



Engineering • Design • Consulting

**ACCESSIBILITY PRACTICE
PROJECT MANAGER
POSITION DESCRIPTION AND INVITATION TO INTERVIEW
October 19, 2022**

OPPORTUNITY AWAITS!

Looking forward to work that makes a difference in the quality of life across the United States? Do you enjoy travel? Join the Accessibility Practice at The WT Group, LLC!

Our top-shelf team of diverse professionals play multiple roles. Are we risk managers? Are we agents for social change? Are we interpreters of complex federal regulations? Are we teachers and trainers? Are we learners?

Are we all of that? The answer is yes!

Our Project Manager position is open and waiting for the right person. The WT Group has embraced remote work, so while our HQ is in the Chicago suburbs, your skills can be applied from Minnesota to Florida and California to Connecticut. While we would prefer an employment arrangement, we will consider alternative approaches such as an independent contractor agreement.

OUR FIRM AND OUR PURPOSE

The WT Group, LLC Accessibility Practice assists states, counties, cities, park districts, other local governments, nonprofits, and businesses in complying with the Americans with Disabilities Act (ADA). This Project Manager position is integral to our work. As a Practice Area within The WT Group (WTG), we work closely with the architects and engineers in the other Practice Areas to serve all clients. As most Accessibility clients are state and local governments, prior local government project management is a plus.

This Project Manager collaborates with other Project Managers, Accessibility Specialists, and the Principal-in-Charge. Our seven-person team of ADA experts responds to each unique client in ways that optimize their resources while assuring ADA compliance.

We use an app, BlueDAG, for park and facility audits. The right candidate must know BlueDAG, or be able to become proficient with BlueDAG quickly. However, the real need is for familiarity with, and an understanding of, accessibility requirements.

TO APPLY...

Reach Sara Goodwin, the Manager of Human Resources at The WT Group at sgoodwin@wtgroup.com. To discuss the position, reach John McGovern at 224-293-6451 or jmcgovern@wtgroup.com. We intend to fill this position by January 31, 2023.



JOB TASKS

1. This Project Manager reports directly to the Principal-in-Charge.
2. This Project Manager will work 70% to 80% of the time on access audits, site reports, transition plans, community engagement, program and policy review, and other billable activity.
3. This Project Manager will set up the jobs for which they are assigned, using the current WTG process.
4. This Project Manager will be responsible for submitting monthly client billings to the Principal-in-Charge for review and approval. This is an evolving task to be implemented in full by March 31, 2023.
5. This Project Manager will be responsible for project management tasks for assigned clients, including:
 - 5.1 scheduling park and facility audits;
 - 5.2 providing end-of-day updates to clients during audits; and
 - 5.3 preparing and distributing project management meeting agendas and notes, and related tasks.
6. This Project Manager is responsible for coordination and implementation of park and facility audits. This requires constant communication and collaboration with other Project Managers and staff.
7. This Project Manager is responsible for assuring that site reports in BlueDAG are thorough and accurate.
8. This Project Manager is responsible for scheduling and preparing presentations for community engagement events, for their assigned clients or other clients. Some jobs have robust community engagement, and some jobs do not include it as a part of the scope of work.
9. This Project Manager will prepare preliminary Final Reports for review by the Principal-in-Charge, matching the Final Report to the client jurisdiction.
10. This Project Manager will maintain memberships in pertinent professional associations, and credentials, at WTG cost.
11. This Project Manager will, as assigned by the Principal-in-Charge, attend and present at, or exhibit at, national, regional, and state conferences for various associations.
12. This Project Manager will supervise the work and development of Accessibility Specialists, as assigned.
13. This Project Manager will, as assigned, analyze requests for proposals and begin proposal preparation.

**PROJECT MANAGER – ACCESSIBILITY
INVITATION TO SUBMIT QUALIFICATIONS
OCTOBER 19, 2022 page 3**



14. This Project Manager will, as assigned, proof proposals written by others;
15. This Project Manager will, as assigned, represent the Principal-in-Charge at pertinent WTG partner meetings, all-staff meetings, public events, or other similar events where representation relates to our mission.

ESSENTIAL FUNCTIONS

1. **Travel is integral to this position.** Project Managers will travel at least two full weeks each month to client jurisdictions, occasionally three weeks a month. Once or twice a year, a Sunday departure for a client or a Saturday arrival back from a client are necessary.
2. Must demonstrate the cognitive ability to balance competing priorities while delivering professionally prepared materials to clients on a timely basis.
3. Must demonstrate the ability to communicate with coworkers in the Accessibility Practice, including Accessibility Specialists, other Project Managers, the Principal-in-Charge, and other WTG employees in other Practice Areas.
4. Must demonstrate the ability to audit sites all day, with breaks, and if necessary to do so for five consecutive days.
5. Must be able to bend to read a digital level on the ground, use a measuring tape, use a smart phone to record observations, and proof and complete reports on a laptop or desktop computer.
6. Must be able to endure five consecutive days of full days in the field, conducting audits in hot weather, cold weather, windy conditions, and precipitation.
7. Must be able to drive or fly to and from client sites.
8. This is a remote work position, so the employee must demonstrate the ability to use remote communication tools.

CAREER PATH AND COMPENSATION

Positions within the Accessibility Practice that this Project Manager could advance to include but are not limited to Senior Project Manager, Principal, or Principal-in-Charge.

Compensation is dependent on qualifications and experience.