AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**BD ANALYST BUILDING AND ENVIRONMENTAL SCIENTIST**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 12**	DUTY DAYS:	**260**	DATE REVISED:	**11/11/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS BOND FUNDED.**				

MINIMUM QUALIFICATIONS:

An Associate's degree from an accredited college or university, or sixty (60) college or university completed hours in Environmental Science, Life Science, Natural Science, Safety Engineering, or related field is required. A Bachelor's degree in Environmental Science, Life Science, Natural Science, Safety Engineering, or related field is preferred. Three (3) years of related experience performing and managing onsite field evaluations, testing, and inspections for indoor air quality (IAQ) asbestos and mold is required. This position requires a valid current TXDSHS Asbestos Management Planner license and a valid current TDLR Mold Consultant license or ability to obtain a license within (1) one year of hire date. Incumbents must maintain all required and necessary license(s) and certification(s) to perform duties to include a TDLR Mold Consultant license and TXDSHS Asbestos Management Planner license. Incumbent must be able to pass medical exams as required by the TXDSHS Asbestos Management Planner Licensure regulations and have the ability to wear a respirator. These licenses are required to be in the possession of the inspector while conducting inspections. A valid Texas Driver's License is required and must be in possession at all times when operating an AISD vehicle. Incumbent may also be required to work overtime or on an "on call" basis evenings and weekends to address issues expediently.

SKILL REQUIREMENTS:

This position performs complex indoor environmental quality-related work activities and provides high-level expertise and technical support for Austin ISD. The incumbent must be able to perform problem analysis and be able to coordinate numerous projects simultaneously that require a great amount of detailed information. This position requires that the incumbent have excellent organizational and planning skills and the ability to manage time and resources effectively and efficiently. The position will require the development of written documents. Incumbent must be skilled in the use of a personal computer and software applications, specifically proficient in Google Workspace, Microsoft Office suite programs and Verdant Web Technologies. The incumbent must have excellent verbal and written communication skills as well as knowledge of basic mathematics. This position will work with minimal supervision. Knowledge of pertinent District, local, state, and federal compliance regulations that pertain to buildings and employee working environments is highly desirable.

JOB PURPOSE AND RESPONSIBILITY:

This position is primarily responsible for performing activities that support indoor air quality, including testing, remediation, abatement, and IAQ management. Incumbent will update IAQ Management Plans for the District. Incumbent will conduct ongoing asbestos semi-annual inspections and three (3) re-inspections as mandated by the U.S. EPA Asbestos Hazard Emergency Response Act (AHERA), National Emissions Standards for Hazardous Air Pollutants (NESHAP) and the Texas Asbestos Health Protection Rules in all the District's schools and Texas Mold Assessment and Remediation Rules tasks as assigned and directed. This position is key to ensure safe and healthy learning environments for students and staff.

ESSENTIAL FUNCTIONS

- Assess environmental conditions in AISD schools and facilities by sampling or measuring air, building materials, and noise. Investigate indoor air quality complaints and related building systems for prevention or correction of building indoor air quality concerns.

- Implement policies and procedures regarding Environmental Compliance, Indoor Environmental Quality, Mold Related Activities.
- Manage projects related to Mold Projects and Indoor Air Quality (i.e., Carbon Dioxide Detection, Carbon Monoxide Detection, Humidity and Temperature).
- Ensure compliance with the Environmental Protection Agency, Occupational Safety & Health Administration, Texas Department of State Health Services, Texas Department of Licensing & Registration.
- Assist in the development of a system of identification, evaluation and ranking of Environmental related hazards to ensure resources can be appropriately applied to address high priority issues.
- Inspect and plan operations regarding updating of Asbestos Management Plans as required by the Environmental Protection Agency according to the Asbestos Hazard Emergency Response Act.
- Assist in coordination for hazardous chemical inspection, storage and disposal according to regulatory agency compliance.
- Assist with the Medical Surveillance program as mandated by Federal and State regulations. Review all exam results for completeness and employee's ability to wear a respirator. Maintain all records pertaining to medical paperwork. Ensure participating employees are seen once per year.
- Assist with the Employee Respiratory Protection Plan. Ensure all participating employees have initial respirator training and annual refresher.
- Assist with training and certification training programs, including Mold Assessment Consultants Initial and Annual refreshers and both Asbestos Inspector and Management Planners initial and refreshers as required by State and Federal regulations.
- Assist in the environmental licensing program for AISD as required by local, state, and federal regulations. Coordinate all required documentation for obtaining or renewing an individual State license. Processes the necessary documents for payments through TDSHS and TDLR.
- Perform (AHERA) Asbestos Hazard Emergency Response Act and (NESHAP) National Emission Standards for Hazardous Air Pollutants, inspections in all District schools and support facilities as assigned by supervisor. Prepare and document inspection records for AHERA compliance periodic inspections.
- Validate asbestos inspector's inspection reports for completeness, accuracy, and compliance.
- Assess lab results, inspections, and document results as per District guidelines.
- Complete TMARR mold assessment in all District facilities and campuses.
- Update asbestos management plans as mandated by AHERA.
- Prepare collected samples and documents on required forms. Distribute as needed to the appropriate end user.
- Review, maintain, and update activity records and work orders for management plans, O & M, and remediation reports. Interfaces with state inspectors and other vendors. Ensures compliance with all state, federal and district regulations.
- Manage, train, and supervise on a limited basis all District licensed Asbestos Inspectors from the AISD B/O department.
- Receive and complete work orders.

- Respond to emergency calls as needed.
- Inspect jobs upon completion and ensure areas are clean and excess materials are removed as needed.
- Maintain inventory of district-owned tools, equipment, and materials.
- Work with building principals and supervisors to schedule and complete projects.
- Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Follow established procedures for locking, checking, and safeguarding facilities.
- Follow district safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard environment building equipment including-hand powered tools and equipment and devices used for collecting samples. and measuring instruments; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. This position manages the staff of Building Operator Asbestos Inspectors on a limited basis. Incumbent provides normal consultations with Trade Managers and Regional

Supervisors, and periodic consultations with contractors and school principals may be required. The incumbent will have personal contacts with other Austin ISD Departments and employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	