

## Specification Writer/Specialist

### About Us

For 65 years, Steinberg Hart has been shaping environments and creating inspiring places through an idea driven, results-oriented approach to design. The firm's team of architects, designers, planners and sustainability experts share the belief that design can create profound and unexpected connections between people and place. With a focus in education, residential, urban mixed-use, hospitality, civic, and commercial office projects, the full-service architecture firm creates environments that sculpt space to shape lives in subtle and empowering ways. From the foundation established in 1953 by Silicon Valley architecture pioneer Goodwin Steinberg, FAIA, and through Rob Steinberg's years of leadership, Steinberg Hart has built a progressive portfolio of award-winning projects spanning multiple continents and diverse sectors.

**Overview:** Steinberg Hart is seeking a Specification Writer/Specialist to prepare specifications for projects in our U.S. offices. The candidate will be responsible for maintaining firmwide technical information resources and play a key role in supporting project teams and utilizing current information technology to maximize use of BIM. This position can be located in any one of the firm's California offices: San Diego, San Francisco, San Jose, or Los Angeles.

### Responsibilities

- Prepare project manuals for construction projects, supporting all Steinberg Hart offices.
- Provide specifications for diverse delivery methods and project types.
- Maintain a base specification that can be applied to all projects to streamline production and to control quality.
- Maintain the base Specification by incorporating current codes and standards.
- Use current information technology to streamline links between BIM models and Specifications.
- Assist project managers with the preparation of General and Supplemental Conditions and bidding documents.
- Assist in directing consultants in the preparation of specifications in accordance with SH standards.
- Participate in reviews of construction submittals.
- Act as a technical resource for architectural staff, providing information on materials, code compliance, and construction methods.
- Maintain information in the Technical Resources portion of the Steinberg Hart intranet (DASH).
- Participate in Quality Control Reviews of Construction Documents.
- Participate in the Quality Management program by setting standards and developing documentation tools.
- Actively engage in CSI and other industry events for education and professional development. When necessary, manage and coordinate with consultant spec writer(s) to ensure all projects are compliant.

### Requirements

- California Licensed Architect and Certified Construction Specifier (CCS).
- Ability to gather, organize, and analyze design information in preparing specs.
- Excellent verbal and written communication, as well as time management skills.
- 10 years of progressively responsible experience writing specifications for architecture, engineering, construction firms or in a related field.
- Full knowledge of industry practices and a proven track record of quality control on progressively more complex and diverse projects.

- Experience in construction document preparation and field observation, knowledge of building materials, Type I/III/V construction, and current construction techniques.
- Understanding of sustainability practices.
- Proficiency in MS Word and other relevant computer software.
- LEED AP preferred.
- Working knowledge of Military Specifications would be a bonus.

**Pay/Benefits**

Steinberg Hart offers full benefits including: medical, dental, life, STD & LTD, 401k with a match, vacation, sick, and holiday. Pay commensurate with experience. Steinberg Hart is an equal opportunity employer.

**To Apply**

Send your resume to [careers@steinberghart.com](mailto:careers@steinberghart.com)

Reference in email subject line: **Specification Writer/Specialist**