

Employment Opportunity

Built Environment Accessibility Advisor

Terms of Reference

Working to improve accessibility within the Village of Bible Hill to help ensure all residents can participate fully in society, the Built Environment Accessibility Advisor shall provide inspection and advisory services of municipal infrastructure and operations as it relates to the Village's current and future obligations under the Nova Scotia Accessibility Act.

This position is full-time, non-unionized, and temporary, with hours Monday to Friday inclusive, 8:30am to 4:30pm (35 hours per week). **Estimated term of employment is April 1, 2020 through August 31, 2020.** The successful candidate is required to supply their own transportation for local travel and willing to successfully complete a Standard First Aid course or provide proof of valid certification.

Qualifications

- Enrolled in post-secondary education in architecture, engineering, recreation or another field relevant to the duties of the position
- Previous hands-on work experience in conducting site inspections, completing checklists, and/or report writing considered an asset
- Demonstrated skills must show competency to utilise computer office technology (skilled in the use of Microsoft Word, Microsoft Excel, internet applications)
- Ability to travel to and work from various public community locations, indoors and outdoors, in Bible Hill in their current states (buildings, parks, trails, sidewalks, etc.)
- Ability to operate and read measuring tools, computer equipment
- High attention to detail, with the ability to provide accurate and clearly stated information
- Ability to develop clear and comprehensive audits and written reports
- Ability to prioritize workload
- Ability to maintain confidentiality
- Effectively and efficiently meet and/or communicate with other staff members, the public and the Village Commission or its Committees in situations requiring tact and poise
- Ability to properly use English language, grammar and perform basic mathematical calculations
- Excellent typing speed and accuracy

Responsibilities

- Read and obtain an understanding of:
 - Government of Nova Scotia 'Access by Design' document
 - Government of Nova Scotia 'Accessibility Planning Toolkit for Municipalities' document
 - Government of Nova Scotia Accessibility Act
 - Global Alliance on Accessible Technologies & Environments 'Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces' document
- Lead the efforts of reducing barriers and improving equity and accessibility in the Village's built environment:
 - Under the supervision of the Clerk and Treasurer, coordinate public meeting(s) and/or focus group(s) to provide an opportunity for the public to self identify existing barriers within the Village;
 - Obtain existing and/or develop new audit inspection checklist forms outlining generally accepted accessibility standards (i.e. GAATES);
 - Conduct audits/complete checklist forms of Village public facilities, including buildings, parking lots, small and large parks and related infrastructure, trails, sidewalks (this involves local travel using own supplied transportation);
 - Act as a resource person to the community on accessibility matters; and
 - Prepare information packages and reports as required detailing recommended action items/areas for improvement based on the results of accessibility audits conducted of Village operations and infrastructure
- Liaise with and be a resource person for the Accessibility Advisory Committee
- Maintain functional, efficient filing/record keeping system of documents prepared in your duties
- Provide regular accessibility status/progress updates to the Clerk and Treasurer and Accessibility Advisory Committee
- Perform other duties as assigned by the Clerk and Treasurer

Supervising and Reporting

The Built Environment Accessibility Advisor will be supervised by the Clerk and Treasurer. In the absence of the Clerk and Treasurer, this position will be supervised by the Village Commission.

Qualified candidates should submit their resume by mail or e-mail to:

Village of Bible Hill
c/o Danielle Chaplin, Administrative Services Coordinator
67 Pictou Road
Bible Hill, Nova Scotia
B2N 2R9

admin@biblehill.ca