



JOB SPECIFICATION
ACCESSIBILITY SPECIALIST

Code 10940
Grade GS 52

General Purpose

Under general supervision, provide compliance with Federal, State and City accessibility codes, regulations and legislation pertinent to Sign Language translation.

Typical Duties:

Provide communication from English and Spanish for hearing impaired and deaf consumers that utilize city services. Involves: Perform sign language interpretation and other communication assistance to citizens who utilize city sponsored services, including emergency services. Provide for outside interpreters as needed and ensure appropriate payment. Maintain records of interpreting services and prepare activity reports.

Assist with accessibility programs. Involves: Answer questions regarding accessibility issues and concerns. Assist with public awareness of accessibility codes. Attend staff and other meetings regarding accessibility issues to represent the department. Conduct on site inspection for compliance with accessibility codes. Make recommendations to improve accessibility to the sites and programs. Provide written report of inspection findings. Assist with transition plans for compliance and provide technical assistance.

Knowledge, Skills, and Abilities

- Application of good knowledge of accessibility issues.
- Application of good knowledge of local, state and federal accessibility laws, rules and regulations.
- Application of good knowledge of social service agencies for disabled persons.
- Application of some knowledge of construction trade methods and techniques.
- Ability to translate between English and Spanish, and ASL.
- Read, interpret and communicate in sign language.
- Explain building codes on accessibility and identify problems.
- Read and interpret blue prints, drawings and other information to ensure accessibility compliance.
- Clear concise oral and written communication to prepare and present information.
- Establish and maintain effective working relationships with coworkers, officials, contractors, and the general public.

Other Job Characteristics

- Subject to recall for emergencies.
- Ability to maneuver through buildings and construction sites to determine accessibility compliance.
- Must have hearing correctable to normal range to hear spoken words to translate them.
- Fluent communication in American Sign Language and Spanish.



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Minimum Qualifications

Education and Experience: A High School diploma or GED, and three (3) years sign language interpretation experience.

Licenses and Certificates: American Sign Language Level III certification required within six (6) months of appointment.