

## SUPERVISING ACCESS COMPLIANCE SPECIALIST

### DEFINITION

Supervises and participates in the District's Access Compliance activities, and provides technical Americans with Disabilities Act (ADA) code compliance quality assurance/quality control and oversight during the design and construction phases on multiple new and existing facilities projects.

### TYPICAL DUTIES

Supervises and coordinates the work of Facilities Access Compliance Specialists and other technical Access Compliance Unit personnel inclusive of providing field observation progress reports of electronic accessibility surveys, performance evaluations, guidance, and Access Compliance Unit (ACU) team resource assessments.

Reviews the accessibility surveying teams' field survey work product for consistency, accuracy and efficiency.

Reports deviations from electronic surveying protocols and coordinates issue resolution.

Provides technical advice and support to construction project management staff and District staff on accessibility code matters for compliance with Title 24 of the California Building Code (CBC) of Regulations, Federal, State, District and departmental standards, and related DSA procedures and protocols.

Reviews and finalizes ADA transition plan reports. Reviews cited architectural barriers, photographs, job files, and any written correspondence for compliance with applicable Federal, state, municipal, and District policies, procedures, and requirements.

Interfaces with District staff on matters relating to the accessibility inspection of the District's existing facilities and construction projects, and matters relating to accessibility requirements of District construction projects, barrier removals, and ADA program accessibility.

Coordinates administrative action pertaining to access compliance segments of project completion and closeout.

Performs review of documents including construction documents for conformance to applicable accessibility codes/standards, requests for rapid access program accessibility, requests for accommodations for students or community members with disabilities, transition plan accessibility surveys, architectural barrier lists, non-conforming items lists, punch lists, mileage statements, and time reports for accuracy.

Reviews plans, job estimates, job start documents, and creates estimates for access compliance services.

Coordinates responses to legal issues and requests for information.

Collaborates with architects and engineers on access compliance issues impacting multiple projects.

Trains and evaluates subordinates, assigns projects or tasks, and follows up to ensure completed staff work.

Addresses inquiries regarding status of accessibility issues on maintenance or construction projects.

Resolves issues related to service charges and corresponding funding sources.

May assist in providing design reviews as requested for conformance with codes.

May coordinate with external agencies on access compliance matters.

May act as Inspector of Record on specific projects.

May represent the Facilities Access Compliance Manager at meetings or events in his/her absence.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Access Compliance Specialist supervises and coordinates the work of Facilities Access Compliance Specialists and assists the Facilities Access Compliance Manager in the daily management of Access Compliance Unit staff and with the quality review and preparation of documents processed by the ACU.

The Facilities Access Compliance Manager manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the surveying, design and construction phases on multiple projects.

A Facilities Access Compliance Specialist provides technical ADA code compliance support during the surveying, design and construction phases on multiple new construction and existing facilities projects. In addition, it also provides access compliance expertise to assist schools with accessibility accommodation requests.

## SUPERVISION

General direction is received from the Facilities Access Compliance Manager. Supervision is exercised over Facilities Access Compliance Specialists and other ACU personnel. Technical direction is given to architects, engineers, contractors, and other project-related staff.

## CLASS QUALIFICATIONS

### Knowledge of:

The Americans with Disabilities Act (ADA) and Title 24 of the California Building Code (CBC)  
The Architectural Barriers Act (ABA), the Unruh Civil Rights Act, and Section 504 and 508 of the Rehabilitation Act, and The Individuals with Disabilities Education Act (IDEA)  
School design and construction processes including contract administration  
Professional service agreements, bidding documents, and contractual requirements applicable to public works access compliance projects  
Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures  
Construction, schedule management, budgeting, Division of the State Architect (DSA) coordination and process, and project finalization (certification) requirements.  
Principles of organization, management and supervision  
Current software technologies utilized to survey access compliance of facilities  
Computer Aided Facilities Management (CAFM) systems

### Ability to:

Effectively solve conflicts  
Analyze situations, identify problems, and recommend solutions  
Plan, coordinate, and provide leadership in the construction of access compliance construction projects and the surveying of architectural barriers, as part of transition planning  
Provide effective delegation of multiple operations and evaluate operational effectiveness of contractors  
Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets  
Compile and analyze complex data  
Prepare clear and concise written communications in order to support and explain decisions and recommendations

Conduct meetings and provide effective leadership to the construction project members  
Perform and utilize electronic access compliance surveys  
Detect errors and discrepancies in accessibility surveys and ensure consistency  
Work effectively with architects, engineers, District employees, contractors, project managers,  
and construction managers  
Communicate effectively, both orally and in writing

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip,  
pull, and safely lift and carry items weighing up to 50 pounds  
Ability to work safely in confined spaces and uneven surfaces, and at heights  
Ability to work in extreme temperatures and adverse weather conditions

## ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A degree in architecture, engineering, construction management or a closely related field is preferable. Additional qualifying experience may be substituted for the required education on a year for year basis. A valid certification as a Certified Access Specialist (CASp) by the Division of the State Architect is highly preferable.

Experience:

Four years of combined experience in providing Americans with Disabilities Act (ADA) compliance or access compliance support in the construction of multiple public or educational facilities and public works projects which includes application of State and federal accessibility laws, codes, and regulations; surveying existing conditions for compliance; recommending corrective actions or acceptance based on best case solutions, or working with administrators on accessibility requests and providing accommodation solutions. Experience in a lead or supervisory capacity is preferred.

Special:

A valid California Driver License.  
Use of an automobile.

The following certifications are preferred:

Certification as a Class 1, 2, or 3 Project Inspector credentialed by DSA  
Certification(s) as a special inspector as identified in Title 24, Part I, California Code of Regulations (C.C.R.)  
Certification as an Accessibility Inspector/Plans Examiner credentialed by the International Code Council (ICC).  
Certification as a Certified Access Specialist (CASp) by the Division of the State Architect.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
08-10-15  
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