



HHS DR
ARCHITECTS
ENGINEERS

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JOB DESCRIPTION

Job Title: Specification Writer

Location: Sharon, PA & Pittsburgh, PA

Job Type: Full-Time

About Us:

HHS DR is an innovative architectural and engineering firm that focuses on creating functional, sustainable, and aesthetically impactful spaces. We pride ourselves on delivering design excellence and engineering precision.

Job Description:

We are seeking a skilled and detail-oriented Specification Writer to join our team and help us continue to produce exceptional work. This individual will play a critical role in producing and managing detailed technical specifications for architectural projects. You will collaborate closely with project architects, engineers, and other team members to ensure all project documentation is accurate, clear, and compliant with industry standards. Your work will ensure that all design intent is effectively communicated through specifications to contractors and suppliers, supporting the overall success of our projects.

Responsibilities:

- Write, review, and maintain detailed project specifications for various types of architectural projects.
- Collaborate with project architects and engineers to ensure specifications align with the overall design intent and requirements.
- Research and stay updated on materials, products, and industry standards to incorporate into specifications.
- Ensure specifications comply with building codes, regulations, and sustainability standards.
- Produce the Project Manual for our designers, which is eventually refined and used as a bid document for construction. The Project Manual consists of the following elements: The Bid Form, the General Conditions of the Contract for Construction, the Project Specifications, and our clients' specific project information.

Qualifications:

- Architectural, engineering, or related degree from an accredited college/university, or training from an alternative educational provider. Years of experience may be considered in lieu of a degree.
- Certification as a Construction Specifier by the Construction Specification Institute is required.

- The ability to gather, organize and analyze design information to prepare construction specifications is critical.
- Must understand industry practices, have experience in construction document preparation, and have a proven record of accomplishment of quality control on complex and diverse projects.
- Excellent communication and interpersonal skills, with the ability to collaborate with team members, clients, and contractors.
- Detail-oriented with strong problem-solving abilities.
- Knowledge of sustainable design practices and green building standards is a plus.
- Ability to manage multiple projects and deadlines while maintaining a high standard of work.

Benefits:

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- Retirement plan (401k).
- Paid time off (PTO).

How to Apply:

Please submit your resume to Vincent Ordinario at vordinario@hhsdr.com.