

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Specification Writer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
ISSUED:	October 22, 2002		

BASIC FUNCTION:

Develop construction specifications and work with the Acquisition and Asset Management Office to prepare bid packages and contracts for materials and services for various maintenance and operation projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop product specifications; prepare bid packages and contracts for maintenance and operations projects. **E**

Research and evaluate construction materials and methods for incorporation into the district standard specifications. **E**

Maintain and update district standard specifications under the direction of the district architect. **E**

Provide project coordination to and review product specifications developed by architectural and engineering consultants; review specifications developed by others for compliance with district standards. **E**

Act as a technical resource to staff and consultants. **E**

Use standard office equipment and microcomputer software applications. **E**

May direct the work of others.

May visit construction sites to observe work in progress.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in architecture, construction technology, engineering, or related field and four years of experience in specification writing, project research, and contract document coordination as a specification writer/specialist. Experience in school facilities projects is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

CSI (Construction Specifications Institute) certification is desired.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

CSI, Master Spec, or similar construction specification systems.

Division of the State Architect requirements.

Reading and writing English communication skills.

ABILITY TO:

Develop product specifications.

Prepare bid packages and contracts.

Research and evaluate new products.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Direct the work of others.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.29.04—PeopleSoft

Job Code 6752

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