**Position** Specifications Manager

**Similar** Intern Architect, or professional or non-professional architecture graduate, with 3+ years architecture experience and on a path to licensure.

**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, client interaction. Our design-centric mission is to provide architectural specifications and other project services. This involves regular collaborative design team engagement, which enlivens our consulting experience, strengthens and enriches our client relationships, and adds variety to our work experience.

**Job Summary** We are looking for a highly collaborative, knowledgeable, and enthusiastic **Specifications Manager**. The right applicant is passionate about contributing to our clients' design and documentation process while rapidly building technical knowledge and management skills at an engaging and diverse company involved with a broad variety of projects and clients. Our Specifications Managers are intern architects and recent architecture graduates who develop an open and engaging rapport with our team, regularly meet with our clients (virtually and in-person), maintain a high level of quality control and consistency in our work, and act as willing collaborators, avid learners, and strong technical resources to the rest of our office.

**Why here?** We're involved in a much wider range of project types than most architecture firms, including multi-family housing and hospitality; primary, secondary and higher education; health care, laboratory and tech infrastructure; airport and train transportation; and civic and government projects. Very few firms are so broadly involved and working on so many projects.

Our office is directly engaged in exploring, evaluating and implementing the highest levels of sustainability, working closely with others in our region, the most advanced in the country. 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 Manager, you will meet directly with our nationally known clients' project teams at on a regular, often weekly, basis, in-person or virtually. Our clients' award-winning projects are located throughout the Pacific Northwest, as well as California, New York, Virginia, Florida and various overseas regions.

We invest in our employees' lives and capabilities, with a very comprehensive benefits package and full support of training, testing, and accreditation for architecture licensure as well as many design and construction industry memberships and certifications, including AIA, NCARB, LEED and CSI.

**Responsibilities**

- Managing the preparation of architectural specifications under the mentoring direction of our Specifications Leaders, directing assistance by Specifications Coordinators, and in collaboration with our architect-clients' design teams; you will be managing on five to ten projects simultaneously.
- Managing the review of clients' project drawings, finishes legends, our Coordination Matrix, Bluebeam sessions and other documents to coordinate product and material requirements, annotations and acronyms, including the incorporation of client-specific standards, you'll be directly involved in the specification production and editing process and the publishing of Project Manuals.
- Assisting with maintenance and improvement of our baseline specifications with the rest of our staff, including investigating best-practices, maximizing sustainability criteria, and improving coordination, you'll participate in the assessment, improvement and updating process first-hand alongside other staff.

**Compensation and Benefits**

- Part or Full-time position; $27.50 to $32.50 per hour, based on experience and tenure; semi-annual performance bonuses; annual review and compensation adjustment ahead of industry-standard wages.

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specifications estimating research documentation

- A very competitive benefits package including:
  - Full medical, dental and vision insurance
  - Full short- and long-term disability insurance
  - Paid time off, vacation and holidays
  - Paid volunteer and community time
  - Paid conference and education time
  - Parental and pregnancy leave
  - Full transit or partial parking reimbursement
  - Matching retirement plan
  - Paid exams, licensure and certifications

**Qualifications** *Required = 3; Preferred = 2; Encouraged = 1*

- Work Experience
  - A minimum of two years of work experience in an architectural office is required; four years of such experience is preferred.
  - Working knowledge of Construction Document production is required; working knowledge of specifications and product/ finish selection process is preferred; previous experience with Construction Administration responsibilities is encouraged.
  - Previous design team experience with medium- and large-scale, mixed-use, higher education, institutional and/ or government project types is preferred.
- Education and Professional
  - A minimum of Bachelor of Arts or Science degree in Architecture (BA or BS in Architecture) is required; a Bachelor or Master of Architecture (BArch or MArch) is preferred.
  - Active progress toward Architect registration is encouraged; Architect licensure is preferred.
  - Construction Documents Technologist (CDT) or higher CSI certification is encouraged.
  - Active involvement with local CSI or AIA chapter is encouraged.
- Proficiencies
  - Proficiency with Microsoft Office Suite applications, email and file management tools is required.
  - Proficiency with mark-up and comment-tracking applications is preferred, including Adobe Acrobat Pro and Bluebeam Revu.
  - Proficiency with online remote conferencing and team communication tools is required, including Microsoft Teams, Zoom, GoToMeeting, Skype for Business, etc.
  - Proficiency with collaboration and file sharing tools is encouraged, including Smartsheet, Dropbox, Google Docs, Trello, Slack, Newforma, WeTransfer, etc.
  - Proficiency with online specification development tools is encouraged, including Deltek MasterSpecs, e-SPECS Designer, BSD SpecLink, etc.

**Application Requirements**

- If this role sounds like a great fit for you, and you possess the qualities, skills and capabilities we're seeking, please connect with us through the job search app of your choice, or at info@mthrailkillarchitect.com.
- Include "Specifications Manager 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 or CV

*M.Thrailkill.Architect will recruit, hire, promote, and transfer qualified persons into all job classifications without regard to race or color, national origin or citizenship status, religion, age, gender identity or expression, sexual orientation, pregnancy, marital status, parental status, veteran status, physical or mental disability, genetic information, or other basis protected by law and guided by equitable practices. Our wages and salaries are transparent and updated annually based on the latest edition of the* AIA Small Firm Compensation Report.

*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.*