

## **Position/Person Description: Spec Writer/Resource**

**Contact for interest:** Stephanie Pielich, Associate

**Reports to:** Stephanie Pielich, Associate



### ***General Description***

The Specification Writer/ Resource will be responsible for creating the project specifications from the project narratives and maintaining the master specifications. A secondary role will be to participate and support project team effort in drawing development. Can be structured as part or full-time position. Requires some office participation, however can be largely remote.

### ***SPECIFIC RESPONSIBILITIES***

#### ***Quality Standards***

- Develop, research and update standards for all aspects of master specifications suitability for inclusion in our standards.
- Monitoring and consistency of drawings and specifications.

#### ***Talent Development***

- Contribute to the professional growth of the firm through specification writing aspect

#### ***Leadership***

- Lead firm in evolving products and maintenance of contacts with product vendors
- Facilitating the firm's ongoing dialogue about design and technical quality.
- Coordinating specification efforts of project consultants

### ***QUALIFICATIONS (in order of priority)***

1. Strong knowledge of constructability and products
2. Strong experience in project delivery
3. Demonstrated ability to produce high quality work within project defined schedule and budget
4. Strong design sensibilities
5. Demonstrated ability to nurture and develop others
6. Working knowledge of Revit and AutoCAD preferred
7. Certified Construction Specifier preferred

Specification Writer – Position Description – JJCA



***ATTRIBUTES***

- Strong communication skills
- Alignment with the firm's values
- Strong interpersonal skills
- Ability to work collaboratively
- Gains gratification through nurturing and guiding others to succeed rather than needing to control
- Able to handle multiple priorities simultaneously
- Capability as a manager and as a doer
- Calm demeanor, even during times of organizational and personal stress