



## **BUILDING INFORMATION / CAD & TECHNOLOGY MANAGER FRENCH ASSOCIATES, INC**

**Location:** Auburn Hills, MI – primarily in-office  
**Type:** Full-Time  
**Experience Level:** Mid–Senior Level  
**Reporting:** Vice President

**The Position:** We are a **growth-oriented** company and are seeking a **Building Information / CAD & Technology Manager** to support and elevate our digital design and documentation practice firm-wide. This individual will work closely with architects, project managers, consultants and technical staff to ensure consistent, accurate, and coordinated use of **Building Information Modeling (BIM)** and **Computer-aided Design (CAD)** tools across all projects. You will take an active leadership role in defining standards, overseeing model coordination, improving workflows, supporting digital project delivery, and advancing the firm’s design technology strategy.

The ideal candidate is a collaborative and solutions-oriented team player who thrives in a fast-paced, project-driven environment. They exhibit a strong service mindset, excellent communication skills, and the ability to lead others through influence, training, and mentorship. A positive proactive approach, attention to detail, and dedication to quality and consistency are essential.

### **Responsibilities:**

#### **Digital Design Leadership:**

- Oversee the development, implementation, and continuous improvement of digital design workflows across the firm.
- Ensure consistent application of BIM/CAD standards in alignment with firm and client requirements.
- Serve as a technical resource and primary point of contact for model coordination and digital delivery strategies.

#### **Model & File Coordination:**

- Coordinate BIM and digital design logistics for projects, including:
  - File sharing protocols.
  - Model structure and file setup.
  - Naming conventions and deliverable standards.
- Develop, manage, and maintain BIM models to support project-specific and contractual requirements.
- Review and integrate subcontractor/consultant models, ensuring alignment with architectural and engineering intent.



### **Model Quality & Conflict Resolution**

- Identify, track, and communicate model conflicts (clashes, inconsistencies, coordination gaps).
- Facilitate coordination meetings and guide teams in resolving technical model issues.
- Troubleshoot BIM and CAD-related challenges to keep project workflow moving efficiently.

### **Firm-Wide Standards & Systems**

- Maintain and update firm CAD/BIM standards, template files, detail libraries, and documentation.
- Collaborate with architects, engineers, and consultants to ensure integrated, coordinated digital workflows.
- Provide ongoing QA/QC oversight for digital deliverables across project teams.

### **Training & Innovation**

- Provide training, mentorship, and support to staff on BIM and CAD platforms (e.g., Revit, Navisworks, Bluebeam).
- Develop and deliver onboarding training for new employees.
- Research, pilot, and recommend emerging design technologies that improve project delivery, automation, and efficiency.

## **Qualifications:**

### **Preferred but Not Required**

- Professional degrees in Architecture, Engineering, Construction Management, or related fields.
- Five or more years of experience working in architecture, engineering, or construction environments with firsthand BIM/CAD production and coordination responsibilities.

### **Technical Skillset**

- Proficiency in Autodesk Revit required.
- Experience with Navisworks, Bluebeam, AutoCAD, cloud collaboration platforms (BIM 360 / ACC), and related digital coordination tools.
- Familiarity with model-based coordination workflows and multi-disciplinary collaboration practices.

### **Professional Strengths**

- Excellent communication and team collaboration skills.
- Strong organizational, troubleshooting, and problem-solving abilities.
- Ability to work efficiently in a fast-paced, deadline-driven environment.
- Demonstrated ability to mentor others and contribute to a positive, learning-oriented culture.