



Harris County

Executive Director, Pollution Control Services

SALARY	Depends on Qualifications	LOCATION	Houston, TX
JOB TYPE	Regular Full-time	JOB NUMBER	17196
DEPARTMENT	Pollution Control Services Department	OPENING DATE	09/08/2026
CLOSING DATE	10/8/2026 11:59 PM Central		

Position Description



Harris County Pollution Control Services Department (HCPCS) Mission:

The mission of Harris County Pollution Control Services Department (PCS) is to protect the citizens of Harris County from environmental impacts through firm, consistent enforcement of state and federal regulations. The ultimate goal of PCS is clean air, water, and proper management of waste. The activities PCS are directed toward ensuring clean air and water for the citizens of Harris County, consistent with the protection of public health, enjoyment of property and the protection of plant, animal, and marine life.

Position Overview:

Under the direction of the County Administrator, the Executive Director of Pollution Control (ED) is responsible for providing leadership, management, and oversight over all Harris County Pollution Control Services (HCPCS) operations, including developing, implementing, and maintaining the Department's mission, vision, and strategic plan. In addition, the Executive Director is responsible for reviewing and commenting on requests for permits, driving countywide sustainability and climate action strategies, developing and implementing departmental policies, including community monitoring. The ED will ensure compliance and enforcement of environmental rules, regulations, and laws as outlined in County regulations, State and Federal statutes, and/or adopted by State and Federal regulatory agencies.

The Executive Director will lead in educating the public on various sources of environmental risk and preventive measures to protect their communities, and will serve as an advocate for sound environmental and pollution control policies at the local, state, and federal levels, thereby advancing the quality of life for all residents of Harris County.

Duties and Responsibilities:

- **Executive Leadership:** Provides broad oversight of Pollution Control Services (PCS) operations and staff by directing the work of divisions through division managers, section supervisors, and support staff; executes the department's mission, vision, strategic plan, goals, and objectives; and oversees recruitment, onboarding, training, and employee development to ensure departmental operations align with organizational priorities and desired outcomes. Reports to the Commissioner's Court regularly and leads initiatives and achieves goals set by the Harris County Strategic Plan.
- **Budget and Resource Management:** Guides departmental requests, budget preparation, and provides primary fiscal oversight of departmental general funds and grants; evaluates resource needs to support departmental programs, operations, staffing, contracts, and strategic priorities.
- **Executive Leadership:** Provides broad oversight of Pollution Control Services (PCS) operations and staff by directing the work of divisions through division managers, section supervisors, and support staff; executes the department's mission, vision, strategic plan, goals, and objectives; and oversees recruitment, onboarding, training, and employee development to ensure departmental operations align with organizational priorities and desired outcomes.
- **Budget and Resource Management:** Guides departmental requests, budget preparation, and provides primary fiscal oversight of departmental general funds and grants; evaluates resource needs to support departmental programs, operations, staffing, contracts, and strategic priorities.
- **Programmatic and Regulatory Oversight:** Establishes measurable departmental goals and objectives and oversees core environmental programs and operations, including field monitoring, inspections, sampling, laboratory testing, data collection, community monitoring, and related regulatory activities. Oversees the development and implementation of community monitoring strategies and evaluates departmental operations to achieve environmental and public health outcomes. In addition, provides technical and policy support to County departments in developing internal pollution-mitigation and sustainability strategies that comply with applicable local, state, and federal requirements.
- **Compliance, Enforcement, and Permitting:** Ensures federal, state, and local environmental laws, rules, regulations, and statutes are appropriately interpreted and applied through departmental monitoring, compliance, and enforcement activities. Oversees regulatory actions, including the issuance of Violation Notices, recommendations for civil and criminal cases, fines, penalties, and compliance and enforcement actions. Reviews and comments on environmental permits and related regulatory matters to prevent or minimize adverse impacts on the environment and public health.
- **Environmental Policy and Legislative Affairs:** Develops, directs, and evaluates departmental environmental policies, procedures, and strategic initiatives to ensure compliance with applicable federal, state, and local environmental laws and regulations; leads the development and advancement of pollution control, environmental protection, and climate-related policy priorities; monitors, analyzes, and interprets legislative and regulatory developments at the local, state, and federal levels; and provides experts recommendations, policy guidance, and formal responses to Commissioners Court and other governing bodies as required. Identifies opportunities for changes to environmental policies, rules, regulations, and law and advocates for appropriate changes through established channels.
- **Intergovernmental and Community Partnerships:** Develops and maintains effective working relationships with local, state, and federal agencies and participates in multi-jurisdictional compliance and enforcement activities; establishes cooperation agreements involving data and resource sharing with Harris County departments, other governmental entities, and nongovernmental organizations. Represents PCS in intergovernmental matters and advances coordinated approaches to environmental protection and pollution control.
- **Environmental Response and Legal Support:** Provides departmental leadership during environmental emergencies and may serve in Incident or Unified Command structures; oversees environmental response activities, including air, soil, and surface water monitoring; coordinates departmental response efforts with the County's Office of Homeland Security and Emergency Management and other response partners; and represents the department in legal proceedings and provides testimony as required.
- **Public and Media Relations:** Represents PCS before professionals, community stakeholders, governmental entities, and the general public; conducts presentations and educational activities regarding environmental and public health issues; develops and implements strategies to increase public awareness of PCS activities and environmental risks; educates the public regarding environmental risks and preventive measures; responds to media inquiries and interview requests; and serves as an advocate for sound environmental and pollution control policies at the local, state, and federal levels.

