



Job Description

Job Title: Architectural Specification Writer Department: Architecture

Effective: 1/14/2022

Job Summary:

KBJ-L&B Architects/L&B Architecture is actively looking for an Architect or Architectural Associate to assist our Jacksonville, Florida office with construction document specifications. Qualified candidates will have familiarity with architectural and engineering terminology.

Duties/Responsibilities:

- Have ability to manage multiple project phases, milestone deliveries and various project delivery types
- Review in-progress drawings with the Project Architect to develop coordinated technical specifications and offer modifications/improvements
- Assist project architects and managers with shop drawing and product substitution review.
- Produce project specific Project Manuals
- Coordinate Project Manual efforts of all consultants
- Update and improve master specifications including specialized content for project type, regional conditions and/or sustainable content
- Maintain awareness of industry reference standards and resources

Required Skills/Abilities:

- Previous specification writing experience required
- Knowledge of building codes and construction techniques is essential
- Proficient in MS Office preferred
- Experience using Revit is preferred
- Knowledge of construction documents is required
- Experience using AutoCAD, Rhino and Sketchup preferred

Education and Experience:

- Bachelor of Architecture degree or Master of Architecture degree
- Minimum of 5 years of related industry experience required
- Architecture license preferred

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