Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Foreman (Building Maintenance Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV609	**Trades, Crafts and Other Skilled Work**	**Foreman (Building Maintenance Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**August 28, 2026**

The Foreman (Building Maintenance Foreman), under general direction, is responsible for oversight of various construction projects, general building maintenance projects, and renovation of new and existing buildings; prepare time, cost, and materials estimates, and schedule all building maintenance jobs and related custodial work. Coordinates maintenance and custodial employees, and schedule operations and projects.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans and schedules projects of minor interior and exterior repair tasks of skilled and semi-skilled workers.
- Assists in the development of budget; orders and purchases materials; monitors expenditures and project costs; and prepares monthly reports.
- Provides cost analysis for remodeling projects to departments.
- Schedules daily, weekly, and monthly routine maintenance and custodial functions for all areas maintained.
- Inspects work at various sites daily to ensure work orders are properly completed as assigned.
- Orders and controls inventory of equipment, materials and supplies at building maintenance shop and/or job sites.
- Coordinates training of employees in the proper operation of equipment, machines and power tools.

- Performs a wide variety of tasks requiring skill in the building trades including carpentry, painting, electrical, plumbing and custodial work.
- Recommends major and minor repairs or development needs and provides technical assistance with new and existing construction facilities.
- Submits written work order progress reports upon request.
- Assists in the development of policies and procedures.
- Ensures OSHA compliance and safety of workers and the general public.
- Resolves on-site difficulties and ensures smooth work operations.
- May assist maintenance workers in completing work tasks and in the repair of equipment and tooling.
- Performs other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor Degree in Construction Technology, Engineering Technology or related field.
- Thee (3) years of experience in maintenance and/or construction.
- Employee must have a valid New Mexico driver's license by employment date and maintain a valid NM driver's license while employed in this position.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Current NM Contractor's (GB 98) license preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- Workers exposed to natural weather conditions, which may be severe, while performing outdoor duties.
- Worker is exposed to occasional vibration and noise factors while performing maintenance and repair duties.
- Indoor duties are performed on an even surface, which may be carpet, tile or concrete. Indoor surfaces are typically dry. Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet. Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roof. Climbing stairs, ladders, and scaffolds in the performance of duties is required both indoors and outdoors.
- Worker is exposed to fumes/odors from the use of paint and chlorine. Worker may be exposed to dust and mists in the performance of certain outdoor duties.
- Work hazards, or potential work hazards, include climbing of ladders and scaffolds, exposure to severe weather conditions, exposure to electrical wiring and currents, heavy lifting, working on rooftops, and working on potentially slick surfaces, in addition to working around power tools.

EQUIPMENT, TOOLS AND MATERIALS

- Employee uses a wide variety of hand and power tools in the performance of duties.
- Equipment used by employee includes ladder, scaffold, tape measure, dolly, hoist, toolbox, volts/ohm/amp-meter, flashlight, keys, soldering torch, hydraulic lift, winches, cutting and braising torch, shovels, rakes, lawn mowers, snow removal machines, and painting equipment.
- Supplies used by employee includes electrical parts, appliance parts, plumbing parts, fasteners of all types, adhesives, paints, solvents, gasoline, oil, and cleaning materials.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to apply knowledge of basic mathematics in calculations and taking measurements.
- Must be able to apply knowledge of tools, machines, materials, and methods used in the performance of duties.
- Must be able to apply knowledge of electricity, plumbing, carpentry and general maintenance.
- Must be able to organize and prioritize tasks.
- Must be able to think clearly and make decisions, which may affect work activity.

- Must be able to understand and communicate in English.

PHYSICAL FUNCTIONS

- Must be able to lift up to an estimated 50 pounds from ground to waist level, from ground to shoulder level, and from ground to overhead as needed, typically no more than 5 times per day. Must be able to utilize hoists and dollies to move heavy equipment and supplies, weighing up to approximately 150 pounds.
- Must be able to push and pull on an occasional basis from 25 to 50 pounds.
- Must be able to climb stairs, ladders and scaffolding, as needed, up to an estimated total of 10 times per day.
- Must be able to maintain balance while climbing and standing on ladder or scaffold.
- Must be able to kneel for up to 1 hour at a time, and up to a total of 2 hours per day.
- Must be able to crawl, crouch, or work in a prone or supine position for short periods of time, as needed.
- Must be able to bend at the waist and twist/rotate waist as needed, on a frequent basis during the day, or up to 50 times total per day. Lifting may also be required while bending.
- Must be able to work with arms extended or bent, as needed, up to a total of 8 hours per day.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner.
- Must be able to use finger dexterity in the performance of repair and maintenance of electrical, plumbing, carpentry, and general problems.
- Must be able to coordinate use of hands and eyes.
- Must have adequate senses of smell, hearing, and tactile sense.
- Must be able to react quickly while performing duties to avoid accidents.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.