



Hiring: Specification Writer/Estimator

Stone Group Architects is currently seeking a Specification Writer/Estimator with a minimum of 2 years experience to serve as a technical liaison to project teams, coordinating project specification deliverables and design guidelines throughout all phases of project design. This position will also define and provide quality assurance into construction and project documents.

We have positions to fill in our Sioux Falls, SD; Sioux City, IA; Wayzata, MN and Moorhead, MN locations.

PROFESSIONAL QUALIFICATIONS:

- Architectural Bachelor's degree from an accredited university is preferred or previous spec writing experience in the construction and architectural fields
- Professional architectural registration preferred
- Proficiency in MasterSpec or BSD SpecLink
- 2-5 years of professional experience including:
 - Building technology
 - Code knowledge
 - Product research and specification

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of:
 - architectural design, engineering coordination, design trends, products, construction methodology, building systems, material application, and manufacturer-supplier appropriateness
 - construction procedures and schedules
 - building envelope components, interior plans and material requirements of all building and facility types
 - building codes and ability to research and apply/incorporate into technical documents
 - sustainability, integrated design and LEED guidelines
- Architectural specification writing experience preferred. VA or Federal specification experience preferred.
- Proficiency in MasterSpec or BSD SpecLink preferred, but not required.
- Bluebeam Revu and Revit computer software experience beneficial
- Proficiency in MS Office, including Word, Excel and Outlook
- Excellent time management and organizational skills
- Ability to work independently and in a team environment
- Strong oral and written communication skills
- Exceptional work ethic

DUTIES AND RESPONSIBILITIES: include the following (other duties may be assigned)

- Review drawings and other project information to write and edit specifications for projects and coordinates compliance with project requirements, institutional guidelines, technical conditions, acceptable standards, and existing laws, rules, regulations and codes.

- Understands the project design requirements and translates those requirements into materials, methods, equipment, procedures, installation, and certification testing necessary to provide the narrative descriptions which are used to procure, install and erect building components.
- Prepare and review the procurement and contracting requirements, including the Division 1 General Requirement sections.
- Performs product research; assists project designers with material selection and system research.
- Provides quality management reviews and technical advice in design development through construction document phases.
- Acts as a risk management resource to other project leaders.
- Develops and maintains relationships with vendors.
- Provide development and improvement of Master Specifications including specialized content for project type or regional conditions as well as sustainable content
- Assists project managers with review and coordination of project agreements relative to professional service and general condition issues.
- Assists project architects and project designers with material and system constructability analysis.
- Assists project architects with shop drawing and product substitution review.
- Coordinates and reviews consultant technical specifications
- Participates in project life cycle cost analysis
- Maintains technical resource library and list of technical resource contacts.
- Archives technical files to ensure consistent project milestone documentation.
- May conduct internal specifications training.
- Participates in developing and improving document standards and best practice procedures.

SGA values the service Veterans and their family members have given to our country and we support the hiring of returning Service Members and military spouses.

SGA is a growing Architectural firm that does work across the entire United States. We operate from four offices – Sioux Falls, SD; Sioux City, IA; Wayzata, MN; and Moorhead, MN. SGA professionals work side by side with some of the leading experts in healthcare, retail, office, education, rec/wellness, and military to plan and design projects that provide inspiring environments for the people who occupy them and the communities where they reside.

We are a Service-Disabled Veteran Owned Small Business (SDVOSB), and great customer service is a key part of our culture. We are committed to providing supportive, respectful, and collaborative service to all our clients – and all our employees provide that for one another, as well. We work hard to listen more than we talk, and we design for what our clients need, not what we want. If you are interested in joining a team where you can make a difference, grow your career quickly and work with a really great group of people, SGA may be the place for you. For more information, please visit our website at www.stonegrouparchitects.com.

This position is full-time. We will interview until we fill the position. SGA offers a flexible work environment with a fun office culture. Full time employees are eligible for benefits to include PTO, health, dental, vision, life, disability, and retirement.

Interested applicants may email resume and contact information to Erin at erinw@stonegrouparch.com