



## **Virtual Design & Construction (VDC) Manager**

Founded in 2006, Comfort Systems of Virginia, Inc. began with a goal to provide high quality contracting services to customers in Virginia and North Carolina. We are a Class A General Contractor specializing in HVAC, Plumbing, Piping and Sheet Metal services. Since our incorporation, Comfort Systems has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Comfort Systems of Virginia is one of the fastest growing mechanical groups in this area. We are looking for a full-time VDC Manager to assist in managing this growth.

### **Primary Role**

The Virtual Design and Construction Manager is a fluid fast-paced position that oversees the planning and coordination of variety of projects. The projects are taken from the design phase and digitally modeled to solve coordination issues before the start of field installation. The VDC manager researches and leads the VDC team in this effort. The VDC manager also maintains correspondence with the field to assist with any issues that arise during install. The VDC manager is also required to provide load calculations as well as engineering design required for the construction as well as the service department to assist with design build projects. Engineering consultation may be required as a part of the contract. The VDC manager is also tasked with maintaining and refining the VDC department's standards and all templates for drawing production. They will also be required to participate in furthering education to ensure the department maintains the standard across the industry with the most up to date practices and software implementation.

### **Essential Duties and Responsibilities**

- Draft and maintain living models for multiple models in appropriate software
- Review and mitigate issues that arise from the design phase of a project
- Lead BIM coordination project efforts for multiple disciplines
- Use Navisworks to organize and manage clash reports
- Work directly with field installers to resolve active conflicts during the construction phase
- Review submittals and ensure accurate placement of equipment within the model
- Lead weekly meetings during the BIM coordination process.
- Produce accurate and informative drawings for field install.
- Convert BIM model into fabrication models for prefabrication
- Under and produce spool drawings
- Review existing conditions to prepare engineering design plans
- Conduct calculations for plumbing and mechanical systems based on pertinent codes and standards to provide building owners with accurate and functional system design
- Review and analyze load calculation data to ensure values are accurate to the desired condition
- Manage the engineering and prefabrication department staff
- Manage and organize all software and licenses
- Ensure the department maintains workflow and function
- Further education on product and conceptual material to keep the department in constant growth

- Work directly with project managers and field installers to ensure the department is producing construction documents and materials are being accurately provided.
- Mentor and guide all department staff to further the value of the department and its day-to-day functions
- Other duties as assigned

### **Knowledge & Skills**

- Required - Strong modeling and drafting skills using AutoDesk Revit and AutoCAD
- Required – Exemplary understanding of utilizing AutoDesk Navisworks for coordination
- Required - Ability to read and comprehend plans and project specifications
- Required - Ability to communicate effectively with others both written and orally
- Required - Ability to set up and conduct multi-discipline meetings.
- Required – Understanding of Virginia and North Carolina Mechanical and Plumbing Code
- Required – Basic understanding of mechanical engineering design calculations using related software (TRANE Trace 700 or equivalent)
- Preferred – EIT/PE designation or license in the appropriate states

### **Teamwork**

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.
- Provide backup support for other team members.
- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve your personal performance on a continual basis. Suggest training programs or other opportunities for improvement to your supervisor as they apply.
- Lavish trust on your co-workers
- Mentor unselfishly
- Be receptive to new ideas, regardless of their origin

### **Physical Requirements**

- Required – Ability to sit, stand and/ or move around for long periods of time

### **Safety Requirements**

- Use safe work practices and promote safe practices.
- Complete required safety training.
- Proper PPE equipment must be used at all times.
- Notify Team Leader or Safety Director of any unsafe conditions.
- Comply with all safety requirements set forth by Comfort Systems and OSHA

### **Education & Experience**

- Required – Bachelor's Degree in Mechanical Engineering or Related Discipline
- Required - Minimum of 5-year experience in Engineering Design or related position
- Required – Strong knowledge of Mechanical (Plumbing and HVAC) Industry, CAD Modeling, Construction Scheduling and Time Management
- Required – Ability to use our operating systems: Microsoft Office (Word, Outlook, Excel, etc.)

### **Employment Requirements**

- Ability to pass drug screening(s)
- Ability to pass background check, obtain security clearance and work on jobsites where minor children are present.
- Ability to prove U.S. employment eligibility and provide required documentation for same.
- Willing to travel as required.
- Able to work extended hours, when necessary, nights and weekends.
- Must have reliable transportation.
- Must have a neat and professional appearance.

- Must be courteous and respectful of others
- Business is to be conducted with the highest level of personal integrity
- Maintain a positive demeanor – keep a smile on your face and “in your voice”
- Continue education for professional and personal growth
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, employer paid life insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at [www.comfortsystemsva.com](http://www.comfortsystemsva.com).