

FACILITIES ACCESS COMPLIANCE MANAGER

DEFINITION

Oversees and manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects and providing technical expertise to assist schools with accessibility accommodation requests.

TYPICAL DUTIES

- Represents the Facilities Access Compliance Unit and other facilities departments on accessibility related issues including the improvement and/or implementation of accessibility protocols on new construction and existing facilities projects.
- Establishes strategies to execute work and manages the overall program budget and program schedule to meet the District's program objectives.
- Supervises staff in the development and execution of access compliance program objectives.
- Supervises staff in the performance of site accessibility surveys during the design phase as requested and makes recommendations for implementation which includes planning, supporting project delivery methods, scheduling, budgeting, coordination, and closeout of the project with the Division of State Architect (DSA).
- Provide design reviews as requested for conformance with codes.
- Coordinates with District's General Counsel on all matters associated with deliverables in support of Facilities Services Division's access compliance requirements.
- Coordinates with the ADA Compliance Administrator on meeting program objectives and policy and procedural matters related to the requirements of the District's Self-Evaluation and Transition Plan.
- Assists project team members in bid analysis, pre-construction meetings and related contract award requirements.
- Coordinates with project team members, architects, and contractors in communicating directives to ensure the project scope is built to meet ADA code and contract requirements.
- Responsible for preparing and writing a variety of reports on accessibility assessments and recommendations in statistical, graphic and narrative form.
- Plans, organizes, directs and reports on project activities and progress to upper management.
- Assists higher level project team members with administration of provisions of Professional Service Agreements between architects and the District.
- Performs duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower-level personnel.

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.

SUPERVISION

Administrative direction is received from a Deputy Director of Project Execution. Supervision is exercised over Supervising Access Compliance Specialists and other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- The Americans with Disabilities Act and Title 24 of the California Building Code
- 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 processes, and project finalization (certification) requirements.
- Principles of organization, management and supervision
- Current software technologies utilized to survey access compliance of facilities
- Construction project/team scheduling
- Computer Aided Facilities Management (CAFM) systems

Ability to:

- 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 site accessibility surveys

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or construction management or closely related field.

Or

Graduation from a recognized college or university with a bachelor's degree and a valid certification as a Certified Access Specialist (CASp) by the Division of the State Architect.

Experience:

Seven 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 public administrators on accessibility requests and providing accommodation solutions. Experience in a lead or management capacity is preferred.

Special:

A valid California Driver License.
Use of an automobile.

The following certifications are preferable:

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)

A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers

A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

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 the 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.

Revised
11-21-19
LV