

# Full Job Description

## Job Summary:

The VDC Coordinator will be responsible for modeling and detailing of VDC projects

## Duties/Responsibilities:

- Review contract drawings and produce Requests for Information (RFIs)
- Review specifications and produce Requests for Information (RFIs)
- Model plumbing components of a project including, but not limited to:
  - Equipment
  - Pipes
  - Fixtures
- Detail and annotate sheets with tags, dimensions, and specific information as directed
- Create layouts of all types of plumbing systems
- Create construction documents as directed
- Complete revisions for clashes as directed
- Represent CornerStone One VDC in BIM Coordination meetings when required for specific scopes of work
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## Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong computer knowledge
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite
- Plumbing construction knowledge
- Strong modeling skills in Autodesk Revit
- Strong skills in Bluebeam

## Education and Experience:

- High school diploma or equivalent
- 1+ years of experience in virtual construction or 5+ years in plumbing trade

## Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Occasional jobsite visits