

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD ADMINISTRATIVE SUPERVISOR ENVIRONMENTAL QUALITY AND COMPLIANCE			PAY GRADE:	CAD 2
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	09/15/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED				

MINIMUM QUALIFICATIONS:

A Bachelor's degree in Environmental Science, Life Science, Natural Science, Safety Engineering, or a related field from an accredited college or university is preferred. Five (5) years of related experience in environmental management, inspections, or building maintenance required. Three (3) years of supervisory experience preferred. The incumbent is required to hold the following two (2) licenses and certifications (or ability to obtain within one (1) year of hire):

- TXDSHS Asbestos Management Planner License
- TDLR Mold Consultant License
- Must maintain all required and necessary licenses and certifications for the duration of employment.
- Certification as Industrial Hygienist and/or Safety Professional is preferred.

A valid Texas Operator's Driver's License is required and must be in possession at all times when operating a Austin ISD vehicle. The incumbent must be able to pass medical exams as required by the TXDSHS Asbestos Management Planner Licensure regulations and wear a respirator. Experience working in a K-12 or higher education environment is preferred.

SKILL REQUIREMENTS:

Required

- Climbing ladders to access roofs, mechanical equipment, and under floor crawl spaces is required. Extensive knowledge of asbestos, mold, and IAQ as they relate to building systems, materials, occupants, and activities.
- Working knowledge of AHERA, TMARR, TAPPA, NESHAP, OSHA, EPA, and other local, state, and federal compliance regulations.
- Ability to conduct technical fieldwork, inspections, and sample collection with accuracy and compliance to regulations. Must be able to operate environmental testing and sampling tools.
- Strong project management, organizational, and planning skills; ability to manage multiple complex projects simultaneously.
- Excellent written and verbal communication skills, including the ability to prepare reports, compliance documentation, and training materials.
- Ability to supervise, train, and counsel employees; skilled in developing and leading training programs.
- Proficiency in google Workspace and environmental software applications
- Ability to build effective working relationships with administrators, staff, contractors, regulators, and community stakeholders.
- Must be detail-oriented and able to perform professional technical work and problem analysis.
- Strong interpersonal skills—such as professionalism, tact, diplomacy, and cultural competency— for cross-departmental collaboration and stakeholder engagement.

Preferred

- Experience with Asbestos management or other environmental safety management software

AUSTIN ISD

JOB DESCRIPTION

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for managing and performing a wide range of environmental compliance programs across Austin ISD. This position provides leadership, technical expertise, and establishes and streamlines processes related to asbestos, mold, indoor air quality (IAQ), hazardous waste, and other environmental health and safety concerns. The role combines program oversight, regulatory compliance, staff supervision, and direct technical duties to ensure safe, healthy, and environmentally responsible learning environments for students and staff.

ESSENTIAL FUNCTIONS:

Program Development & Implementation

- Develop and implement a comprehensive IAQ management plan that includes policies and procedures for environmental compliance and identifying and addressing IAQ concerns including but not limited to mold, asbestos, lead paint, etc.
- Develop and maintain a system for identifying, evaluating, and prioritizing environmental hazards to guide resource allocation.
- Manage special projects, including carbon dioxide, carbon monoxide, temperature, and humidity detection.

Environmental Compliance & Inspections

- Manage and conduct inspections for asbestos, mold, IAQ, and hazardous waste in compliance with AHERA, NESHAP, TMARR, OSHA, EPA, and TAPPA.
- Investigate IAQ complaints, assess building systems, and implement corrective or preventive measures.
- Oversee proper storage, transportation, and disposal of hazardous materials from

Licensing, Training, & Certification Oversight

- Oversee the district's environmental licensing program, including renewals and documentation for TDSHS and TDLR.
- Oversee certification training programs for Mold Assessment Consultants and Asbestos Inspectors/Management Planners (initial and refresher courses).
- Serve as Respiratory Protection Program Manager; oversee medical surveillance requirements, review medical exam results, and ensure staff training and respirator fit testing.
- Develop and deliver training sessions for staff on asbestos, mold, IAQ, and environmental safety.
- Provide consultation and technical support to administrators, principals, trade managers, and maintenance staff
- Supervise, train, and provide technical guidance to licensed asbestos inspectors and relevant staff.

Sample Collection & Analysis

- Collect, prepare, and submit environmental samples for laboratory analysis.
- Review inspection reports, laboratory results, and documentation for completeness, accuracy, and compliance.

Documentation & Reporting

- Develop, update, and maintain Asbestos Management Plans and related compliance documentation.
- Prepare and maintain activity records, work orders, O&M logs, remediation reports, and inspection documents.
- Interface with state inspectors, vendors, and contractors to ensure compliance with regulations.

Emergency Response & Customer Service

- Respond to environmental emergencies affecting schools and facilities.
- Provide timely resolutions to environmental concerns to maintain safe, healthy, and compliant learning environments.
- As needed, serve as an information resource to the AISD Environmental Stewardship Advisory Committee (ESAC).

AUSTIN ISD

JOB DESCRIPTION

- Provide exceptional customer service to AISD stakeholders with professional practices that promote a culture of respect and equitable outcomes.

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 office equipment including personal computer and peripherals, ladders, mechanical equipment, respirator, environmental testing and sampling tools.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional lifting and carrying (45 lbs). If more than 45 lbs. Equipment or help should be utilized.

Environment: May work prolonged or irregular hours; frequent districtwide travel to partner organizations, local government agencies, schools, and other district facilities/property. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required. Usually normal conditions, however, potential for hazardous conditions and exposure may exist. Occasional need may require working in inclement weather including working in hot and cold. This OSHA category for blood pathogens for this position is a Category III, which involves no exposure to blood or body fluids.

Mental Demands: Work with frequent interruptions, maintain emotional control under stress. Incumbent may be required to work hours in addition to their normal 8-hours duty day. Incumbent may also be required to carry a pager and work on an "on call" basis. On call time may not require working on premises, but simply being available on short notice if the need arises.

PERSONAL WORK RELATIONSHIPS

This position will work with minimal supervision and reports directly to the appropriate supervisor of the department. This position directly supervises the Environmental Safety Specialists and serves as project supervisor on environmental related activities and projects as required. This position directly supervises the environmental safety specialists and coordinator(s), and collaborates with other AISD departments and campus staff. Incumbent may also communicate regularly with service providers, consultants, and contractors, trade managers, regional supervisors, school principals, and other district stakeholders. Work is guided by established federal and local policies and District strategic plans and processes, and is to be discussed with the supervisor as needed. The supervisor evaluates work for the overall impact on division.

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: