



## Specifications Specialist Bostwick Design Partnership

### Company Overview

Bostwick Design Partnership is a full-service architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA and Miami, FL.

Staff are driven by the principles of **Design, Experience** and **Partnership**.

- We choose to make a meaningful and positive impact in our world through the act of **Design**.
- We shape architecture for its power to form the human **Experience**.
- We design for others and are fulfilled by creating **Partnerships** with our teams and clients.

We embrace and foster a culture of professionalism, business and financial accountability, and respect for the design process. We strive to benefit our clients, the public at large, and the natural and built environments.

### Position Summary

Full-time employee, preferably based in the Cleveland office, focusing on Specifications. A leadership role in developing and maintaining the foundation of technical support within the firm. Position encompasses creative problem solving and imagination in a work environment where design excellence is achieved through team collaboration.

### Primary Responsibilities

- Specifications support for all office locations.
- Report to and work in collaboration with other firm leadership, to deliver office-wide technical design guidance related to Specifications.
  - Provide support across multiple projects to obtain consistent and integrated technical design that meets the principles outlined above.
- Schedule and manage specification writing workload and production.
  - Proactively assist in establishing procedures and systems.
  - Participate in regular communications with leadership, beginning with daily check-ins.
  - Participate in firm-wide Project Manager team meetings to be aware of projects and staffing to allow for specification production.
- Develop, maintain, and manage specifications software, including office master specifications as the foundation of technical design decisions.
  - Function as the primary interface with Deltek eSpecs for Revit and transition to Deltek Specpoint cloud program, utilizing AIA Masterspec content.
  - Develop, maintain, and manage custom office master specification templates for major clients and project types.

## Specifications and Code Specialist

Bostwick Design Partnership

Page 2



### Secondary Responsibilities

- Collaborate with the office BIM software coordinator to implement integration of Deltek eSpecs for Revit and transition to Deltek Specpoint cloud program.
- Assist with O/A, and A/C Agreements (contracts), especially as they relate to Division 00 and 01 Sections.
- Advocate for and advance the firm's use of current and future software and technology in the delivery of our services.
  - Make software applications recommendations to firm leadership regarding specifications and code.
  - Explore and advocate for the potential of AI applications regarding specifications and code.

### Characteristics and Expected Behaviors

- Implement organizational and time management skills.
  - Support project business and financial goals in conjunction with firm leadership.
  - Participate in practices of lean project delivery.
- Desire and ability to learn current specification system: Deltek e-Specs for Revit including "Designer" program and the ongoing transition to Deltek Specpoint.
  - Develop working relationships with e-Specs for Revit and AIA Masterspec software teams.
- Maintain CSI membership. Obtain or maintain Certified Construction Specifier (CCS) and Construction Documents Technology (CDT) certification within 6 months of employment.
- Actively reach out to industry experts and resources outside the firm to support technical accuracy of specifications.
- Assist the project team in researching materials, systems, and applications as a fundamental aspect of project development.
- Work in a collaborative manner and proactively engage project teams.
- Train and mentor staff in specifications production, and materials selection.
- Encourage and implement progressive thinking and striving to embrace new systems and software as the profession evolves.
- Maintain strong interpersonal and written communication skills.
- Be assertive, tactful, respectful, and enthusiastic.
- Prioritize to meet deadlines in coordination with firm leadership.
- Travel outside of Cleveland for project/client responsibilities, and to the Erie, Pittsburgh, and Miami offices for in-house coordination and other activities is anticipated from time to time.
  - Occasional overnight trips may also be required.
  - The potential for remote virtual interactions can be explored.