

## SENIOR SPECIFICATIONS WRITER JOB DESCRIPTION

 (469) 864-6546

 [info@jordanconsultants.com](mailto:info@jordanconsultants.com)

 200 Carlin Rd., Suite 120  
Mansfield, Texas 76063

### SENIOR SPECIFICATIONS WRITER

Location: Dallas-Fort Worth, Texas

Schedule: Hybrid | In-office, Monday– Thursday | Work from Home Friday

Salary: \$95,000 - \$120,000 annually

The Senior Specifications Writer is responsible for preparing, reviewing, coordinating, and managing complex construction specifications and Project Manuals for a wide range of project types.

This role plays a key part in the successful delivery of construction documents by ensuring specifications are technically accurate, coordinated with the design documents, and provide clear, buildable requirements for construction. The Senior Specifications Writer provides technical leadership, quality assurance, mentorship, and guidance to Specifications Writers and Specifications Coordinators while supporting the continued growth and technical excellence of Jordan Consultants.

Working under the direction of the Principals, the Senior Specifications Writer independently manages complex projects, coordinates project information across disciplines, performs technical reviews, assists with maintaining the firm's master specification library, and supports the development of consistent specification standards.

The ideal candidate demonstrates strong technical knowledge, sound judgment, attention to detail, and a commitment to delivering exceptional service to clients and project teams.

Jordan Consultants offers a collaborative and flexible work environment. This position is based in our Mansfield, Texas office, with regular in-office attendance as an essential function of the role.

Success in this position is measured by technical accuracy, document coordination, quality assurance, client service, leadership, mentorship, and the ability to successfully manage multiple complex projects.

### WHAT YOU'LL DO

As a Senior Specifications Writer, you will serve as a technical leader within Jordan Consultants by managing complex specification projects, mentoring team members, and advancing the quality and consistency of project documentation.

### PROFESSIONAL SPECIFICATIONS DEVELOPMENT

- Prepare and review project-specific construction specifications and Project Manuals.
- Develop specifications using BSD SpecLink Cloud and Microsoft Word-based specification systems based on client requirements.
- Read, interpret, and coordinate architectural and consultant drawings.

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- Coordinate specifications with drawings, consultant documents, Owner standards, and project-specific requirements.
- Prepare Division 00 and Division 01 specifications as assigned.
- Manage multiple complex projects while maintaining accuracy, consistency, and quality throughout all phases of design.

### TECHNICAL LEADERSHIP

- Analyze construction documents to identify coordination issues between drawings and specifications.
- Research building products, materials, assemblies, construction methods, applicable codes, and industry standards.
- Lead internal specification reviews and provide technical recommendations to improve project documentation.
- Provide technical guidance, training, and mentorship to Specifications Writers and Specifications Coordinators.
- Assist project teams with specification-related technical questions and coordination challenges.
- Support continuous improvement of the firm's specification processes and technical standards.

### QUALITY ASSURANCE

- Perform technical quality assurance reviews of specifications prepared by Specifications Writers.
- Review consultant specifications for coordination, completeness, and technical consistency.
- Review RFIs, substitution requests, shop drawings, product data, and submittals related to specification requirements.
- Coordinate specification revisions throughout all phases of design and construction.
- Assist with maintaining and improving the firm's master specification library under the direction of the Principals.

### CONSTRUCTION PHASE SUPPORT

- Assist clients and project teams with interpretation of specification requirements.
- Review construction phase documentation related to specifications as assigned.
- Participate in project coordination meetings and discussions as needed.
- Provide technical support throughout the construction phase.

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### POSITION RESPONSIBILITIES

The Senior Specifications Writer is responsible for the preparation, coordination, review, and quality assurance of project-specific construction specifications.

This position provides technical leadership within the specifications team through mentorship, quality reviews, knowledge sharing, and support of firm-wide technical excellence.

The Senior Specifications Writer does not have responsibility for establishing firm-wide technical policies, final approval of technical standards, developing owner master specifications, preparing manufacturer guide specifications, or leading strategic business development efforts unless specifically assigned.

Responsibility for firm-wide technical direction, master specification development, manufacturer guide specifications, and strategic initiatives remains with the Principals.

