Human Resources
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Foreman (HVAC Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV610	**Trades, Crafts and Other Skilled Work**	**Foreman (HVAC Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 16, 2026**

The Foreman (HVAC Foreman), under minimal direction, schedules, supervises, and performs maintenance and repair of all existing HVAC systems at Bernalillo County facilities. Performs project management on all assigned special HVAC projects including installation and maintenance of new cooling, ventilation, heating and direct digital control/energy maintenance systems for County maintained buildings and property.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates the repair or replacement of various low voltage related systems. Evaluates maintenance requests plus troubleshoots and diagnoses problems. Estimates time and materials required to complete jobs.
- Schedules and plans work orders, assign technicians to jobs, and maintains accurate logs of work performed. Instructs and trains staff on daily operations, repair or replacement of low voltage 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 low voltage technicians.
- Installs cameras, key card access, intrusion and fire alarm components, and automatic gate controls. Troubleshoots and diagnoses 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 address after hour callouts and emergencies for the Building Maintenance Program.
- Perform 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.
- Four (4) years of experience in maintenance of and/or repair of low voltage systems and equipment.
- Applicant must possess a valid New Mexico State Issued License in one of the following: ES-3 or ES-7.
- Must have knowledge of methods, equipment and materials used in the installation, maintenance and repair of low-voltage equipment and systems.
- Must have knowledge of occupational hazards and standard ability to read, interrupt, prepare schematics and wiring diagrams.
- Must be able to perform skilled work safely and proficiently using a variety of hand tools and power equipment associated with the repair, maintenance, construction, installation and troubleshooting of low-voltage systems.
- Must have the ability to carry out the safety rules and policies established by the department.
- Must have the 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.

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, and decks.
- Employee is exposed to snow, wind, possible lightning, and extreme cold and heat.
- Employee is exposed to high voltage (maximum than 120 volts) during inspections, safety checks, maintenance, and repair when the circuit must remain energized.
- 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, fuse pullers, aerial lift truck, hydraulic lift truck, personnel lift, portable generator etc.
- Employee operates two-way radio, utilize beeper, and safety equipment, including eyewear, safety shoes, hard hats, fire extinguishers, first aid kits etc. Lockout/Tagout and other related safety procedures.

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.