

SPECIFICATIONS WRITER JOB DESCRIPTION

 (469) 864-6546

 info@jordanconsultants.com

 200 Carlin Rd., Suite 120
Mansfield, Texas 76063

SPECIFICATIONS WRITER

Location: Dallas-Fort Worth, Texas

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

Salary: \$80,000 - \$88,000 annually

As a Specifications Writer, you will prepare, coordinate, and edit construction specifications and Project Manuals for a variety of project types while working under the guidance and technical direction of Senior Specifications Writers.

The Specifications Writer plays an important role in the successful delivery of construction documents by producing clear, coordinated, accurate, and project-specific specifications that communicate design intent and support successful project outcomes.

Working as part of the Jordan Consultants technical team, the Specifications Writer develops project specifications, coordinates information between drawings and consultant documents, researches building products and materials, and assists with the preparation of complete Project Manuals.

This position is responsible for independently preparing assigned project specifications while utilizing established company standards, procedures, and technical guidance from Senior Specifications Writers. The Specifications Writer supports project delivery through attention to detail, organization, technical growth, and collaboration with internal teams, clients, consultants, and project partners.

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, organization, communication, sound judgment, attention to detail, and the ability to successfully manage multiple projects while following established company standards.

WHAT YOU'LL DO

As a Specifications Writer, you will prepare, coordinate, and develop project-specific construction specifications and Project Manuals while collaborating with Senior Specifications Writers to deliver accurate, coordinated, and buildable project documents.

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PROJECT SPECIFICATIONS DEVELOPMENT

- Prepare project-specific construction specifications using BSD SpecLink Cloud and other specification platforms, including Microsoft Word-based systems, based on client requirements.
- Prepare complete Project Manuals for assigned projects.
- Edit and develop specifications using company master specification sections under the direction of Senior Specifications Writers.
- Coordinate specifications with architectural drawings, consultant documents, Owner standards, and project-specific requirements.
- Prepare outline specifications, drawing sheet specifications, short-form specifications, and complete Project Manuals as required.
- Coordinate Division 00 and Division 01 specifications as assigned.
- Manage assigned projects while maintaining accuracy, organization, and quality throughout all phases of design.

TECHNICAL COORDINATION

- Review architectural and consultant drawings for coordination with specifications.
- Identify conflicts, omissions, and inconsistencies between drawings and specifications and coordinate solutions with Senior Specifications Writers.
- Research building products, materials, assemblies, construction methods, and applicable industry standards.
- Evaluate manufacturers and assist with product research and recommendations.
- Coordinate with architects, engineers, manufacturers, consultants, and project teams throughout the design process.
- Participate in project meetings and coordination discussions as assigned.

QUALITY ASSURANCE

- Perform quality control reviews of assigned specifications prior to project issuance.
- Coordinate specification revisions throughout all phases of design.
- Review consultant specifications for formatting, coordination, and project consistency.
- Maintain organized project specification files and documentation.
- Incorporate technical review comments and feedback from Senior Specifications Writers to continuously improve specification quality.

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CONSTRUCTION PHASE SUPPORT

- Assist project teams with interpretation of specification requirements during construction.
- Review RFIs, substitution requests, product data, and submittals related to specification requirements as assigned.
- Support project teams by providing specification-related information throughout the construction phase.

POSITION RESPONSIBILITIES

- The Specifications Writer is responsible for the preparation, coordination, and quality of project-specific construction specifications and Project Manuals.
- This position supports the firm's technical standards by applying established processes, incorporating technical feedback, and continuing to develop specification expertise.
- The Specifications Writer does not have responsibility for maintaining or modifying the firm's master specifications, developing owner master specifications, establishing company technical standards, performing final technical approval, or supervising technical staff unless specifically assigned.
- Responsibility for firm-wide technical direction, master specification development, technical standards, and final technical review remains with Senior Specifications Writers and firm leadership.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Architecture, Construction Management, Engineering Technology, Architectural Engineering, Building Construction, or a related discipline.
- Minimum three to five years of experience preparing construction specifications.
- Current CSI Construction Documents Technologist (CDT) certification.
- Actively pursuing the CSI Certified Construction Specifier (CCS) credential.
- Demonstrated experience preparing Project Manuals using CSI MasterFormat.
- Experience using BSD SpecLink Cloud and Microsoft Word-based specification systems.
- Working knowledge of building systems, construction materials, construction methods, applicable codes, and document coordination.
- Proficiency in Microsoft Word, Adobe Acrobat Pro, Bluebeam Revu, Microsoft Office, and electronic document management software.
- Strong technical writing, editing, organizational, and communication skills.
- Ability to manage multiple projects while meeting deadlines and maintaining quality.

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PREFERRED QUALIFICATIONS

- Experience preparing specifications for multifamily, commercial, healthcare, government, higher education, hospitality, aviation, industrial, or mission-critical projects.
- Experience preparing Division 00 and Division 01 specifications.
- Experience reviewing shop drawings, substitutions, RFIs, and submittals.
- Experience coordinating specifications with consultant disciplines.
- Knowledge of sustainability requirements, including LEED, Green Globes, WELL, or similar building rating systems.

PROFESSIONAL DEVELOPMENT AND CREDENTIALS

Jordan Consultants is committed to technical excellence and professional development. Specifications Writers are expected to:

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

CAREER DEVELOPMENT

The Specifications Writer position is a technical role focused on preparing, coordinating, and improving project-specific construction specifications.

Employees in this role are expected to continue developing technical expertise, project management skills, and professional judgment while working collaboratively with Senior Specifications Writers and project teams.

Growth into additional responsibilities is based on demonstrated technical competency, consistent performance, professional development, business needs, and the ability to successfully manage increasingly complex projects.

PERFORMANCE EXPECTATIONS

A successful Specifications Writer:

- Produces technically accurate, coordinated, and project-specific construction specifications.
- Develops complete and professionally prepared Project Manuals.
- Applies company standards and quality procedures consistently.

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- Coordinates specifications effectively with drawings, consultant documents, Owner standards, and client requirements.
- Demonstrates sound technical judgment and knows when to seek guidance from Senior Specifications Writers.
- Receives and incorporates technical feedback to improve specification quality and performance.
- Successfully manages multiple projects while meeting deadlines and maintaining accuracy.
- Communicates professionally with clients, consultants, manufacturers, contractors, and team members.
- Demonstrates professionalism, initiative, dependability, and a commitment to continuous technical growth.

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

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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.