### REQUIRED QUALIFICATIONS

- Bachelor's degree in Architecture, Construction Management, Engineering Technology, Architectural Engineering, Building Construction, or a related discipline.
- Eight to ten years of experience preparing construction specifications.
- Current CSI Construction Documents Technologist (CDT) certification.
- Current CSI Certified Construction Specifier (CCS) credential or ability to obtain within one year of employment.
- Demonstrated experience preparing complete Project Manuals using CSI MasterFormat.
- Experience using BSD SpecLink Cloud and Microsoft Word-based specification systems.
- Ability to read, interpret, and coordinate architectural and consultant drawings.
- Strong understanding of building systems, construction materials, construction methods, applicable codes, and industry standards.
- Excellent technical writing, editing, organizational, communication, and leadership skills.
- Ability to independently manage multiple complex projects while maintaining quality and deadlines.

### PREFERRED QUALIFICATIONS

- LEED Accredited Professional (LEED AP) or other advanced sustainability credential.
- Experience performing technical quality assurance reviews.
- Experience mentoring and developing Specifications Writers and Specifications Coordinators.
- Experience preparing Division 00 and Division 01 specifications.
- Experience reviewing RFIs, substitution requests, shop drawings, product data, and submittals.
- Experience preparing specifications for multifamily, commercial, healthcare, government, higher education, hospitality, aviation, industrial, or mission critical projects.

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### PROFESSIONAL DEVELOPMENT AND CREDENTIALS

Jordan Consultants is committed to technical excellence and continued professional growth. Senior Specifications Writers are expected to:

- Maintain active CSI Construction Documents Technologist (CDT) and CSI Certified Construction Specifier (CCS) credentials.
- Obtain the LEED Green Associate (LEED GA) credential within one year of employment if not already held.
- Continue professional development toward a LEED Accredited Professional (LEED AP) credential or another firm-approved advanced sustainability credential.
- Participate in CSI and other professional organizations.
- Complete continuing education necessary to maintain professional credentials and expand technical expertise.

### CAREER DEVELOPMENT

The Senior Specifications Writer role is a technical leadership position focused on delivering high-quality specifications, supporting project teams, and contributing to the continued advancement of Jordan Consultants' technical standards.

Employees in this role are expected to demonstrate leadership, technical expertise, mentorship, initiative, and a commitment to continuous improvement.

Additional leadership opportunities are based on demonstrated technical excellence, leadership ability, professional growth, business needs, and continued contributions to the firm.

### PERFORMANCE EXPECTATIONS

A successful Senior Specifications Writer:

- Produces technically accurate, coordinated, and buildable construction specifications.
- Successfully manages complex projects while maintaining exceptional quality and consistency.
- Provides thoughtful technical guidance and mentorship to Specifications Writers and Specifications Coordinators.
- Performs detailed quality assurance reviews that improve project documentation.
- Identifies and resolves coordination issues between drawings and specifications.
- Supports the maintenance and improvement of the firm's master specification library.
- Communicates professionally and effectively with clients, consultants, manufacturers, contractors, and project teams.
- Demonstrates leadership, professionalism, initiative, reliability, and a commitment to technical excellence.

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### WHY JORDAN CONSULTANTS?

Although we've been serving the AEC industry for more than 20 years, our culture still feels like a growing startup. We're a small, collaborative team where everyone is hands-on, ideas are welcomed, and every person has the opportunity to make a real impact.

In this role, you'll work directly with our President and collaborate with every department across the company. You'll have the autonomy to shape processes, contribute new ideas, and help define how this position grows alongside our business.

### BENEFITS

We believe in investing in our team through competitive benefits, professional development, and work-life flexibility.

Benefits include:

- Hybrid work schedule
- 80% employer covered medical, dental, and vision insurance
- Flexible time off
- Paid family leave
- Community volunteer time
- Annual performance bonus opportunities
- Flexible Spending Account and Health Savings Account options
- Short term and long term disability coverage
- Paid training, continuing education, and professional certifications
- Retirement and pension planning support
- Additional benefits as our company continues to grow

### WHO YOU ARE

You'll thrive at Jordan Consultants if you:

- Are a self-starter who enjoys taking initiative.
- Love building systems and creating organization.
- Are exceptionally detail-oriented and highly organized.
- Enjoy wearing multiple hats in a collaborative environment.
- Are comfortable reaching out to clients, architectural firms, and industry partners.
- Take pride in improving processes and finding better ways to work.
- Want to help build something meaningful rather than simply maintain existing systems.