Other Duties:

- This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time. Employees are responsible for executing the duties and responsibilities listed above, as well as any other duties as assigned. Some positions may require employees to work before, during, or after an emergency or disaster, at the department's discretion.

Harris County is an Equal Opportunity Employer

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

If you need special services or accommodations, please call (713) 274-5445 or email 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

Required Supporting Documents:

- Cover Letter
- Resume

Education and Experience:

- Bachelor's Degree in Environmental Toxicology, Environmental Science, Environmental Policy, Chemical Engineering, Chemistry, Biology, or a related field.
- Five (5) years of experience supervising professional staff in relevant environmental enforcement fields, including experience with environmental policy, pollution control and response, environmental toxicology, and/or emergency response.

Additional experience may be substituted for education on a year-for-year basis.

Knowledge, Skills, and Abilities:

- Knowledge and understanding of principles, practices, and program areas related to environmental toxicology, technical air, water, and soil pollution control functions and activities.
- Broad knowledge and understanding of current developments, literature, and sources of information regarding air, water, and soil quality management.
- Working knowledge of environmental policy, pollution control and response, environmental toxicology and/or emergency response.
- Working knowledge of current environmental regulatory issues and a strong understanding of relevant rules, regulations, and laws/statutes.
- Working knowledge of sustainability strategies, energy and technology solutions that address climate.
- Must possess demonstrated leadership skills.
- Must have staff development and management experience including but not limited to planning, organizing, coordinating, directing, budgeting, and fiscal management.
- Skilled in exercising sound independent judgment within policy guidelines.
- Ability to effectively communicate and work with leadership teams and the public.
- Proficient use of computer software for email communication, budget management, and database retrieval.

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

- Master's Degree in Environmental Toxicology, Environmental Science, Environmental Policy, Chemical Engineering, Chemistry, Biology, or a related field.

General Information

Position Type and Typical Hours of Work:

- Regular Full-time
- Monday - Friday | 40 Hours per Week
 - May be required to work long hours (and possible overnight stays) during industrial-facility upsets, environmental disasters such as floods or hurricanes, or other public health emergencies.
 - Hours will be discussed during departmental interview.

Work Environment, Physical and Mental Demands:

- The work is performed in an office environment, where the use of standard office equipment such as computers, phones, scanners, and filing cabinets is routine to perform the essential functions of the position.
- This position requires sedentary work, including sitting for extended periods, with the ability to use and perform repetitive motion and manual dexterity. The physical demands described here are representative of those that must be met to perform the essential functions of this job successfully.
- The work requires high levels of concentration and attention to detail, high levels of creativity and innovation, high levels of work-related stress, and high levels of memory and information retention to perform the essential functions of the position.

Reporting Relationships:

- **Reports to Position:** County Administrator
- **Supervised Positions:** 65 to 80 FTEs

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.

Employer

Harris County

Address

1111 Fannin St
Ste. 600
Houston, Texas, 77002

Phone

713-274-5445

Website<https://www.governmentjobs.com/careers/harriscountytx>**Executive Director, Pollution Control Services Supplemental Questionnaire*****QUESTION 1**

Which of the following best describes your highest level of education completed as it relates to this position?

- ☐ High School or GED diploma
- ☐ Associates Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher
- ☐ None of the above

***QUESTION 2**

If you selected a college degree in response to the previous question, which of the following best describes your major?

- ☐ Environmental Toxicology
- ☐ Environmental Science
- ☐ Environmental Policy
- ☐ Chemical Engineering
- ☐ Chemistry
- ☐ Biology
- ☐ Other Related Field
- ☐ Unrelated Field
- ☐ N/A; No Degree

***QUESTION 3**

Which of the following best describes your verifiable years of experience supervising professional staff in relevant environmental enforcement fields, including experience with environmental policy, pollution control and response, environmental toxicology, and/or emergency response? (To be considered, qualifying experience must be documented in your application's employment history)

- ☐ Less than five (5) years
- ☐ Five (5) years or more but less than six (6) years
- ☐ Six (6) years or more but less than seven (7) years
- ☐ Seven (7) years but less than eight (8) years
- ☐ Eight (8) years but less than nine (9) years
- ☐ Nine (9) years or more
- ☐ I do not have this experience.

***QUESTION 4**

Please provide details about your verifiable experience supervising professional staff in relevant environmental enforcement fields, including experience with environmental policy, pollution control and response, environmental toxicology, and/or emergency response. *** Do not use "See Resume", as we do not use resumes to assess qualifications.*** (To be considered, qualifying experience must be documented in your application's employment history) If you do not have this experience, please type "None" in the space provided.

*QUESTION 5

Which of the following describes your level of proficiency using a personal computer and common office software such as MS Office Suite (Word, Excel, PowerPoint, and Outlook). Please select your level of proficiency based on the following descriptions: Advanced: A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. Intermediate: A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. Basic: A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions. Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. Entry Level: A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellchecker and grammar check.

- ☐ Advanced
- ☐ Intermediate
- ☐ Basic
- ☐ Entry Level
- ☐ Not proficient

* Required Question