

Specifications Writer

Port Authority is seeking a Specifications Writer to be responsible for specification development activities related to the procurement of parts, equipment, vehicles and services as required to support operations of Authority fleet, facilities, systems and related infrastructure. Researches, writes and develops specifications for bidding and coordinates the bid process with the Purchasing & Materials Management Department.

Essential Functions:

- Schedules, reviews and updates existing technical specifications for annual recurring procurement items to ensure compliance with actual needs and applicable codes, standards and regulations. Coordinates this work with the user department.
- Meets with end user group to define specific products, materials or equipment desired and develops or assists in the development of new technical specifications for annual recurring items and other items, as required. Writes specifications, or reviews specifications written by others, to ensure standardization of procurement process and maximize specification effectiveness in obtaining the best product for the least cost in the appropriate quantity.

Job requirements include:

- Associate Degree in mechanical, electrical or related technology fields.
- Minimum of five (5) years of experience in preparing technical documents including developing and writing technical specifications.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows and Microsoft Word and Excel.
- Excellent technical writing skills.
- Valid PA driver's license.

Preferred attributes:

- Experience in the procurement process.
- Experience reading design drawings.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

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EOE