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Foreman (Electrical Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV623	**Trades, Crafts and Other Skilled Work**	**Foreman (Electrical Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**August 19, 2026**

The Foreman (Electrical Foreman), under minimal direction, schedules, supervises, and performs maintenance and repairs of all existing electrical systems at Bernalillo County facilities. Performs project management on assigned special electrical projects including installation and maintenance of new electrical, photovoltaic systems and emergency generators for County maintained buildings and property.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates the repair or replacement of various electrical related systems. Evaluates maintenance requests plus troubleshoot and diagnoses problems. Estimates time and materials required to complete jobs.
- Schedules and plans work orders, assigns technicians to jobs, and maintains accurate logs of work performed.
- Instructs and trains staff on daily operations, repairs, or replacement of electrical systems ensuring that all work is completed in compliance with current codes, manufacturer’s instructions, safety standards and industry practices.
- Identifies and plans work to be performed by outside contractors. Obtains cost estimates and follows established procurement procedures. Provides technical assistance in new construction design.
- Establishes preventative maintenance schedules according to manufacturer’s recommendations. Ensures necessary work is performed based on reports and alarms to restore systems to normal operations. Responsible

for daily adjustments and equipment start and stop times.

- Provides technical direction and on-the-job training to electricians.
- Installs electrical service, lighting, outlets, switches, connect motors, and other electrical devices. Fabricates, assembles, and installs conduits. Troubleshoots and diagnoses electrical and low voltage faults building systems.
- Maintains various reports, monitors budget/expenditures, and ensures accurate timekeeping.
- Responds to emergencies and takes corrective action to ensure systems are in operation.
- Conducts performance appraisals, recommends new hires, and advises management of disciplinary concerns.
- Serves as the on-call supervisor on a rotating basis and addresses after hour callouts and emergencies for the Building Maintenance Program.
- 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

- High school diploma or GED.
- Five (5) years of experience working in the area of duties mentioned above.
- JE-98 journeyman electrical license from the State of New Mexico required.
- Knowledge of accepted principles and practices of electrical systems, electricity and electrical equipment.
- Ability to exercise judgment, evaluate a problem area, and to use initiative in reaching a solution.
- Ability to communicate well with others.
- Ability to carry out the safety rules and policies established by the department.
- Ability to communicate in both oral and written English.

SUPPLEMENTAL INFORMATION

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.
- Employee must have a thorough knowledge and use of the tools and equipment required of the trade.
- Employee must possess a journeyman electrical license from the State of New Mexico.

WORKING CONDITIONS

- Duties are performed indoors, estimated at 50%.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to natural weather conditions while working outdoors 50% of the time.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, or decks.
- Work hazards or potential work hazards include exposure to dangerous situations involving high voltage, adverse weather conditions and other mechanical hazards, hazards associated with working at heights.
- Worker is exposed to snow, wind, possible lightning, and extreme cold and heat.
- Worker is exposed to high voltage during inspections, safety checks, maintenance, and repair when the wire must remain "hot." Worker must follow safety procedures while working on "hot" wires.
- Work may include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various paperwork, files and reports in the documentation of work.
- Employee operates a county vehicle.
- Employee utilizes various hand tools, voltmeter, ohmmeter, and other test instruments.
- Employee handles ladders, scaffolds, drills, hand tools, pipe benders, saws, fish tape and fuse pullers, cherry picker, aerial lift truck, tommy lift truck.
- Employee operates two-way radio, utilize beeper, and safety equipment, including glasses, safety shoes, hard hats, back support belts, vests, fire extinguishers, first aid kits and electrical gloves.

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.