



STONE GROUP
ARCHITECTS

HIRING:

SPECIFICATION WRITER

Stone Group Architects is currently seeking a Specification Writer with a minimum of 2-5 years' experience to serve as a technical liaison to project teams, coordinating project specification deliverables and design guidelines throughout all phases of project design. This position will also define and provide quality assurance for construction and project documents.

Responsibilities

- Review drawings and other project information to write and edit specifications for projects, and coordinate compliance with project requirements, institutional guidelines, technical conditions, acceptable standards, and existing laws, rules, regulations, and codes.
- Understand the project design requirements and translate those requirements into narrative descriptions of materials, methods, equipment, procedures, installation, and certification testing which are used to procure, install, and erect building components.
- Prepare and review the procurement and contracting requirements, including the Division 1 General Requirement sections.
- Perform product research; assist project designers with material selection and system research.
- Provide quality management reviews and technical advice in design development through construction document phases.
- Act as a risk management resource to other project leaders.
- Provide development and improvement of Master Specifications, including specialized content for project type or regional conditions, as well as sustainable design content.
- Assist project managers with review and coordination of project agreements relative to professional service and general condition issues.
- Assist project architects and project designers with material and system constructability analysis.
- Assist project architects with shop drawing and product substitution review.
- Coordinate and review consultant technical specifications.
- Participate in project life cycle cost analysis.
- Develop and maintain relationships with vendors.
- Maintain technical resource library and list of technical resource contacts.
- Provide consistent project milestone documentation and archiving.
- Conduct internal specifications training.
- Participate in developing and improving document standards and best practice procedures.



Required Skills:

- Strong knowledge of:
 - Architectural design, engineering coordination, design trends, products, construction methodology, building systems, material application, and manufacturer-supplier appropriateness.
 - Construction procedures and schedules.
 - Building envelope components, interior plans, and material requirements of all building and facility types.
 - Building codes; ability to research and apply/incorporate into technical documents.
 - Sustainability, integrated design, and LEED guidelines.
- Architectural specification writing experience required.
- Veterans Affairs or Federal specification experience preferred.
- Proficiency in MasterSpec or Deltek SpecBuilder preferred.
- SpecsIntact software experience beneficial.
- Bluebeam Revu and Revit computer software experience preferred.
- Proficiency in MS Office, including Word, Excel, and Outlook.
- Exceptional attention to detail and quality.
- Organized and effective at multitasking and prioritization.
- Must take initiative and be able to work well in a team environment.
- Strong verbal and written communication skills.
- Exceptional work ethic.

Qualifications:

- Bachelor's degree in architecture from a NAAB accredited program or equivalent in education or experience preferred or previous specification writing experience in the construction and architectural fields.
- Professional architectural registration preferred.
- Proficiency in MasterSpec or Deltek SpecBuilder preferred.
- 2-5 years of professional experience including:
 - Building technology
 - Code knowledge
 - Product research and specification

Stone Group Architects values the service Veterans and their family members have given to our country and we support the hiring of returning Service Members and military spouses.

Stone Group Architects is a growing architectural firm that does work across the United States. We operate from five offices in Sioux Falls, SD; St. Paul, MN; Fargo, ND; Rapid City, SD and Sioux City, IA. Stone Group Architects' professionals work side by side with some of the leading experts in healthcare, multifamily housing, retail, office, education, recreation/wellness, and military to plan and design projects that provide inspiring environments for the people who occupy them and the communities where they reside.

We are a Service-Disabled Veteran-Owned Small Business (SDVOSB), and great customer service is a key part of our culture. We are committed to providing a supportive, respectful and collaborative environment for our employees; and extend these qualities to the services we provide for our clients. We work hard to listen more than we talk, and we design for what our clients need, not what we want. If you are interested in joining a team where you can make a difference, grow your career quickly and work with amazing people, Stone Group Architects is the place for you. For more information, please visit our website at www.stonegrouparchitects.com. Stone Group Architects is an equal opportunity employer.



This position is full-time or part-time. We will interview until we fill the position. Stone Group Architects offers a flexible work environment with a fun office culture. Full time employees are eligible for benefits to include:

- Competitive salary DOE
- Health Insurance
- Dental Insurance
- Vision Insurance
- Group Term Life Insurance and AD&D
- Paid Time Off
- Paid Holidays
- 401K/ROTH Retirement Plan
- Long Term Disability
- Short Term Disability
- Section 125 Flexible Spending Plan
- Membership Dues & Continuing Education Support
- Bereavement Leave

Interested applicants may email resume, portfolio, and contact information to James Linn at JamesL@stonegrouparch.com

