



Position Title: Officer Specification Writer

Position Description:

Act as representative for all disciplines preparing Specifications and or Technical literature.

Responsibilities:

- 1) Promote the use of CSC documents and formats to encourage uniform, clear and concise specifications
- 2) Give guidance to the Chapter Executive
- 3) Co-ordinate activities with Professional Developments Education Committee
- 4) Liaise with the local Construction Association
- 5) Keep finger on the pulse of new industry documentation such as CCDC, latest Building, Codes, etc
- 6) Liaise with the RSW Subcommittee for updates and activities that promote the CSC quality of specification writing and language

Range for expected Time Commitment: 4 to 6 hours per month