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Position Specifications Leader

Similar Registered Architect, Project Manager

About us M.Thrailkill.Architect is a dynamic and growing firm providing specification writing, product and materials research, and document review to architecture firms who desire a high level of collaborative interaction. Our design-centric mission since 2015 has been to provide architectural specifications and other project services, involving regular and collaborative engagement within our clients' architect staff. This enlivens our collaborative opportunities, strengthens and enriches our client relationships, and adds variety to our work experience.

Job summary We seek a highly collaborative, knowledgeable and enthusiastic **Specifications Leader**, with skills and experience comparable to a registered Architect and project manager. The right applicant is passionate about contributing to our clients' design and document process. Our Specifications Leaders develop an open and engaging rapport with our architecture clients, while also providing essential mentoring, professional development and guiding assistance to junior staff, enhancing staff knowledge and advancement, and demonstrating professional behavior. Specifications Leaders are most actively involved in client management, maintaining a high level of quality control and consistency in our work, acting as willing collaborators and mentors, providing support for continuous improvement of project and baseline specifications, and providing technical knowledge to our staff and clients.

Why this role? We are involved in a much wider range of project types than most architecture firms. Very few firms are so broadly involved and working with so many different client types.

Our office is directly engaged in exploring, evaluating and implementing the highest levels of sustainability and equity in the specifications we produce. The specifications we develop for our clients' projects lead the nation for healthy products, energy savings, environmental sensitivity, life-cycle assessment, and carbon capture.

As a Specifications Leader, you will work with our internal project teams to meet the needs of our clients on a regular, often weekly, basis. Our clients' award-winning projects are located throughout the Pacific Northwest region, as well as in California, Colorado, New York, Virginia, Florida and several overseas regions, currently Africa and Central Asia.

We invest in our employees' lives and capabilities, with very comprehensive benefits packages and full support of continuing education and seminars to maintain architecture licensure and many design and construction industry certifications, including LEED and CSI.

Responsibilities

- Preparing architectural specifications in collaboration with our architect-clients' design teams and our assisting staff; leading on ten to fifteen projects for four to six clients simultaneously.
- Leading the review of clients' project drawings and other documents to coordinate product and material requirements, annotations and acronyms, including the incorporation of client-specific standards.
- Guiding and contributing to the maintenance and improvement of our baseline specifications, including mentoring staff toward best-practices, lessons-learned, and improved collaboration and coordination.

Position

- The Specifications Leader will be an independent contractor, providing 16 to 20 hours per week of interactive mentoring of the company's Specifications Manager and Specification Coordinator staff. Monthly invoicing is required to be from the independent contractor's business, based on an Employer Identification Number (EIN) for tax purposes.

Compensation and benefits

- Rate: $800 to $1,600 per week, negotiable based on experience and tenure.
- Benefits: Not applicable as an independent contractor

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Qualifications

- Work Experience[1]
  - A minimum of twelve (12) years of experience working within an architectural office is required; eighteen (18) years or more of such experience is preferred.
  - A minimum of six (6) years of experience in the roles of Specifications Leader, Project Manager, Project Architect, Construction Administrator, or similar experience is required; twelve (12) years or more of such experience is preferred.
  - Working knowledge of Construction Document drawings and specifications is required; working knowledge of cost estimates is preferred; working knowledge of project schedules is preferred.
  - Previous experience leading construction administration phase activities is required; previous experience leading design teams, including scheduling and overseeing staff, establishing project schedules and meeting deadlines, and direct involvement with clients is preferred.
  - Previous design team experience with medium- and large-scale (>$5 million construction cost), mixed-use, higher education, institutional and/ or government project types is required.
- Education and Professional[1]
  - A minimum of Bachelor of Arts or Sciences degree in Architecture (BA or BS in Architecture) is required; a Bachelor or Master of Architecture (BArch or March) is preferred.
  - Current or past professional registration as an Architect is required; registration as an architect in multiple jurisdictions is preferred.
  - Construction Documents Technologist (CDT) or higher CSI certification is preferred.
  - Active involvement with local CSI and/ or AIA chapter is encouraged.
- Proficiencies[1]
  - Proficiency with Microsoft Office Suite applications, email and file management tools is required;
  - Proficiency with mark-up and comment-tracking applications is required, such as Adobe Acrobat Pro and Bluebeam Revu.
  - Proficiency with collaboration and file sharing tools is preferred, such as Dropbox, Newforma, Slack, Smartsheet, Trello, WeTransfer, etc.
  - Proficiency with online specification development tools is encouraged, such as e-SPECS Designer, BSD SpecLink, Arcat, etc.

Application requirements

- If this independent contractor role appeals to you, and you feel you possess the qualities, skills and capabilities listed herein, we encourage you to send an email to info@mthrailkillarchitect.com.
- Include "Specifications Leader position" in the subject line and attach PDF files of the following:
  - Cover letter explaining why you are the right candidate for this position
  - Resume/ curriculum vitae (CV), including higher education degree and professional registration

M.Thrailkill.Architect will recruit, hire, promote and transfer qualified persons into all job classifications without regard to race, color, national origin or citizenship status, religion, sex, pregnancy, marital status, parental status, sexual orientation, gender identity or expression, age, disability, or veteran status.

NOTICE: M.Thrailkill.Architect does not accept unsolicited candidate information from employment recruiters. Without a signed recruitment agreement, M.Thrailkill.Architect will not consider or agree to payment of a referral compensation or recruitment fee. In the event an employment recruiter submits candidate information without prior agreement, M.Thrailkill.Architect reserves the right to pursue and hire such candidate(s) without financial obligation to the employment recruiter. Unsolicited candidate information shall be considered property of M.Thrailkill.Architect.

1 Scoring: Required = 3; Preferred = 2; Encouraged = 1