

## JOB POSTING

### SPECIFICATIONS WRITER

Job # 2501

#### ABOUT HKIT ARCHITECTS

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

For more information view our website: [www.hkit.com](http://www.hkit.com)

#### POSITION RESPONSIBILITIES

- Accurately estimate hours to complete specification deadlines and work assignments.
- Assign specification resources, manage deadlines and prepare 6-month Specification Schedule.
- Assist Project Architect and Design Team with product research and product selection decisions.
- Review Construction Drawings and coordinate with Specifications.
- Maintain specification master files, project standards, specification procedures and filing systems.
- Update specification masters to conform to new codes and standards.
- Create newly written and edited specifications derived from previous projects and master specifications.
- Prepare specifications using Microsoft Word or software application.
- Coordinate specifications with Client Divisions 00 Procurement and Contract and 01 General Requirements.
- Coordinate Consultant specifications, assemble and prepare Project Manuals for publication.
- Prepare Bid Addenda, respond to Request for Information and Construction Administration questions.

#### QUALIFICATIONS AND SKILLS

- Minimum 15 years' experience including preparation of Construction Documents and Construction Contract Administration.
- Licensed California Architect.
- Construction Specification Institute (CSI) 'Certified Construction Specifier' (CCS).
- CSI 'Certified Construction Contract Administrator' (CCCA) (Optional Plus).
- LEED AP (Optional Plus).
- Proficient in Microsoft Word, Bluebeam Revu and FastTrack Scheduling Software.
- Working knowledge and proficiency with CSI Project Delivery Methods and Construction Document Preparation.
- Experience with Department of the State Architect (DSA) Projects, procedures and requirements.
- Familiarity with Standard AIA, CSI and Construction Industry forms and formats.

#### COMPENSATION AND BENEFITS

The annual full-time salary range for this role will be \$120,000 – \$160,000 DOE. HKIT Architects offers eligible employees a rich benefit package including medical, dental & vision insurance, life, LTD & STD insurance, FSA and 401k plans.

#### HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to [careers@hkit.com](mailto:careers@hkit.com). Subject must include **Job # 2501 and applicants first and last name (i.e. Job #2501 Jane Doe)**.

No calls or third-party recruiting firms/consultants please.