



**DIRECTOR**  
**ECTOR COUNTY HIGHWAYS AND STREETS**

The Ector County Highways and Streets Department is in need of a Director. The Director will be under the direct supervision of the Commissioners' Court.

**PRIMARY DUTIES:** The Director will supervise and manage the construction and maintenance of all county roads and drainage improvements, as well as, supervise all employees of Road Maintenance, Traffic Department and Engineering.

**EDUCATION:** High school diploma or GED. Must have extensive knowledge in road maintenance and construction principles and have knowledge of state and federal regulations concerning road construction and maintenance.

**EXPERIENCE AND QUALIFICATIONS:** Ten years considerable, progressive experience in construction and supervision of people. Ability to perform all phases of road construction and maintenance with proficiency. Ability to train subordinates in all phases of road construction and maintenance, as necessary. Budgetary experience required. Texas Commercial Driver's License (CDL) with "X" endorsement and insurable driving record. Must be able to travel from worksite to worksite on short notice to oversee issues, as necessary. Must be able to read and understand work requests, letters, memos, emails, reports, equipment manuals and other documents as related to job duties. Must be able to perform basic math with ability to figure percentages, calculate budgetary needs, project shortages, and knowledge of addition, subtraction, multiplication and division calculations. Must be able to write instructions, reports, letters, memos, emails and other documents as related to job duties. Planning/implementing new policies and providing training/educational workshops for subordinate supervisors and employees. Short and long range planning for Highways & Streets Department. Responsible for coordinating/managing current operations, as well as new projects determined by Commissioner's Court. Work requires making final decisions on hiring/disciplinary actions; realigning work and staffing assignments for the department; setting broad organizational goals; and monitoring work performance of subordinate supervisors and employees. Responsible for final approval of budgetary recommendations to Commissioner's Court. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Responsible for Highways & Streets Department Budget in excess of \$5 million. Maximum ability to deal with the public, employees, elected officials and department heads in a professional manner. Must maintain compatible relationship within department. Must prioritize workload with the usual interruptions of daily business dealings.

**SALARY, WORK DAYS, & HOURS:** Depending on Experience (DOE), plus excellent benefits; cell & auto allowance; work days and hours: Monday-Friday; 8:00am to 5:00pm; weekends only on emergencies

**DEADLINE: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.**

Please apply at the Ector County Annex Building located at 1010 E. Eighth Street, Human Resources Department, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**NOTICE:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.