

Specification Writer

About Republic

Republic Architecture Inc. is creative and inclusive. 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 the right people around the table. Our desire to produce thoughtful projects that engage is at the heart of everything we do.

Position

We are looking to add a **Specification Writer** to our dynamic team to be a technical liaison, coordinating project specification deliverables and design guidelines throughout all phases of a project. 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 and producing project manuals;
- Analyzing plans and diagrams to determine material and material processing specifications;
- Leading or assisting other Specification Writers in producing specifications;
- 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;
- 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

- Minimum of two (2) years of experience working in the AEC industry
- Good working knowledge of building science
- Proficiency in Microsoft Office (Word and Excel)
- 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 growing firm, we want to hear from you. Email your resume in confidence to careers@republicarchitecture.ca