Engineers and VDC project teams.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Establish and maintain working relationships with industry members and clients
* Available to travel to industry events, site reviews and other meeting locations
* Create, implement and manage operating procedures for all components of VDC implementation, including 3D coordination, 4D scheduling and 5D estimating
* Supervise and assist in training VDC Engineers and other VDC personnel
* Evaluate job performance of personnel
* Evaluate new technology/software and implement new systems as necessary
* Review VDC requirements and create implementation plans for specific jobs
* Participate in development and presentation of proposals
* Manage VDC project implementation and provide support to VDC project teams

**QUALIFICATIONS**

* Strong verbal and graphic communication ability
* Strong written communication ability
* Experience leading and developing others
* Self starter with ability to work independently and within a team
* Desire to learn new processes and technologies
* Understand the sequencing of construction projects as well as MEP and Structural engineering disciplines
* Strong working knowledge of computer aided design software and understanding of spatial relations
* Advanced knowledge of Autodesk software is required, including NavisWorks, Revit Architecture and AutoCAD
* Working knowledge of Microstation/Bentley Architecture Triforma is preferred

**EDUCATION AND/OR EXPERIENCE**

* Must have a degree in Architectural/Engineering related field, or have a B.S. or B.A. degree in Construction Management
* Equivalent years of experience may be substituted
* 5 years of construction management experience
* 1-3 year experience in VDC

**WORK ENVIRONMENT/JOB CONDITIONS**

This job may be performed in the office or on the jobsite and requires frequent sitting (often working on a computer), frequent walking, standing, bending, and reaching. Due to computer usage, there may be repetitive motions of the hands and wrists. He/she must be able to navigate the jobsite and is expected to be able to comply with all safety regulations in the office and on the jobsite.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The responsibilities, qualifications, and work conditions described here are representative of the physical and mental knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This description is not intended to be a complete list of all responsibilities, duties and skills required to personnel assigned this classification. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.*