

## Position Description

### POSITION OVERVIEW:

The Development Services & Permits Division facilitates safe and responsible development, construction, and occupancy of buildings and properties in our community. In 2023, the division issued over 57,000 permits with a construction value of \$11.15B. In addition, the division conducted over 41,000 inspections and almost 85,000 plan reviews. We strive to provide prompt and courteous service to our customers, ensuring compliance with all applicable laws and regulations. Our goal is to promote public safety, protect the environment, and support economic growth through the issuance of permits and inspections. We are committed to transparency, accountability, and continuous improvement in all aspects of our operations.

Public Review Manager provides leadership and direction to the department staff to ensure compliance to with Harris County Regulations. Oversees the design and permitting of work within existing or future public roadways. The objective is to protect, preserve and maintain the integrity of Harris County ROW, during the laying, construction, maintenance and/or repair of facilities to ensure that work conducted in the public right-of-way is done safely and in conformance with established standards.

The Public Review Department focuses on projects constructed by the development community from the design and construction of roads, drainage, bridges, and facilities related to the public right of way. The department oversees the planning, directing, managing, and oversight within the Engineering Department, tasks include are but not limited to reviewing the design, construction, inspection, ROW coordination, and permitting.

### JOB DUTIES:

- Ensure processes are implemented throughout the team as appropriate.
- Coordinate efforts with the consultant and internal resources during the design.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within County policy, appropriate service, and staffing levels; and allocates resources accordingly.
- Prioritizes activities and tasks to deliver Harris County projects on time for our clients.
- Identifies and addresses risks to schedule, budget, or performance with managers and engages as necessary to resolve issues and mitigate risks before impacting the project.

- Must be able to analyze and diagnose problems as well as research and interpret regulations, standards, plans and specifications, legal descriptions, and various governmental documents.
- Performs other duties that may be added or changed as the course and scope of the job directs.
- Works across divisions with peers in other groups to ensure collaboration for shared goals.
- Resolves design and construction related conflicts and disputes.
- Coordinate and communicate effectively with management, Harris County elected officials and representatives, external agencies, and with the public as necessary.
- Maintain responsibility, oversight, and knowledge of projects at various stages during design, construction, and acceptance.
- Coordinate with inspectors, design engineers, consultants, developers, and contractors to resolve issues found during construction.
- Coordinate with Harris County Engineering Department personnel to conduct pre-construction field walks, review plans, resolve design issues, utility conflicts, and other issues as required.
- During emergency response situations for our community, such as hurricanes or floods, the position may be tasked with additional duties.
- Adapt to emergency or high priority situations as needed.
- Communicate with leadership and team.
- Communicate effectively with senior management, elected officials and their staff and other agencies.
- Oversee and manage hiring, terminations, performance appraisal, salary recommendations, etc. - within the division.
- Communicate work results and key performance indicators to direct reports.
- Construction experience and the ability to read construction drawings and topographical maps.
- Not all duties and responsibilities may be included in the above description.

**Harris County is an Equal Opportunity Employer**

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email [ADACoordinator@bmd.hctx.net](mailto:ADACoordinator@bmd.hctx.net)

**This position is subject to a criminal history check. Only relevant convictions will be considered and, even when considered, may not automatically disqualify the candidate.**

**Requirements**

**Education:**

- Bachelor's of Science degree in Engineering, Construction Science or Construction Management.

**Experience:**

- Minimum 8 years experience in performing or supervising “hands-on” design, project management, and/or construction management on engineering projects that are either transportation, public works, and/or land/site development related.
- A minimum of five (5) years of experience in a leadership capacity.
- Possess or able to attain a Professional Engineering license within 6 months of employment.

**Knowledge, Skill & Abilities (KSAs):**

- Excellent written and verbal communication skills, using proper grammar and spelling.
- Ability to communicate effectively with co-workers, the public, industry representatives, and other government agencies.
- Must be attentive to detail and have effective problem-solving skills.
- Ability to manage a project with minimal supervision.
- Excellent organizational, time management, and customer service skills
- Ability to work collaboratively with both internal and external teams, with a flexible approach and the ability to adapt to changing conditions and priorities.
- Proficient in using Microsoft Office applications (Outlook, Word, PowerPoint, Excel, and Access), and the ability to produce reports using databases, spreadsheets, presentations, and other software.
- Requires a high level of confidentiality, judgment, personal responsibility, and dependability.

**NOTE:** Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation **but ONLY information stated on the application will be used for consideration.** "See Resume" will not be accepted for qualifications.

**Preferences**

**Education:**

- Master's of Science degree in Civil Engineering or related field.

**Experience:**

- Prior experience working on Harris County Engineering Department roadway design projects.
- Prior government experience.
- Experience coordinating with regional agencies (e.g., COH, TxDOT, etc.)
- Experience with working with Local, State and Federal Agencies.

**General Information**

**Position Type and Typical Hours of Work:**

- 40 hours per week | Monday-Friday.
- Subject to early mornings, late evenings, weekends, and holidays at times, depending upon the project, workload or area being declared a disaster area.

**Location:**

- 1111 Fannin St, Houston, Texas 77002

**Salary:**

- Commensurate with Experience, based on 26 pay periods.

**Work Environment:**

- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time:
- Approximately 90% of duties will be performed indoors in a normal office environment with acceptable lighting, temperature, air conditions, and noise levels.
- Approximately 10% of duties will be performed outdoors where there will be exposure to heat, cold, moisture, air pollution, wind, and dust.
- Must be willing to work in various weather and working conditions when visiting a field location.

**Physical Demands:**

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:
- Occasional driving of a vehicle with automatic and four-wheel drive controls
- Frequent standing and walking; prolonged sitting for extended periods of time
- Frequent stooping, bending, reaching, lifting, and carrying of items up to 10 pounds with occasional lifting of up to 20 pounds.
- Extensive use of a video display terminal (computer monitor)
- Occasional sorting, filing, shelving, and handling of documents, books, files, materials, and equipment.
- Frequent standing and walking on rough, uneven, or rocky surfaces and ground during field visits.

**Employment may be contingent on passing a drug screen and meeting other standards.**

**Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.**

**Agency**  
Harris County

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**Phone**

713-274-3857

**Website**

<https://www.governmentjobs.com/careers/harriscountytx>