

Senior Specifications Writer



MINIMUM 10 YEARS OF RELEVANT PROFESSIONAL EXPERIENCE

SALARY RANGE: \$90,000 - \$110,000

ROLE OVERVIEW:

The Senior Specifications Writer leads the development, coordination, and management of technical project specifications and manuals. This position requires deep knowledge of building codes, construction methods and product materials. They align construction documents with design intent, manage quality control on projects, and mentor staff.

RESPONSIBILITIES:

- Reviews architectural drawings for consistency with specifications and ensures technical accuracy, mitigating risks in construction documents
 - Develops specifications, including 3-part sections, for complex, multi-type projects
 - Identifies and recommends appropriate products, sustainable systems, and materials
 - Supports firmwide standards development and contributes to quality control throughout project phases
 - Trains and leads staff on specification best practices and building technology/assemblies
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QUALIFICATIONS:

- Bachelor's Degree in Architecture or related field
 - Minimum 10 years of in architectural specifications, including writing, editing, and coordinating project manuals across multiple project types and phases
 - Strong knowledge and application of building codes, industry standards, and building materials
 - Licensed Architect preferred
 - Proficient with Microsoft Office, specification software such as Deltek, Specpoint, SpecLink Cloud (preferred), and Bluebeam
 - CSI Certification (CCS - Certified Construction Specifier) is preferred
 - Ability to communicate complex information to levels of all understanding
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CHARACTERISTICS:

- Values diverse perspectives and maintains an inclusive, harmonious work atmosphere
- Finds ways to overcome obstacles while maintaining a positive outlook
- Active listener who appreciates receiving and giving feedback
- Motivates and uplifts others, fostering a spirit of positivity and growth
- Consensus builder who enjoys collaborating and works well in a team environment
- Actively seeks resources, guidance, or team support to drive results
- Embodies and promotes the core ESG values of passion, creativity, integrity, collaboration, transparency and quality

ABOUT ESG:

ESG Architecture & Design is a premier architecture and interior design firm known for innovative, creative solutions. We specialize in projects for development clients across the country, focusing on the multi-housing, workplace, and hospitality sectors. Our team is dedicated to excellence in design and creating environments that foster creativity and collaboration.