

HARDWARE SPECIFICATION WRITER

DEFINITION

Prepares finish hardware specification lists for school projects and checks finish hardware lists submitted by contractors for compliance with specifications and school building codes.

TYPICAL DUTIES

- Reviews, corrects, approves, and distributes finish hardware lists submitted by commissioned architects and contractors for compliance with District standards and prepared finish hardware specifications.
- Interprets applicable building, life-safety, handicap, fire, and State codes for contractors, public agency, and District personnel.
- Advises commissioned architects, hardware consultants, and building specification writers in the preparation of finish hardware specifications; and reviews and corrects subsequent design submittals.
- Prepares finish hardware specifications for projects designed by District employees.
- Makes field surveys of existing sites to establish finish hardware lists and specifications for alteration and improvement projects.
- Advises construction inspectors as to compliance of hardware-installation work with contract documents, specifications, and applicable school building codes.
- Establishes room numbering for new schools and for all building additions.
- Plans and prepares the keying for new schools and all building additions.
- Researches and arranges for testing new products and, upon completion of testing, is responsible for their approval or rejection.
- Occasionally inspects the finish hardware installed in new construction, alteration, improvement, and/or rehabilitation projects in order to advise construction inspectors on compliance problems.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Hardware Specification Writer prepares finish hardware specifications and reviews and approves finish hardware lists submitted by contractors.

A Hardware Supervisor plans, assigns, and is responsible for the locksmith activities throughout District.

A Hardware Inspector inspects finish hardware installations and advises the responsible Construction Inspector and contractor on conflicts with plans, specifications, and applicable codes and ordinances.

SUPERVISION

General supervision is received from the Hardware Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Quality, function, and characteristics of various types of finish and electronic hardware, including locks and locking devices used in school building construction
- Metal finishes and hardware installation methods
- Applicable life-safety, handicap, and building codes
- Applications and types of doors and frame construction

Ability to:

- Read and interpret architectural plans and drawings
- Prepare hardware specifications and select appropriate hardware
- Inspect newly installed finish hardware for compliance with standards and specifications
- Establish key systems for buildings
- Work effectively with administrators and other District personnel, contractors, and others

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency preferably supplemented by training in architecture and engineering.

Experience:

Three years of experience in writing building hardware specifications.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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