

SPECIFICATIONS WRITER

CSO has a position for an Architect who enjoys the technical side of the profession. We are looking for a Specification Writer with a minimum of 3 years of architecture and construction related experience with specification writing responsibilities.

Requirements:

- Technical Degree with 3 years of office and field experience involving the utilization of architectural specifications.
- Architectural specification writing experience in a variety of building types with the ability to meet Project delivery schedules.
- Detailed knowledge of the practice of architecture, building codes and industry standards, including the latest developments on new building materials, finishes, and construction techniques.
- Understanding of project delivery methods, including experience assembling Division 01 Procurement and Contract Requirements and Division 01 Relationships.
- Experience writing Division 02 through 14 Sections from master reference materials, including the incorporation of specialized requirements.
- Creation and updating of Company master specifications.
- Ability to work with Project Managers regarding specific project requirements.
- Understanding of bid packages related to different project delivery methods.
- Ability to evaluate construction documents and identify missing information.
- Experience issuing Addenda.
- Meeting with manufacturer and supplier representatives.
- Ability to work in a team oriented environment.
- Good management and inter-personal skills.
- Working knowledge of CSI MasterFormat 2004, SectionFormat and PageFormat.
- Working knowledge of Deltek/Arcom MasterSpec.
- Certified Construction Specifier (CCS) preferred.
- Current knowledge of Green materials and LEED. LEED accreditation is a plus.

Apply using the online form on the Careers page of our website.