

February 5, 2019

TITLE: Facilities Coordinator (ADA)
EMPLOYMENT TYPE: Non- Exempt
DIVISION: Bus - Facilities
APPLICATION DEADLINE: **Friday, March 1, 2019**
PAY RANGE: \$39.09 - \$58.63 per hour (\$81,306- \$121,960 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

JOB SUMMARY: The Facilities ADA Coordinator reports to the Deputy Director, Facilities and is responsible for participating in the implementation, monitoring, and modification of facilities to ensure compliance with the Americans with Disabilities Act (ADA) for the San Mateo County Transit District (SamTrans) and the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and implement an ADA Transition Plan (Self Evaluation) of structural changes to existing facilities, stations, and properties to achieve ADA compliance.
- Monitor ADA access features with facility modifications and maintenance plans.
- Review and supervise construction projects to ensure work is completed in a safe manner, per code, and within compliance with ADA regulations.
- Provide guidance and serve as a liaison to internal stakeholders, public and private agencies, advisory groups, and other external stakeholders in the planning and administration of ADA compliance.

EXAMPLES OF DUTIES:

- Review proposed capital construction projects and plans for ADA standards of accessibility and ensure compliance with District operations; assess potential architectural barriers to accessibility.
- Prepare scope of work for contracting documents, research and develop technical specifications, obtain independent cost estimates, and generate project plans and schedules relative to potential grant funding.
- Monitor consultant performance on contracts to ensure compliance with contractual requirements.
- Prioritize and monitor ADA compliance projects. Coordinate with contractors and vendors to schedule dates and times for completion.
- Respond to ADA compliance complaints filed by the public. Oversee investigations of complaints and inquiries. Recommend solutions. Draft formal responses to complaints.
- Assist with developing ADA policies and procedures with internal/external stakeholders.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Deputy Director, Facilities who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree or higher in Public Administration, Planning, Construction Management, or Facilities Engineering.
- Three years full-time experience monitoring and evaluating facilities/buildings for ADA compliance.

OTHER REQUIREMENTS:

- Experience with project management is desirable.
- Must have effective oral and written communication skills.
- Must be proficient with MS Word and MS Excel.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: Up to 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit, 3 year average of highest compensation• New Members – 2% @ 62 benefit, 3 year average of highest compensation

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply 24 hours a day through our online at application system at www.smctd.com/jobs.html or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify that your online or paper application package has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6288.

SamTrans is an Equal Opportunity Employer.