

SPECIFICATIONS WRITER II

Location: Salt Lake City, Utah - Scottsdale, Arizona - Remote

Hours: Full time

To Apply: Please send application to employment@ffkr.com with cover letter, resume and portfolio

General Description: Responsible for the written specifications, or written component of the contract documents for office design projects.

Education and Experience: Preferred Certified Document Technician (CDT). Bachelor's degree in Architecture or a construction related field, or equivalent work-related experience. 5-10 years' typical experience writing specifications.

Duties and Responsibilities:

- › Communicates directly with project-managers to coordinate office specification needs on current and future projects
- › Identifies specification needs (per project / per client) and uses appropriate standards
- › Performs document checks to verify what is specified is in the drawings and vice versa
- › Adapt and rewrite existing specifications where necessary
- › Manage multiple projects in different phases with different deadlines
- › Actively research new and existing products as applicable to office projects
- › Actively participate in CSI (Construction Specifiers Institute)
- › Meets Deadlines

Competencies:

- › Demonstrate clear understanding of field-specific design principals and applies established standards in daily work performance
- › Demonstrate knowledge of architectural building systems and how products, specifications and design work together
- › Possess' knowledge of interior finish and product application
- › Demonstrates knowledge of construction document components and organization
- › Demonstrates basic understanding of IBC, accessibility, and local zoning codes
- › Demonstrates exceptional verbal and written communication
- › Ability to receive constructive criticism and adjusts daily work practice
- › Works effectively on a team
- › Has thorough understanding of Master Spec and all the product divisions
- › Works independently to solve problems encountered then coordinates with PM to verify

Skills and Software:

- Masterspec
- MS Office
- Ajera
- Revit

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