



### **Position: ADA Facility Assessment Surveyor (Technical Assistant)**

Evan Terry Associates (ETA) has an immediate need for Facility Assessment Surveyor (Technical Assistant) located at our corporate headquarters in Birmingham, Alabama.

The Facility Assessment Surveyor (Technical Assistant) will be responsible for site visits to complete detailed reviews of existing facilities, analysis, and reporting to identify barriers to access in buildings and facilities to help our clients become accessible for all people, including those with disabilities. Prior work experience performing accessibility compliance work preferred but not required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works closely with Lead ADA Facility Assessment Surveyor and others to perform ADA Surveyor essential functions.
- Develops responsive solutions, and proactive remedies to ensure and improve accessibility for all individuals with disabilities in compliance with the Americans with Disabilities Act and other accessibility laws, regulations, and standards.
- Conducts Facility Assessment Surveys for various existing facilities, and at different stages of alterations and new construction.
- Works collaboratively with clients, lawyers, facility managers, architects, contractors and others exhibiting a high level of professionalism to ensure desired outcomes are achieved. These outcomes may involve remediating non-compliance issues when required.
- Follows ETAs guiding principles, documented policies, standard operating procedures, and work instructions while delivering the highest level of customer service to clients.
- Identifies and documents details of barriers, then selects possible solutions to correct them while on site. Confirms ALL photos of barriers by reviewing photos for clarity and content before leaving site.
- Protects confidential company information.
- Takes photos as part of surveyor assessment process.
- Attends all recommended and required training which may include ADA facility assessment surveyor training, ETA methods and systems, and professional development success training.
- Manages production schedule which typically involves two weeks on the road and one week back in the office.
- *Other job-related duties, essential to ADA Facility Assessment Surveyor (Technical Assistant) role, may be assigned commensurate with the position and in accordance with relevant laws, rules, regulations and general personnel practices.*

#### **QUALIFICATIONS (Preferred)**

- ADA/accessibility facility assessment experience and expertise.
- Computer knowledge and skills with proficiency in Microsoft Office especially MS Excel.

- Architectural, construction, engineering, or facility management training and/or experience is a plus.
- Excellent skills in executing procedures and surveying techniques performing many routine tasks repetitively in different locations and circumstances.
- Problem solving and reasoning skills, and strong cognitive abilities.
- Strong interpersonal skills and a professional demeanor when interacting with clients, team members, contractors, vendors, and others.
- Strong written and verbal communication skills.
- Legible handwriting and sketching.
- Able to adapt to changes in survey procedures.
- Ability to work in a fast-paced and changing environment with multiple competing priorities.
- Careful attention to detail, results-driven, meets deadlines.
- Personal desire to serve our clients and their users. Passionate and proactive about increasing accessibility for individuals with disabilities.
- Pursues excellence, enjoys learning, committed to professional development and the success of other team members.
- Absorbs information quickly during training.
- Applies learning in new situations and adapts to changing technology and tools.

#### **GENERAL JOB RELATED REQUIREMENTS**

**Physical Demands.** Physical activity demands include: taking photos, sometimes at ground level and overhead; bending and stooping repetitively (e.g., pick up slope meters on a route or in a parking space or measuring stairs); arranging items for photos such as tape measures, slope meters, cones, and signs; placing and balancing tape measures in various locations including overhead and on the floor; and carrying computer, surveying tools, equipment, and sometimes a survey cart, up and down stairs.

**Travel.** Extensive travel includes traveling by plane to and from client sites nationwide. Car rentals are required when driving to and from client sites (some clients have multiple locations assigned for one business trip). Site surveys may be conducted during extreme weather conditions (hot and cold weather, rain, snow, etc.). Schedule varies and overnight stays and weekend travel is often required. Travel, on average, is approximately 50%-60% of time to client sites with a typical production schedule of two weeks on the road and one week back home or in the office preparing reports and communicating details of assessment results. Valid, non-expired driver's license required.

#### **EDUCATION**

Bachelors degree preferred but not required. A combination of at least 3 years professional experience, training and/or a related degree in architecture, construction, facility-management or similar work experience considered.

**LICENSES, CERTIFICATIONS, REGISTRATIONS.** CASP, RAS, ADAC, NAADAC PA, or ICC accessibility certifications are a plus but not required for this role.

## **BENEFITS**

Evan Terry Associates offers a comprehensive benefits package for employees including company-paid medical, dental, and life insurance, and a 401k retirement plan. ETA also offers the opportunity to participate in our company profit sharing bonus plan. We provide a company cell phone, AAA Membership, and TSA PreCheck for business travelers.

*Evan Terry Associates is an Equal Opportunity Employer. We are committed to attracting, hiring and promoting talent regardless of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, political affiliation, sexual orientation, marital status, genetic information, age, parental status, military service or other non-merit factors.*

*To Apply: Please email resume and cover letter to <https://www.evanterry.com/content.asp?id=1572243> or email [careers@evanterry.com](mailto:careers@evanterry.com).*

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