

SPECIFICATIONS SPECIALIST

DEFINITION

Under direction, develops and monitors guidelines for, and writes building specification guides and contract documents, advises project managers, architects and other staff and their contractors in regard to specifications for construction projects; reviews plans and specifications for conformance to standards; performs related work as assigned.

CLASS CHARACTERISTICS

Specifications Specialist is a single-level professional classification responsible for the development of material and equipment standards including the preparation of program goals and development of specifications guidelines and monitoring procedures. Incumbents will guide and assist project management staff and their consulting architects and engineers in applications of standard methods and materials for capital projects, and will participate in constructability reviews with contracting sources including construction managers and general contractors, in Project planning, estimating, permit, bidding and review of construction.

EXAMPLES OF DUTIES (*illustrative only*)

- Writes and assembles guidelines, materials and methods for building performance and proprietary specifications for the construction of new buildings and the alteration and rehabilitation of existing structures.
- Advises and gives technical direction to managers and their consulting architects, engineers and contractors on the interpretation of specifications to specific projects.
- Reviews and evaluates drawings and specifications prepared for specific projects by architects and their contractors to determine compliance with guidelines, specifications, policies, and procedures, and with State, local, and agency codes; and requests necessary revisions.
- Performs analysis of database/computer system integration resources.
- Identifies frequency of specifications update and review.
- Prepares recommendations for program goals.
- Performs an annual review and update of the specifications database.
- Establishes professional development program component and conducts training.
- Develops user platform for cost estimating of capital and operating projects.
- Reviews annual and master plans for workload indicators.
- Prepares minor special repair and minor capital project specifications.
- Identifies, prepares, and procures additional specifications and manages contracts.
- Investigates and evaluates materials applicable to building design and construction.
- Prepares and maintains contract documents related to the specifications.

- Makes field surveys to collect data for major construction projects.
- Arranges the distribution of drawings and specifications prepared by architects and their contractors, schedules necessary meetings, and reviews completion dates.
- Uses computerized word processing equipment in specification writing.
- Participates in review and selection of contracting methods and sources for construction projects.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide frequently as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Terminology, conventional symbols, and sources of architectural and engineering information.
- Building materials and finishes, types of buildings and construction methods.
- Standard specifications for building construction materials.
- Current practices in architectural and engineering drafting and design.
- State and local building codes pertaining to judicial branch buildings.
- Standard practices of architectural mechanical, electrical, and civil engineering design and other procedures related to specification writing.

Ability to:

- Prepare complete, detailed documents with accuracy
- Read and interpret plans, drawings, and specifications.
- Evaluate building materials and construction methods.
- Work effectively with judicial branch employees and contractors.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a Bachelor's degree from an accredited college with a degree in architecture, engineering, construction management or related field is required. Five years of experience in the preparation of architectural and structural engineering specifications for institutional (including public) and/or commercial building projects; or five years of experience as an architect, engineer, general building contractor, or construction superintendent that included preparation of such specifications.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience.