



# CITY OF LOS ANGELES BUREAU OF ENGINEERING ADA COORDINATOR (Salary Range - \$105,444 to \$160,650)



*Salary Commensurate with Experience and Qualifications  
(Comprehensive Employee Benefits Package Provided)  
Position will be filled as exempt from Civil Service\**

## SUMMARY

The City of Los Angeles (City), Bureau of Engineering is seeking an Americans with Disabilities Act (ADA) Coordinator who will serve as the Sidewalk Repair Program (SRP) ADA Coordinator for the Pedestrian Right-of-Way, in compliance with the Willits Settlement Agreement (Settlement Agreement). The ADA Coordinator will represent the City and serve as the ADA Coordinator for the Pedestrian Right-of-Way in relation to the settlement agreement for all Sidewalk Repair Program (SRP) ADA standards, compliance issues, requirements, policies, procedures and practices affecting pedestrian accessibility. Responsibilities include



conducting annual SRP Access Improvement reviews, preparing detailed, written semi-annual reports on SRP compliance efforts, program improvements, program schedules, exemptions, Access Requests, grievances and complaints, itemized program expenditures, related new construction projects, and maintaining any checklists used or SRP data collected for use in verifying SRP compliance; ensuring the adoption and maintenance of written SRP policies and procedures as outlined in the settlement agreement for persons with Mobility Disabilities and for establishing SRP policies, procedures, and supervisory authority's protocols required for the stoppage of work, including providing recommendation when not in compliance with the settlement agreement; conducting site visits, plan reviews, and resolving design and construction issues regarding SRP construction-related accessibility standards to ensure ADA compliance, as well as, receiving and responding to Settlement Class members' reasonable inquiries and complaints concerning physical access barriers affecting the Pedestrian Facilities; ensuring all ADA requirements are adhered to and information is disseminated to appropriate City personnel regarding all SRP-related access requirements, including changes and updates to the requirements and preparing and training staff, on an on-going basis, on all access requirements related to Pedestrian Access Improvements; and maintaining Certified Access Specialist (CASp) certification.

## DESIRED QUALIFICATIONS

- ✓ Two years of full-time paid professional architectural or engineering experience.
- ✓ Valid license either as an architect or as a registered civil engineer.
- ✓ Certification as a Certified Access Specialist (CASp).  
*Note: certification is not required at time of appointment but must be obtained within 12 months of employment.*
- ✓ Minimum of three years experience in providing ADA services related to accessible facilities.
- ✓ Substantial experience in evaluating or assisting public entities in evaluation the accessibility of facilities under Title II of the ADA.
- ✓ Knowledge of current Federal, State, and City accessibility standards.

## JOB DESCRIPTION



- ✓ Establishes, disseminates, and enforces ADA compliant City-wide standards, Federal and State requirements, practices, policies, and procedures affecting pedestrian accessibility.
- ✓ Prepares comprehensive written reports on SRP compliance efforts, program improvements, program schedules, exemptions, Access Requests, grievances and complaints, and new construction and projects.
- ✓ Investigates and responds to Settlement Class members' reasonable inquiries and complaints concerning access barriers.
- ✓ Conducts SRP Program Access Improvement reviews, on-site visits/field checks, and plan reviews.
- ✓ Provides City-wide technical accessibility training and direction to personnel in various Departments assigned to sidewalk repair/construction duties.

## DUTIES

- ✓ Represent the City and serve as the ADA Coordinator for the Pedestrian Right-of-Way in relation to the settlement agreement for all SRP ADA standards, compliance issues, requirements, policies, procedures and practices affecting pedestrian accessibility.
- ✓ Conduct annual SRP Access Improvement reviews, preparing detailed, written semi-annual reports on SRP compliance efforts, program improvements, program schedules, exemptions, Access Requests, grievances and complaints, itemized program expenditures, related new construction projects, and maintaining any checklists used or SRP data collected for use in verifying SRP compliance.
- ✓ Ensure the adoption and maintenance of written SRP policies and procedures as outlined in the settlement agreement for persons with Mobility Disabilities and for establishing SRP policies, procedures, and supervisory authority's protocols required for the stoppage of work, including providing recommendation when not in compliance with the Settlement Agreement
- ✓ Conduct site visits, plan reviews, and resolving design and construction issues regarding SRP construction-related accessibility standards to ensure ADA compliance.
- ✓ Receive and respond to Settlement Class members' reasonable inquiries and complaints concerning physical access barriers affecting the Pedestrian Facilities
- ✓ Ensure all ADA requirements are adhered to and information is disseminated to appropriate City personnel regarding all SRP-related access requirements, including changes and updates to the requirements and preparing and training staff, on an on-going basis, on all access requirements related to Pedestrian Access Improvements
- ✓ Maintain Certified Access Specialist (CAsp) certification.
- ✓ Maintain licensure as an Architect or registration as a Civil Engineer.

## HOW TO APPLY

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Interested applicants should submit a resume, letter of interest, and the names and telephone numbers of at least three work-related references (include names, titles, affiliations and telephone numbers) to:

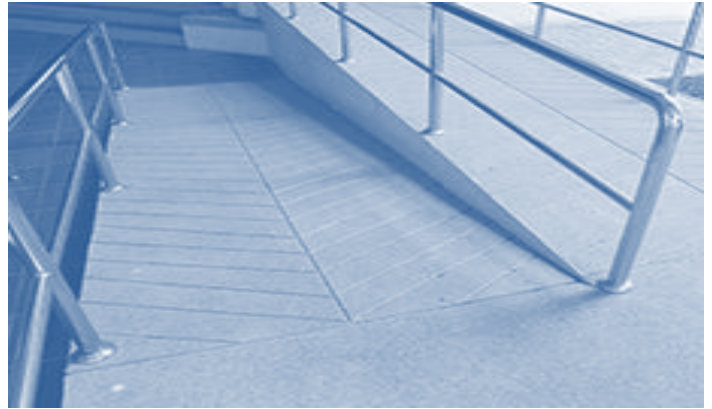
**Partners In Diversity, Inc.**  
**[partnersindiversityresumes@p-i-d.biz](mailto:partnersindiversityresumes@p-i-d.biz)**  
Questions may be referred to  
**Arlene Apodaca at (626) 793-0020**



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

*Please submit your entire application  
packet via email on or by  
5:00 p.m. (PST) on Friday, June 13, 2019*

The resume should reflect the candidate's experience in working with organizations and portfolios of comparable size, scope, complexity, and should detail notable accomplishments.



## SELECTION PROCESS

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The selection process will include an oral interview and may include a written exercise, to determine the most qualified candidates for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

This appointment is subject to background review and clearance. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights and may be removed, without any finding of cause, at any time.

*The City of Los Angeles is an Equal Employment Opportunity Employer*

\* The ADA Coordinator is an exempt, at-will, management position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The ADA Coordinator is appointed by, and serves at the pleasure of the Bureau of Engineering and the City Engineer, and may also be removed, without finding of cause. There are no relocation fees available.