
Specifications Writer | 5+ Years Experience

POST DATE: 02/08/2019
CLOSE DATE: open until filled
LOCATION: Vancouver, BC

MGA | Michael Green Architecture is an award-winning mid-sized architecture and design firm working on a diverse range of ambitious, sustainable projects both locally and internationally. Michael Green founded the practice in 2012 to create meaningful and sustainable change in building through innovation in construction sciences and design. From our Vancouver studio, our exceptionally talented and experienced staff work on commissions ranging from tiny boutique interiors to large institutional buildings. We are passionate about our goals and strive to be leaders in our community through our work, research, and personal lives, and are always looking to make the best choices for the environment in our projects.

Current projects include a large sports and culture centre in Northern Sweden, high-tech offices in France and New York, innovative mixed-use residential projects across North America, advanced technology buildings in Silicon Valley, and custom homes here in Vancouver and around the world.

We are looking for a **Specifications Writer** to help support the firm's continued growth. As a self-directed and independent member of our team, you will:

- Develop and maintain a master specification library.
- Collaborate in the development and maintenance of the database of products and materials.
- Prepare project specifications and maintain them throughout all phases of work.
- Analyze plans and specific details to perform quality control reviews and ensure project documents meet requirements.
- Liaise closely with clients to offer technical opinions and recommendations.
- Coordinate internally between specifications and drawings. Evaluate specifications against drawings and vice versa to avoid discrepancies or errors.
- Coordinate with engineering discipline specifications for inclusion into Project Manuals.
- Work closely with our senior design team, including collaboration and coordination with the design team, clients, consultants, and relevant authorities.

REQUIREMENTS:

- Architecture degree or Architectural Technologist diploma from an accredited program.
- Minimum of 5 years of experience in architectural specification writing.
- Certification as Registered Specification Writer (RSW) or Certified Specification Practitioner (CSP) is an asset.
- Strong knowledge of building codes, processes, and bylaws (federal, provincial, and local). Knowledge of U.S. building codes will be considered an asset.
- Ability to supervise and assist staff in the preparation of contract specifications.
- Familiarity with best practices in sustainable design and construction including selection of materials for occupant and contractor health will be considered an asset.
- Self-motivated; ability to manage time well and work efficiently towards deadlines.
- Methodical and excellent organizational skills.
- Familiar with Canadian and US Standard and up-to-date with current technologies.
- Excellent written and verbal communication skills, with fluency in English.
- Collaborative and professional work ethic with Experience working with multidisciplinary project teams.
- Knowledge of AutoCAD and Revit is considered an asset.
- Valid work status in Canada.

MGA is an equal opportunity employer. We offer a competitive salary and benefits package, and the opportunity to grow with our team in a collaborative and fun, open-office environment.

All applicants should submit a portfolio with CV and references to jobs@mg-architecture.ca. Please specify job title in the subject line. No phone calls, please. Only those selected for an interview will be contacted.