

**AKRON METROPOLITAN HOUSING AUTHORITY**

**Job Title:** Specification Writer  
**Reports to:** Construction Director  
**Department:** Construction  
**Date:** April, 2002  
**FLSA Status:** Non-exempt

**General Purpose:**

Coordinate and write technical specifications for bidding and obtain pricing for labor and materials in order to let contracts for construction work, installations, equipment, service and maintenance for the improvement and maintenance of properties.

**Essential Duties and Responsibilities:**

- 75% Research, compile and write complete bid specification and prepare technical portion of specifications package in accordance with established practices and procedures to bid contract work. Obtain appropriate approvals.
- 5% Visit work sites to collect appropriate information to incorporate into specifications. Review damage and specify work requirements.
- 5% Prepare job reports, projected budgets, cost estimates for annual maintenance contracts, and other reports. Track and monitor maintenance contract files and expenses. Input current contract data in database.
- 5% Assist in obtaining quotes for labor, material, and equipment. Place final orders and route to purchasing department.
- 5% Assist in coordinating, scheduling and monitoring contract work and work projects.
- 5% Miscellaneous:
  - Assign and log ID numbers for equipment and tools
  - Compile change order documents for current contracts
  - Track W/O's for current contracts
  - Maintain files, drawings, and other documents
  - Validate invoices
  - Other duties as assigned

**Minimum Qualifications, Education and Certifications:**

High school graduation and one to two years experience in construction, technical specification writing or related experience. Demonstrated proficiency with computers and computer software.  
Must have valid Ohio driver's license and be insurable under AMHA policy.

**Physical Requirements.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

**Working Conditions.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment, with occasional field work and exposure to the elements.

**Employee Understanding:**

The above job description was received, read and understood by me.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**