

SPECIFICATION WRITER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent prepares written documents providing details for building and heavy construction projects of Westchester County. An incumbent interprets architectural or engineering plans and prepares descriptions of projects to be used as standards in construction activities. The incumbent may coordinate activities with engineers, architects, attorneys and consultants. Supervision may be exercised over engineering technicians. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares specifications describing construction projects to clearly convey the requirements and scope of the project;

Describes specific nature and quality of material and workmanship to be used in completing project;

Researches product data for inclusion in specification to insure that material and equipment meet the requirements of the project;

Develops, maintains and modifies computer programs and files to effectively and efficiently perform the duties;

Consults with engineers, architects, suppliers, contractors and clients to understand and interpret project requirements;

Consults with attorneys and researches legal aspects of design and construction projects to incorporate into specifications to minimize County liability;

Reviews and edits specifications written by consultants and County personnel to assure clarity and to insure that specifications meet project needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the English language as it is used in Engineering and Construction; thorough knowledge of construction and construction practices; familiarity with computer programs related to specification writing; ability to communicate effectively both orally and in writing; ability to observe and work with small details; ability to research, understand and incorporate legal principles into construction specifications; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) eight years experience in construction specification writing; or (b) an Associate's Degree* in Architecture or Engineering Technology and six years experience as stated in (a); (c) a Bachelors Degree* in Architecture or Engineering and four years experience as stated in (a); or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SUBSTITUTIONS: College may be substituted at the rate of 30 credit hours for one year of experience up to a maximum of four years; the major must be Architecture Engineering or closely related field.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.