

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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| <b>TITLE:</b>      | Senior Specification Writer          | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Facilities Planning and Construction | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt                           | <b>SALARY GRADE:</b>   | 062<br>OTBS         |
| <b>ISSUED:</b>     | October 13, 2009                     |                        |                     |

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**BASIC FUNCTION:** Provide oversight of district design, technical, and educational program software manuals pertaining to the formulation of project design and contract documents for construction; ensure assigned staff develop and maintain manuals for compatibility with industry and related district departments.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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**

Provide oversight to staff for generating district Guide Specifications (GS), Design Guide (DG), and Education Specification (ES) manuals. **E**

Oversee ongoing work of staff to assess, analyze, calculate, design, and formulate text for the master specifications, and insertion of text into the district AERO software program for use by internal and external personnel (district, consultants, vendors, contractors, governing agencies, etc.). **E**

Generate weekly status and progress reports to District Architect relative to district design, technical, and educational program software manuals pertaining to the formulation of project design and contract documents for construction. **E**

Coordinate and determine necessary modifications to ensure compatibility between the district GS, DG, and ES manuals. **E**

Research and evaluate new products, construction materials, and methods for inclusion into the manuals. **E**

Provide technical guidance to district project managers on complex projects involving the manuals. **E**

Provide quality assurance reviews of specifications for selected projects. **E**

Formulate text for General Requirements of project specifications (Division 1). **E**

Review and provide relevant input for General Conditions and Special Conditions to project manuals. **E**

Coordinate with mechanical, electrical and technology consultants, vendors, construction entities and governing agencies to ensure consistency and compliance in the manuals. **E**

Coordinate with district management and Planner/Estimator/Inspectors (PEIs) to ensure consistency, timely updating and procedural compliance with district policies, means, and methods. **E**

Review, distribute, and approve work product of staff relative to the manuals and coordinate all critique items received for applicability and potential subsequent inclusion into the manuals. **E**

Forecast and track workload assignments for progress and activity with the manuals. **E**

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in architecture, a valid Professional Architect's license as issued by the California State Board of Examiners, and seven years of experience in writing contract (construction) document technical specifications specifically for architectural firms. Experience in school facilities projects is required.

**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 highly desired.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

DSA, ADA, IBC and other relevant code compliance requirements.

Masterspec Masterformat Version 2004.

Architectural quality assurance and quality control programs.

Technical aspects in field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Provide oversight of staff and program.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, 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.