

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD COORDINATOR ENVIRONMENTAL QUALITY AND COMPLIANCE			PAY GRADE:	CAD 1
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	09/15/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is required. Two (2) years of coordination or management in areas of operations, construction, abatement, or remediation is required, and three (3) years of related experience is preferred. Strong organizational skills with the ability to manage multiple projects and deadlines, excellent written and verbal communication skills and the ability to collaborate with contractors, consultants, and district staff at all levels is required. A valid Texas Driver's License, and it must be in possession at all times when operating an Austin ISD vehicle.

Preferred

- Bachelor's degree in Environmental Science, Occupational Health & Safety, Facilities Management, or related field.
- Knowledge of environmental health regulations, including IAQ, asbestos, hazardous materials, and EPA/OSHA standards.
- Experience in K-12 school facilities management or public sector compliance.
- Familiarity with AHERA compliance and asbestos management in schools.
- Experience coordinating environmental health projects with outside contractors.
- Training in IAQ management or asbestos awareness.

SKILL REQUIREMENTS:

Required skills:

- Regulatory Knowledge: Strong understanding of environmental compliance laws, codes, and best practices.
- Attention to Detail: Ability to review technical reports and compliance documentation with accuracy.
- Project Coordination: Skilled at keeping multiple projects on track, ensuring deliverables are met on time.
- Communication: Clear, concise, and approachable in both written and verbal communication with staff, contractors, and regulators.
- Collaboration: Builds positive relationships across departments and with outside partners.
- Problem-Solving: Anticipates challenges, identifies practical solutions, and proactively addresses concerns.
- Organization: Effective at managing large volumes of reports, records, and compliance documentation.
- Adaptability: Able to adjust priorities quickly in response to emerging issues or regulatory changes.
- Ethical Judgment: Exercises integrity and discretion in handling sensitive matters.
- Proficiency with Google Workplace (docs, calendar, sheets, slides, etc.)
- Ability to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to others. Bilingual English/Spanish a plus

JOB PURPOSE AND RESPONSIBILITY:

The Environmental Quality and Compliance Coordinator is responsible for supporting the school district's efforts to provide safe and healthy learning environments. This position ensures compliance with federal, state, and local regulations related to indoor air quality (IAQ), asbestos management, and environmental health programs. The coordinator serves as the district liaison to contractors, consultants, and project managers to ensure projects are completed within scope, on schedule, and with full documentation.

ESSENTIAL FUNCTIONS:

Districtwide Indoor Air Quality (IAQ) Plan

- Support the development, implementation, and continuous improvement of the districtwide IAQ Management Plan.
- Track compliance with IAQ best practices and regulatory requirements.
- Assist in identifying and addressing IAQ concerns reported by school sites.

Asbestos Management

- Support implementation of the district's Asbestos Hazard Emergency Response Act (AHERA) Management Plan.
- Oversee the coordination of required inspections, re-inspections, and management plan updates with licensed asbestos professionals.
- Ensure that staff are informed of asbestos protocols and that records are properly maintained.

Contractor Oversight and Coordination

- Represent the district with environmental testing, abatement, and remediation contractors
- Ensure projects are executed in accordance with contract scope, regulatory standards, and established timelines.
- Review and track contractor deliverables to confirm accuracy and compliance.

Testing and Documentation

- Streamline and standardize the process for obtaining test reports from construction, remediation, and abatement projects.
- Ensure all required testing documentation is collected at project closeout from contractors and/or project managers.
- Maintain centralized records of testing, abatement, and remediation for district compliance audits.

Compliance & Reporting

- Monitor compliance with federal, state, and local environmental regulations (e.g., AHERA, EPA, OSHA, state environmental quality standards).
- Prepare internal reports, compliance documentation, and updates, as needed.
- Serve as a backup to the point of contact during regulatory inspections or audits.

Training & Communication

- Assist with training to staff and contractors on AISD's IAQ procedures, asbestos awareness, and environmental safety protocols.
- Support the communication requirements, updates, and findings to district staff, school leaders, and stakeholders in clear and accessible language.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

Additional Responsibilities

- Support district sustainability and environmental health initiatives as needed.
- Assist in the development of policies and procedures for safe handling of hazardous materials.
- Coordinate with facilities, maintenance, and construction teams to integrate environmental compliance into planning and operations.
- Stay current on changes to environmental regulations and recommend updates to district practices.
- Support development and implementation of a districtwide comprehensive IAQ plan.
- Manage and oversee the work of service providers, including abatement and remediation contractors to ensure all work is performed to expectation and to provide as-needed decisions during the project.
- May supervise at least two in-house technicians.

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 is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

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 light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. This position works closely with staff within their own department and in other departments including but not limited to construction management, food service, facilities maintenance, custodial,outdoor learning, and transportation and is a valued member of the Facilities and Operations team.

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:	
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