



MHTN  
ARCHITECTS

## Architectural Specification Writer

MHTN Architects in Salt Lake City is seeking an Architectural Specification Writer with 8+ years of experience. MHTN is a 75-person design firm specializing in the planning and design of K-12 Education, Higher Education, Healthcare, Corporate, Civic and Religious projects with decades of experience in-state and regionally, as well as across the nation and overseas. As a firm, we operate around core values of design, respect, client service, empowerment, accountability, teamwork, environmental responsibility, technical expertise, and community service. MHTN offers a collaborative work environment that promotes professional growth and advancement. We seek team members who have a passion for designing built environments and self-motivated contributors that will embrace and expand our culture.

We are searching for candidates who are well organized, creative, forward thinking, detail oriented and work effectively in a collaborative team environment while also working autonomously.

### Duties and Responsibilities for Architectural Specification Writer:

- The position will require a membership and affiliation as a CSI Certified Construction Specifier (CCS) preferred.
- Established experience in the production of Outline Specifications, Design Development and Construction Document Specifications.
- Knowledge in product research, updating of office master specification, updating of technical library and communication with product representatives.
- Experience in writing specifications with e-SPECS software with Masterspec, or demonstrates a technical aptitude and willingness to learn the software. The Specifications Writer will be responsible to collaborate and help train Project Managers on how to use e-SPECS and generate the initial specification from a checklist.
- Experience and understanding of engineering systems, equipment, technology requirements, detailing and how they relate to construction.
- Experience with necessary codes and regulatory standards.

Position offers a competitive compensation package including vacation, personal leave, flexible work hours, health and 401k benefits.

Interested candidates are asked to submit employment history, professional and client references, and resumes to Linda Kruse ([linda.kruse@mhtn.com](mailto:linda.kruse@mhtn.com)).

MHTN Architects Inc. is an Equal Opportunity Employer