

## FACILITIES ACCESS COMPLIANCE SPECIALIST

### DEFINITION

Provides technical Americans with Disabilities Act (ADA) code compliance support during the design phase and construction phases on multiple new construction and existing facilities projects. Also, provides access compliance expertise to assist schools with accessibility accommodation requests under the direction of the Facilities Access Compliance Manager.

### TYPICAL DUTIES

- Supports and participates in the development and execution of access compliance program objectives inclusive of performing electronic site accessibility surveys and providing recommendations for implementation of recommended corrective action work and assembling the surveys for execution which includes planning and providing technical construction support and verification of completed work.
- Provides site accessibility surveys which require recommendations for accessibility improvements to Design Management during design phase.
- Provides design reviews as requested for assurance of conformance with codes.
- Assists project team members in bid analysis, pre-construction meetings and related contract award coordinating requirements.
- Provides technical ADA compliance support for new construction and existing facility projects.
- Works with the Architect during the construction phase of projects for timely and accurate responses to requests for information as requested by the project team.
- Coordinates with project team members and contractors in communicating directives and ensuring the project scope is built in accordance with all applicable Americans with Disabilities Act (ADA) codes and contract requirements.
- Assists in managing project budgets and schedule in accordance with District's policies and procedures.
- Prepares or assists in compiling and writing a variety of reports including responses to accessibility requests and recommendations in statistical, graphic and narrative form.
- Coordinates meetings between site administrators, school personnel, parents, and community representatives as needed to review barrier removal requests and provide written recommendations for corrective action work as required.
- Assists with the development of standards and specifications used for training to improve the new construction and existing facilities access compliance program.
- 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

A Facilities Access Compliance Specialist provides technical ADA code compliance support during the design phase 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.

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 ADA code compliance support during the design and construction phases on multiple projects.

## SUPERVISION

Administrative direction is received from the Facilities Access Compliance Manager. Technical direction is given to the architect, contractor, and other project-related staff. Supervision may be received from a Supervising Access Compliance Specialist.

## CLASS QUALIFICATIONS

### Knowledge of:

- The Americans with Disabilities Act and Title 24 of the California Building Code
- 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, and budgeting, and Division of the State Architect (DSA) coordination and process.
- Principles of organization and management
- Current software technologies utilized to survey access compliance of facilities
- 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 or architectural barriers, as part of transition planning
- Provide effective delegation of multiple operations and evaluate operational effectiveness of contractors
- 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
- Compile and analyze complex data
- Perform and utilize electronic site accessibility surveys

### 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 25 pounds

## 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. Additional qualifying experience may be substituted for the required education on a year for year basis, provided that graduation from high school, or evidence of equivalent educational proficiency is met.

### 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 surveying existing conditions for compliance and recommending corrective actions or acceptance based on best case solutions; or working with school administrators on student accessibility requests and providing accommodation solutions.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

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. 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.

Revised  
02-22-18  
LKD

Updated  
08-05-25  
Transportation  
Language Only