

**Qualifications, Job Requirements, Responsibilities, and Essential Functions**

**ADA Facility Assessment "Surveyor" **Technical III (Advanced Lead)** - Requirements**

**1. Qualifications**

- A. ADA experience and expertise is required
- 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 certification is required**
- F. ADA survey experience with ETA BMS is required
- 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. Exemplifies professionalism to clients, lawyers, facility managers, architects, contractors, et al.
  - 12. Demonstrated service to our clients and their users more than self-interests
  - 13. Participating in 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. Demonstrated consistent compliance with ETA methods and systems
  - 3. Absorbs information, gains insight, and applies 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 - recognizes and reports when potential conflicts may arise**
- 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 (sometimes with survey partner(s))
- J. **Consistently serve as liaison between ETA & client representatives, summarize findings, & answer ADA questions**

**Frequency Codes:**

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

**Part 1: Physical Demands****Moving Objects**

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

**Activity**

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

**Climbing and Balancing**

Ladders	Never	<b>Stairs</b>	Frequently
<b>Ramps</b>	Frequently	Heights	Rarely

**Reaching and Use of Arms**

<b>Reaching (shoulder or below)</b>	Constantly	<b>Reaching with objects</b>	Constantly
<b>Over shoulder reaching</b>	Frequently		

**Part 2: Attendance**

<b>Ability to maintain a regular work schedule</b>	Constantly
<b>Punctual &amp; dependable during team work hours</b>	Constantly

**Regular work schedule for this position**

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

### **Part 3: Mental Demands**

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

### **Part 4: Occupational Exposures**

#### **Environment**

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

#### **Operation of**

<b>Motor Vehicles</b>	Frequently	Machinery	Never
Power Tools	Never	<b>Computers</b>	Constantly
<b>Survey Tools</b>	Constantly	<b>Portable Electronic Devices</b>	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.