

Position Description: Junior Consultant

Altura Solutions is a small consulting firm specializing in ADA/accessibility compliance that was founded in 2006. The firm has traditionally worked in Texas, but has shifted to a nation-wide focus and is currently working across the country. The firm currently has a staff of four and is looking to grow services and staff. We don't take ourselves too seriously, but we realize that our work benefits many and is part of civil rights laws.

The Junior Consultant will be responsible for assisting with the daily professional consulting services provided by the firm. The candidate will be groomed to become a Registered Accessibility Specialist (RAS) and ADA Consultant. This is a non-design position that will review design documents and conduct inspections for compliance with various accessibility codes.

Existing staff will teach the candidate various accessibility codes such as the Americans with Disabilities Act (ADA), Texas Accessibility Standards (TAS), Fair Housing Act (FHA), the International Building Code (IBC), and ICC/ANSI.

The position requires an engineering, architecture, landscape architecture, or planning degree with a minimum of two years of experience in their related field. The ideal candidate has experience working with design codes and the regulatory/permit approval process. The candidate should be looking to leverage their experience to transition into a non-design consulting role.

Key Responsibilities for the Junior Consultant– the position will provide technical support to the three existing registered accessibility consultants.

Typical technical support to include:

- Assisting with the review of construction documents for compliance with various codes;
- Assisting with on-site inspections (buildings, parks, sidewalks, etc.);
- Generating technical reports of findings;
- Assisting with daily tasks of file management;
- Drafting technical presentations;
- Attending client meetings;
- Providing other daily support to staff as needed.

Typical Responsibilities of Registered Accessibility Consultant – the existing consultants require support on daily tasks.

Responsibilities of the Registered Accessibility Consultant include:

- Managing projects;
- Performing plan reviews of construction documents;
- Performing on-site inspections of various types of facilities;
- Generating technical reports of findings;
- Developing solutions to non-compliant designs;
- Performing periodic inspections at construction sites;
- Developing solutions to post-construction concerns;
- Drafting and providing technical presentations to various audiences (designers, contractors, etc.);
- Interacting with clients (architects, engineers, city staff, contractors, developers, etc.);
- Marketing.

Competencies

Client Focus – provides best in class service to clients

Team work – works enthusiastically in a team atmosphere

Dealing with Ambiguity – can effectively cope with change, can shift gears comfortably

Time Management – ability to manage multiple time-sensitive projects with accuracy

Seeks Work-Life Balance – works effectively and manages to pursue other interests

Minimum Skills and Experience

College degree in architecture, engineering, planning, or landscape architecture

2+ years of experience within the design/development/construction industry;

Excellent verbal and written communications, and presentation skills;

Excellent organizational skills and attention to detail;

Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

Preferred Skills and Experience (minimum of 1 year)

Experience in permit approval process (either seeking or granting permits)

Experience interacting with government agencies (Cities, TxDOT, Travis County, TCEQ, etc.)

Advanced Excel. Navigate and modify existing spreadsheets, such as, filtering, sorting, graphing, developing macros, and producing pivot tables

Personal Characteristics

A strong performer who is adept at multi-tasking in fast paced environment;

Outgoing, straightforward, and creative;

Able to work independently and take initiative;

An adaptable, flexible problem-solver;

A person who presents a high degree of maturity, honesty, and integrity

Has an opinion on Whataburger vs. In-N-Out debate

Job Snapshot

Base Pay: \$20-\$23 per hour depending on experience

Employment Type: Full-time contract position

Education: College degree within architecture, engineering, planning or landscape architecture

Experience: At least 2 year(s)

Manages Others: (Interns in the summer)

Industry: Planning/Architecture/Engineering

Required Travel: Travel within Texas and occasional travel outside of the state

Required Vehicle: Dependable vehicle for running errands and travel within Texas

To apply, please email a one-page cover letter and resume to jel@alturalp.com. The cover letter should address why the candidate is a good fit with the firm and vote for best staff kid picture from our website.