

VTA's BART Silicon Valley Phase II Extension JOB REQUISITION: SPECIFICATION COORDINATOR

PRIMARY RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

- Develop and produce technical contract specifications for multidisciplinary Design-Bid-Build and Design-Build construction contracts in accordance with the project specific quality requirements.
- Provide technical support throughout the bid-evaluation-award phase to interpret, clarify, and update specifications as necessary.
- Provide review comments on design submittals to maintain consistency throughout contract documents.
- Develop and maintain revision-controlled master specification library.
- Present and answer questions on project specifications at project and program meetings.
- Assist in the preparation of program specification procedures and guidelines.
- Provide training in specification writing to others as required.
- Work in concert with project managers, design team and client to ensure appropriate application of contract specifications.

REQUIRED QUALIFICATIONS:

- 8+ years of experience compiling, reading, interpreting, and applying construction specifications for large to mega transit projects
- Strong background in a project construction and/or design environment
- Must possess strong written and oral communication skills.
- Proficiency in MS Office and SharePoint

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Science, Engineering or Construction Management