

Qualifications, Job Requirements, Responsibilities, and Essential Functions

ADA Facility Assessment "Surveyor" **Technical II (Intermediate Lead) - Requirements**

1. Qualifications

- A. ADA experience and expertise is a significant plus
- B. **Computer knowledge and skills**
- C. Architectural, construction, or facility management training &/or experience is a significant plus
- D. College degree is a plus. Architecture, construction, or facility-related degree is a significant plus
- E. CASp, RAS, ADAC, NAADAC PA, or ICC accessibility certifications are a significant plus
- F. ADA survey experience with ETA BMS is a plus
- G. **Good reasoning skills**
- H. **Excellent memory for procedures and surveying techniques**
- I. **Problem solving abilities**
- J. **Communication abilities**
 - 1. **Good written and verbal skills**
 - 2. **Legible handwriting and sketching**
- K. **Personality Characteristics**
 - 1. **Detail Oriented**
 - 2. **Follows directions accurately, carefully, and thoroughly - consistently**
 - 3. **Performs many routine tasks repetitively in different locations and circumstances**
 - 4. **Pursues perfection**
 - 5. **Innately self-checking**
 - 6. **Meets deadlines**
 - 7. **Enjoys learning, committed to personal professional development**
 - 8. **Can travel and work well with team members and alone**
 - 9. **Appropriately applies learning in new situations**
 - 10. **Adapts to changing technology**
 - 11. **Embodies professionalism to clients, lawyers, facility managers, architects, contractors, et al.**
 - 12. **Personal desire to serve our clients and their users more than self-interests**
 - 13. **Committed to the professional development and success of other team members**
- L. **Must be able to pass security background checks for work in educational, medical, and government facilities**
- M. **Must be able to pass annual and random drug tests**
- N. **Must be legally able to work in the US**

2. Job Requirements

- A. **Responsibility**
 - 1. **Initial learning phase requires following instructions without full understanding**
 - 2. **Learning and complying with ETA methods and systems**
 - 3. **Absorbs information, gains insight, and practices applying it appropriately under varied circumstances**
 - 4. **Recognizes limitations of personal knowledge and asks questions when appropriate**
- B. **Flexibility**
 - 1. **Daily changes to activities**
 - 2. **Learn to manage multiple changes to travel schedule**
 - 3. **Some changes are last minute or on the fly**
 - 4. **Adapts to changes in survey procedures - integrates those with other procedures**

- C. Physical activity demands, including:
 - 1. **Taking photos, sometimes at ground level & overhead**
 - 2. **Bending & stooping repetitively (e.g. to pick up slope meters on a route or in a parking space)**
 - 3. **Arranging items for photos (such as tape measures, slope meters, cones, & signs)**
 - 4. **Carefully placing & balancing tape measures in various locations including overhead & on the floor**
 - 5. Etc. (see ADA Surveyor essential functions)
 - 6. **Carrying computer, surveying tools, equipment, and sometimes a survey cart up and down stairs**
- D. Surveys in possible extreme weather conditions (hot, cold, rain, snow etc...)
- E. Extensive travel
 - 1. **Travel to/from survey destinations nationwide**
 - 2. **Some clients have multiple destinations requiring travel from site to site**
 - 3. **Some require traveling on survey days**
 - 4. **Days could potentially be 10-14 hours long**
- F. Prolonged time in the field
 - 1. **Typical production schedule: two weeks on the road and one week back home or in the office**
 - 2. **Weekend travel is often required**

3. Responsibilities

- A. **Survey all areas required**
- B. **Create barriers with details in the field**
- C. **Solve barriers in the field**
- D. **Verify ALL existing conditions and document in appropriate barriers**
- E. **Confirm ALL photos of barriers by reviewing all photos before leaving site for clarity and content**
- F. **Creatively solve difficult architectural barriers**
- G. End of day process
 - 1. **Proof barriers (verifying all data codes, existing conditions, units, costs for exterior barriers, insert photos and scanned drawings)**
 - 2. **Approve barriers**
 - 3. **Answer QC comments from previous day's barriers**
- H. **Verify facility profile is available in HCL Notes before arriving on site**
- I. **Travel planning (often with survey partner(s))**
- J. **Sometimes serve as liaison between ETA & client representatives, summarize findings, & answer ADA questions**

Frequency Codes:

Never	at no time or on any occasion; not a required function
Rarely	not very often; seldom required function
Occasionally	at infrequent or irregular intervals; function every now and then
Frequently	regularly or habitually; often performed function
Constantly	continuously over a period of time; consistently performed function

Part 1: Physical Demands**Moving Objects**

Lifting or carrying up to 10 lbs.	Constantly	Pushing or pulling up to 5lbs.	Frequently
Lifting or carrying up to 25 lbs.	Frequently	Pushing or pulling up to 10lbs.	Frequently
Lifting or carrying up to 50 lbs.	Occasionally	Pushing or pulling up to 20lbs.	Frequently
Lifting or carrying up to 100 lbs.	Rarely	Pushing or pulling up to 40lbs.	Occasionally
Lifting or carrying over 100 lbs.	Never	Pushing or pulling over 40lbs.	Rarely

Activity

Standing	Constantly	Bending	Frequently
Walking	Constantly	Crouching	Frequently
Sitting	Frequently	Crawling	Rarely
Repetitive movement	Occasionally	Pinching or retrieving	Frequently
Keyboard work	Constantly	Awkward postures	Occasionally
Forceful hand grasp	Occasionally	Use of tools	Constantly
Seeing	Constantly	Hearing	Constantly
Reading	Constantly	Speaking clearly	Constantly

Climbing and Balancing

Ladders	Never	Stairs	Frequently
Ramps	Frequently	Heights	Rarely

Reaching and Use of Arms

Reaching (shoulder or below)	Constantly	Reaching with objects	Constantly
Over shoulder reaching	Frequently		

Part 2: Attendance

Ability to maintain a regular work schedule	Constantly
Punctual & dependable during team work hours	Constantly

Regular work schedule for this position

In office	5 days per week, 8 hours minimum per day - some flexibility
On the road	5-6 days per week, typically 8-12 hours per day, two weeks per trip, one week back

Part 3: Mental Demands

Problem Solving	Constantly	Analyzing	Constantly
Adequate Concentration	Constantly	Interpersonal Communication	Constantly
Comprehending	Constantly	Focusing	Constantly
Prioritizing	Constantly	Decision Making	Frequently
Learning	Constantly	Judgment	Frequently
Emotional Regulation	Frequently	Orientation	Constantly
Ability to take correction	Frequently	Ability to take directions	Constantly
Frustration Tolerance	Frequently	Stress Tolerance	Constantly

Part 4: Occupational Exposures

Environment

Indoors	Frequently	Outdoors	Frequently
Extreme heat	Rarely	Extreme cold	Rarely
Fast paced	Constantly	Office Configuration	<i>Cubicles</i>

Operation of

Motor Vehicles	Frequently	Machinery	Never
Power Tools	Never	Computers	Constantly
Survey Tools	Constantly	Portable Electronic Devices	Frequently

Essential Functions Analysis (bold above)

The primary job duties of a position are those duties that are critical to the position and are the primary reasons for which the position exists. Essential functions and job requirements are the physical and mental demands that an employee must be able to perform, with or without reasonable accommodation, in order to accomplish the primary job duties. A primary job duty is one that, if the employee were unable to perform that duty, it would fundamentally alter the position.