

Job Description

Job Title:	Physical Accessibility Specialist
Department:	Plant Operations
Reports To:	Manager, Design Services
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	October 2023

Primary Purpose

The incumbent reporting to the Manager, Design Services will support centralized and strategic approach to address historical accessibility barriers. The incumbent will also assist with the improvements of maintenance practices & reporting required for University of Waterloo to comply with AODA regulations and requirements.

University of Waterloo infrastructure comprises of over eight million square feet, eighty major academic buildings, and three satellite campuses supporting state of the art teaching and ground-breaking research.

Responsibilities will align with the Plant Operations goal of contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Strategic Planning

- Supports the development of UW design & construction standards that not only comply with the AODA but also address University of Waterloo long-term accessibility goals.
- Supports the Associate Director, Disability Inclusion in the development of long-term plans and prioritization of annual requests.

Process support and improvement

- Works with a wide range of UW stakeholders to increase the accessibility of our built environment for an equitable and inclusive experience as outlined in UW Policy 58 Accessibility.
- Supports the Computerized Maintenance Management System (CMMS) team and various operating divisions in identification of areas where preventative maintenance practices should be modified to reflect regulatory changes and UW needs.
- Supports the manager, Sr. Director, PDC, and Sr. Director Energy & Infrastructure in integration of accessibility requirements into daily operation.
- Supports the manager and Associate Director, Disability Inclusion in Legislative compliance in the development of processes required to comply with AODA requirements (specifically the Design of Public Spaces standard and Education Standard – physical and architectural barriers).
- Identifies opportunities where accessibility gains can be made within the confines of existing infrastructure and building inventory to improve accessibility and wellness of all occupants.
- Supports the manager and Associate Director, Disability Inclusion in the development of business cases and funding request for new accessibility improvement projects
- Supports the manager and Associate Director, Disability Inclusion in the development of various studies, data gathering, analysis and preparation of various reports.

Project development

- Supports various UW offices (PO, HR, EDI-r) with accessibility, inclusivity and wellness projects related to use of physical space.
- Liaises with key stakeholders to integrate accessibility and inclusive design in construction and renovation projects (stand-alone projects as well as large integrated work).
- Acts as a subject matter expert in smaller projects (without external architect or accessibility specialist) to support the application of inclusive design principles with new construction/renovation projects to ensure disability support & end-user experience.
- Acts as a subject matter expert supporting departments and stakeholders in creating accessible environments within their assigned spaces.
- Utilizes a comprehensive approach in supporting departmental decisions and their impact on the broader institution and campus experience for our community.
- Supports Plant Operations and Accessibility & Inclusion in transforming existing UW into a more welcoming and accessible campus.

Project Management – accessibility, wellness & inclusivity

- Provides architectural design and technical support in the analysis, design, and procurement of design solutions, renovations, and retrofits to existing facilities.
- Contributes through the development and review of conceptual, schematic, and detailed designs in the architectural discipline (accessibility, wellness, and inclusivity) under senior architectural supervision, ensuring work is designed to meet applicable quality standards, codes, regulations, University and client requirements.
- Surveys existing site conditions, take measurements and/or records existing information related to project requirements
- Prepares and maintains client approvals and project charters during all phases of design and construction
- Prepares concept sketches and preliminary estimates to maintain budget control and assist the client in validation of the project
- Coordinates directly with engineers and technologists as part of an integrated multidisciplinary project team at all stages, from concept design to final commissioning
- Prepares in a timely manner architectural drawings, specifications, and all necessary contract documentation for requests for bids and contract award
- Prepares site instructions, contemplated change notices, change orders and reviews shop drawings during construction phase
- Follows internal procedures and policies for management of designated substances during design and construction
- Follows internal procedures and policies for procuring suppliers, consultants, and contractors
- Coordinates with Plant Operations Maintenance Department to ensure designs are consistent with maintenance preferences
- Completes design and CADD drafting for projects where Owner is acting as consultant on internal projects
- Performs as Owner's representative when periodically meeting Contractors during bid periods, when resolving problems during construction and performing general conformance reviews
- Reviews shop drawings prepared/submitted by contractor to ensure compliance with University requirements, standards and the performance set out in the design and contract documents
- At the completion of a project, coordinates the updating of relevant CADD record drawings for use in space plans, fire safety plans and 'you are here' plans

Other

- Performs other related duties and responsibilities as assigned and supports departmental initiatives

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Completion of a program in architecture, architectural technology, or construction engineering technology with courses in AutoCad and the Ontario Building Code (B.Arch, M.Arch, or CET)• Graduate of a recognized University or College, minimum three (3) year program• Post-graduation certificates and courses in accessibility, wellness, and inclusion
<p>Experience</p> <ul style="list-style-type: none">• Minimum three (3) years architectural design experience in local building construction industry• Experience within a major institutional sector such as K-12, post-secondary education, or healthcare will be considered an asset• Demonstrated experience in physical accessibility design, either through lived experience, additional certification training, or work/volunteer• Demonstrated experience advising on or developing programs/services and leading strategic processes/projects, is an asset
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Understanding of applicable building codes and regulations including but not limited to: Ontario Fire Code (OFC) and Ontario Building Code (OBC)• Working knowledge of applicable design codes and standards related to architectural design and construction• Deep knowledge of AODA requirements, physical accessibility legislation, municipal guidelines, and industry best practices• Maintains proficiency in the use of current versions of Computer Aided Design and Drafting (CADD) software used in the department• Basic understanding of other building design disciplines' systems, enabling multi-discipline coordination• Good understanding of drawing conventions and standards• Ability to produce quality deliverables and to monitor project tasks• Excellent communication and interpersonal skills, with a deep commitment to customer service• Proven innovative approach to problem solving and conflict resolution• Must be flexible and adaptable to changing requirements, responsive to project and client goals• Intermediate proficiency utilizing the latest version of the following programs: AutoCAD, MS Word, MS Excel, MS Outlook• Project Management Professional (PMP) designation may be considered an asset• Drivers license may be considered an asset

Nature and Scope

- **Contacts:** This position comes in contact with a wide variety of internal and external people at all levels of responsibility. Must maintain excellent relationships with all of these people. This requires excellent personal and communication skills.
- **Level of Responsibility:** Accountable to department Manager and/or Sr. Director, Planning, Design and Construction for successful implementation and completion of projects. The position due to the

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nature of specialized knowledge has significant impact on UW strategic goals of accessibility improvements.

- **Decision-Making Authority:** Decisions made with guidance from senior staff.
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment. Project site visits as required, wearing personal protective equipment.
- **Working Environment:** Team environment in an office-based setting and involving collaboration with all business and operating units within the department and across the University. Regular working hours, with some evening/weekend work required.