

# SPECIFICATIONS WRITER



## QUALIFICATIONS

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- Bachelor's degree in Architecture or a construction related field; Licensed Architect preferred
- **10 years** minimum\* of experience in an Architectural/Engineering firm with a focus on specifications writing
- Familiarity with Autodesk Suite; proficiency in MasterSpec and Microsoft Office Suite
- Demonstrates ability to perform the requirements of Junior Specifications Writer with proficiency
- **Advanced** knowledge of buildings codes, architectural and structural systems, and materials standards
- **Advanced** knowledge of construction industry drawing standards and requirements
- **Strong understanding** of AIA documents
- **Knowledge** of CSI principles and construction materials

## PERFORMANCE EXPECTATIONS

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- Performs work under the **supervision** of the Senior Specifications Writer
- Prepares technical documents (specifications and other contract documents) for incorporation into Project Manuals for a wide range of building project types
- Reviews drawings and other project information to write and edit project specifications
- Uses thorough understanding of project design requirements to translate project needs
- Performs quality control reviews
- Assembles final specification documents, issues documents as needed and develops advertisements for Bids
- **Reviews and maintains NSPJ master specifications under the supervision of the Senior Specifications Writer**
- Develops custom specification sections as needed and updates standard specifications to meet project specific requirements
- Acts as a technical resource for architectural staff by answering questions, problem solving, and suggesting products selections
- **Leads Architectural staff through the process of gathering required information in a timely manner**
- **Coordinates specification schedules and deadlines with internal staff, external consultants, and clients**
- **Accountable for delivery of specifications on budget and on schedule**
- **Trains and oversees junior specification writers**
- Researches products, manufacturers, codes & standards, and rules & regulations as related to writing specifications
- Curates and maintains sample & reference library **and maintains relationships with vendors**
- Represents the firm in a professional manner
- Excels at time management and multi-tasking
- Collaborative, team building attitude that sets a positive tone
- Strong decision-making skills
- Self-starter who takes direction and feedback, and has a solutions-based approach to problem solving
- Inquisitive and eager to learn; takes initiative to ask questions
- Essential for the effective performance in this role and the successful operation of the firm's business, the individual must be able to communicate (verbal and written) effectively and constructively in English with NSPJ employees, consultants, and clients in order to convey and understand details relating to projects and other business-related items.

## ESSENTIAL EMPLOYMENT REQUIREMENTS

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- Communicate clearly and effectively in English, both written and verbally
- Daily attendance for a typical workday and accurate recording of time
- Able to work cooperatively with co-workers and teams through all stages of design and construction
- Ability to work efficiently and meet project deadlines
- Knowledge and daily use of computers and the computer programs used in the office for job description
- Ability to work at a desk throughout the workday; adjustable (sit or stand) desks are standard
- Must be able to see, interpret, and analyze data in color on computer screens/programs and paper
- Performs effectively under conditions of high stress and pressure

\*Qualifying minimum years of professional experience is a guideline which is subject to comparison against job performance and is at NSPJ's discretion.

\*\*The above lists are not necessarily exhaustive and may be supplemented or revised by NSPJ, at its sole discretion.