

## Specification Writer

### About Republic

**Republic Architecture Inc.** is a creative and inclusive team. We are passionate about our work and committed to a collaborative approach to design and practice. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful and sustainable projects that engage the public is at the heart of everything we do.

### Position

We are looking to add a **Specification Writer** to our growing team, to be a technical liaison to project teams, coordinating project specification deliverables and design guidelines throughout all phases of design. An individual who works well in a team environment, maintains excellent communication skills and is comfortable interfacing with clients, consultants, vendors, and internal staff will thrive in this role. This position includes:

- Facilitating and maintaining relationships with product manufacturers, ensuring correct information and reference standards are incorporated into project specifications;
- Collaborating with project teams to ensure budgeting for specification production
- Coordinating scheduling and production of project manuals;
- Analyzing plans and diagrams to determine material and material processing specifications;
- Leading and/or assisting PM or PA in writing specifications based on project size and needs;
- Receiving and reviewing consultant specifications and coordinating with project teams;
- Assisting project team members during the design and construction phases in resolving issues related to the use and installation of building materials and products;
- Participating in continuous improvement initiatives and assisting in maintaining Republic's master specifications database;
- Partnering with the Quality Assurance team to ensure QA requirements meet specifications;
- Researching innovative products and design technologies and discussing suitable materials and alternates with project teams;
- Maintaining proficiency in construction products, techniques and sequences by staying abreast of product developments, new materials, code changes, and current industry trends; and
- Maintaining awareness of industry reference standards and resources;

### Qualifications

- Degree or certification from an accredited institution
- Minimum five years of experience working in the AEC industry
- Good working knowledge of building science
- Proficiency in Microsoft Office (Word and Excel)
- Working knowledge of recent contract law as it applies to construction
- Working knowledge of project delivery methods including Design-Bid-Build, Design-Build, and Construction Management
- Knowledge of CSC/CSI formats including MasterFormat and UniFormat
- Knowledge of NMS and/or CMS Master Specification packages
- Excellent written and verbal communication skills

### Apply

If you're looking for the opportunity to be part of a dynamic and growing firm, we want to hear from you. Email your resume in confidence to [careers@republicarchitecture.ca](mailto:careers@republicarchitecture.ca)