

**2008
CITY OF JACKSON
JOB DESCRIPTION**

JOB TITLE: ADA COMPLIANCE OFFICER COORDINATOR
DEPARTMENT: ENGINEERING
NON-EXEMPT: NO
GRADE: 15A

JOB SUMMARY: The person employed in this capacity will perform his/her duties under the direction of the City Engineer. The purpose of this position is to oversee and coordinate all of the City's efforts to achieve and maintain compliance with the Americans with Disabilities Act (ADA) at city-owned public buildings and facilities and on city-owned public rights-of-way (ROW).

ESSENTIAL JOB FUNCTIONS:

- Review subdivisions plans, site plans, street project plans, facility plans and plans for all other activities/facilities to which ADA is applicable to confirm that the project/activity, once completed, will comply with ADA.
- Coordinate with developers, consultants, contractors, and city personnel to insure that new projects/activities comply with ADA.
- Inspect and document work-in-progress on new projects/activities to insure that the work is in accordance with approved plans and that completed structures will comply with ADA.
- Thoroughly document all new construction projects/activities such that the annual ADA compliance certification can be completed.
- Complete, sign and submit the annual ADA certification.
- Survey existing city-owned building/facilities and ROW to determine compliance relative to applicable ADA standards.
- Establish and maintain records containing listings of all non-compliant facilities and ROW owned or maintained by the City.
- Establish annual corrective action work plans to systematically correct non-compliant buildings, facilities and ROW.
- Develop the annual budget for ADA compliance, based on the annual corrective action work plans, and submit budget to the City Council for approval.
- Develop bid packages and coordinate the process to contract completion of the annual corrective action work plans.
- Coordinate ADA corrective action activities between contractors and City departments.
- Inspect and document work-in-progress by contractors and City departments to insure that the work is in accordance with approved corrective action work plans and that completed structures will comply with ADA.
- Thoroughly document all corrective actions for the annual ADA compliance certification.

- Present ADA status reports to City Council, news media, civic groups, etc. as requested.
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TOOLS/EQUIPMENT:

- Surveying equipment
 - Office equipment
 - Drafting equipment
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REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

- B. S. degree in Civil Engineering or closely related field or high school diploma with five years' acceptable experience in street/road construction, field construction inspection and building codes enforcement preferred.
 - Valid Driver's License.
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EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

- Knowledge of construction methods and materials.
 - Ability to read and understand construction plans and specifications.
 - Basic knowledge of contract processes.
 - Good working knowledge of mathematics.
 - Good organizational skills.
 - Good oral and written communication skills.
 - Basic computer skills to include work processing and spreadsheets.
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PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Work is performed mostly in field setting. Considerable outdoor work is required in the inspection of new projects and corrective action work plan activities.
 - While performing the duties of the job, the employee is frequently required to stand, walk, use hands to finger, handle, feel or operate objects, tools or instruments; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
 - The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand to eye coordination is necessary to operate instruments, computers and various pieces of office equipment.
 - The employee must drive a truck or automobile to construction sites.
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WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works outside.
- The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The employee occasionally works in high, precarious places.
- The noise level in the work environment is usually moderate, but occasionally high around construction equipment.