



<b>Position</b>	<b>Specification Manager</b>
<b>Type</b>	Full-time, Salary
<b>Reports to</b>	Bryan Wahl, Partner
<b>Primary Location</b>	Cleveland, Ohio

#### 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 create architecture for its power to shape the human experience.
- We design for others and are fulfilled by creating partnerships with our teams and clients.

#### Position Summary

The firm is seeking a Specification Designer to be a leader in developing and maintaining the foundation of technical support within the firm. This person will encompass creative problem-solving skills and imagination in a work environment where design excellence is achieved through team collaboration.

#### Responsibilities

- Provide specifications support for all office locations.
- Align with firm leadership to support project business and financial goals while engaging in lean project delivery practices.
- Collaborate with firm leadership to offer office-wide technical guidance on specifications.
- Support multiple projects to ensure consistent and integrated technical design.
- Schedule and manage the workload and production of specification writing across multiple projects simultaneously.
- Help establish procedures and systems proactively.
- Join firm-wide Project Manager team meetings to stay updated on projects and staffing for specification production.
- Create and oversee custom office master specification templates for major clients and project types.
- Assist project teams with the coordination between Owner contracts and Division 00 and 01 sections of the project manual.
- Train and mentor staff in specifications production and materials selection.
- Actively seek out industry experts and external resources to ensure technical accuracy of specifications.
- Assist the project team with researching materials, systems, and applications as a key part of project development.
- Occasional travel for project / client responsibilities and visits to the Cleveland, Erie, Miami, and Pittsburgh offices for in-house coordination and other activities as needed.



#### Software Technology

- Develop, maintain, and manage specifications software, while collaborating with the office BIM software coordinator with the goal of integrating specifications and drawings.
- Encourage progressive thinking and embrace new systems and software as the profession evolves.
- Build working relationships with software teams such as: eSpecs for Revit, Specpoint, and AIA Masterspec.
- Investigate and advocate for the use of AI application in specifications.

#### Qualifications

- Bachelor's degree preferred (Architecture, Construction Management) or Certified Construction Specifier (CCS) / Construction Documents Technology (CDT) certification.
- Minimum 3 years' experience in writing and editing architectural building specifications.
- Familiarity with specification software preferred.

#### Characteristics

- Utilize strong organizational and time management skills.
- Demonstrate strong interpersonal and written communication skills.
- Be assertive, tactful, respectful, and enthusiastic.
- Prioritize tasks to meet deadlines in coordination with firm leadership.
- Collaborate effectively and engage proactively with project teams.

#### Equal Employment Opportunity Statement

Bostwick Design Partnership is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, religion, disability, national origin, or socioeconomic class.

#### Compensation and Benefits

This position offers a competitive salary and discretionary, performance-based bonuses. Benefits include health, dental, and vision insurance, 401(k) with employer matching, and paid time off.

**Interested candidates should submit resume to Damian Henri, Partner at [henrid@bostwickdesign.com](mailto:henrid@bostwickdesign.com).**