

**Dalhousie University**

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>Accessibility Planning Assistant</b>
<b>Job Classification:</b>	<b>Temporary - Summer Position 12 positions in Halifax 3 positions in Truro, Agricultural Campus</b>
<b>Department:</b>	<b>Facilities Management</b>
<b>Location:</b>	<b>Central Services Building</b>
<b>Reports To:</b>	<b>Accessibility Planning Specialist Space Management, Facilities Management</b>
<b>Term:</b>	<b>May 14, 2018 – August 31, 2018</b> <b>Monday to Friday: 8:30am – 4:30pm (times may be flexible)</b> <b>35 hours/week</b>
<b>Wage:</b>	<b>\$15.00/hr</b>

---

**Purpose:**

Reporting to the Accessibility Planning Specialist, the Accessibility Planning Assistant(s) will perform accessibility audits on university buildings and surrounding exterior landscape in order to develop an accessibility plan required to meet the Accessibility Legislation (Bill 59). The Accessibility Planning Assistant will be responsible for producing accurate accessibility documentation on buildings and spaces on the Studley, Carleton, Sexton and Agricultural campuses at Dalhousie University.

**Duties and Responsibilities**

This involves, and not limited to:

- Understanding and willing to learn about the provincial accessibility legislation.
- Be willing to become familiar with various areas on campus.
- Willing and able to learn and place into practice knowledge provided and gained through training and active learning exercises.
- Attend training and regular meetings as scheduled.
- Able to think on your feet, and adapt in any situation.
- Acts professional and is able to keep disruptions to a minimum while conducting audits in office and learning environments.
- Able to work smart and be a team player.
- Complete between 1600 – 2400 SF per hour on average.

**Building and Landscape Accessibility Audits**

- Review existing building plans and site maps in order to understand overall area to be audited.
- Prepares all data sheets in advance of the audit, including nomenclature for each record.

- Performs audits on internal and external spaces using the Dalhousie audit standard
- Takes photograph as required to highlight an issue, question a deficiency or as reference for audit.
- Prepare daily and in advance to complete work load based on assigned tasks.
- Enters audit data into template sheets on iPad while on site, downloads and files data sheets as per file nomenclature conventions daily for review and scoring.
- Completes any identified deficiencies as found from audit data review by analyst or delegate.
- Identify areas that do not meet the accessibility standards or that are deficient based on CSA 651 audit template. Enter the deficiencies in FAMIS.
- Identifies and documents any incorrect/inaccurate building layouts found during the audit and report this to the Accessibility Planning Specialist.
- Records and produces spreadsheets
- Contacts Security and various Departments as required in order to gain access to spaces.
- Any queries based on audit are directed to Accessibility Analyst.
- Performs other related duties as requested or required.

**Qualifications / Special Skills Required:**

- Must be extremely dependable and able to work independently.
- Most of the positions requires a great deal of physical activity (stretching, bending and walking) for two of the positions, tasks will be more office base and will require longer periods sitting, focused on data entry.
- Must be able to use a camera, measuring tape, force meter.
- Be able to read a floor plan, an asset.
- Must be prepared to learn sophisticated software packages such as FAMIS.
- Proficiency in MS Office (Excel, Word, MS Project), required. Knowledge of FAMIS an asset but not necessary
- Familiar with use of tablet, an asset.
- Ability to maintain a high level of accuracy.
- Must be well organized and able to prioritize work.
- Good written and oral communications skills
- AutoCAD skills an asset.
- Previous employment with Facilities Management an asset.