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Foreman (Parks Area Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV611	**Trades, Crafts and Other Skilled Work**	**Foreman (Parks Area Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**September 21, 2026**

The Foreman (Parks Area Foreman), under the direction of the Land Management Section Manager, responsible for a section of County parks, facilities and open space areas. Supervise and coordinate the field activities of workers engaged in park maintenance, park development and open space projects.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises County Park maintenance crews and schedules maintenance functions for areas maintained. Establishes and schedules priorities, special maintenance, and development activities.
- Responsible for performance evaluations, issuing disciplinary actions, handling employee complaints; recommending the hiring, termination, and promotion of staff.
- Trains employees in the operation of equipment, to include the use of a central irrigation control system, machines and power tools and in the proper use of chemical fertilizer, pesticides, herbicides, and insecticides.
- Inspects parks and evaluates routine maintenance work and other projects including concrete work, welding, irrigation repair, and installation ensuring duties are properly performed.
- Plans and coordinates usage of parks and facilities with community groups, sports leagues, schools and other public entities for summer, year-round and special events.
- Recommends major and minor repairs or development needs and provide technical assistance in new construction design.

- Resolves on-site difficulties and ensures smooth work operations.
- Assists in the development of budget; orders and purchases materials; monitors expenditures and project costs; and prepares monthly reports.
- Ensures OSHA compliance and safety of workers and the general public.
- May assist maintenance workers in completing work tasks and in the repair of equipment and tooling.
- ***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

- Associate degree in a related field.
- Five (5) years of work experience in groundskeeping or general facility maintenance with two (2) years of experience in a supervisory capacity.
- Must possess journeyman sprinkler license or equivalent.
- Must be able to obtain a 3A, 3B, or 6B Public Applicators License within six (6) months from the date of hire.
- Must be certified in Backflow Prevention.
- Must have knowledge of the activities and practices involved in the maintenance of park facilities and of horticultural practices.
- Must have knowledge of the use and care of a variety of equipment and tools used in park maintenance.
- Must have the ability to schedule a maintenance program for lawns, trees, etc.
- Must have the ability to plan, schedule, train, and direct the work activities of others engaged in park maintenance.
- Must have the ability to establish objectives, recommend procedures, and/or methods for cost effective programs.
- Must have the ability to perform the manual labor required of this position.
- Must have the ability to exercise judgment and discretion in interpreting department policy and in staff supervision matters.
- Must have the ability to carry out complex oral and written instructions.
- Must have the ability to establish and maintain effective working relationships with superiors, subordinates, co-workers and the general public.
- Must have the ability to communicate effectively in both oral and written English.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Commercial Driver’s License (CDL) Class A endorsement is 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.
- Employee must be able to obtain a 3A, 3B or 6B Public Applicators License within six (6) months from the date of hire and possess and maintain all other applicable licenses.
- Employee must be able to work flexible hours and be on-call as necessary.

WORKING CONDITIONS

- Work is performed outdoors, with exposure to natural weather conditions year-round.
- Worker is exposed to occasional noise and vibration factors in the operation of equipment.
- Worker is exposed to dust, fumes, and mists.
- Work is performed on even and uneven terrain. Surfaces may be wet, dry, natural ground or paved. Work may be performed on inclines and occasionally on ladders.
- Work hazards include dust, chemicals such as herbicides, fertilizers, pesticides, and power equipment and ladders.
- Works as part of a crew and under general direction.

EQUIPMENT, TOOLS AND MATERIALS

- Office work to include, but not limited to, computer literacy and ability to utilize fax and copy machines.
- Utilizes the following tools and equipment: sickle mower, push mower, sprayer, weed-eater, power blower, pruning shears, ladders, pick-up trencher, front loader dump truck, power rake, power sign machine, sod cutter, and tractor with various attachments (aerate, rake, spreader, gang mower and sprayer), and assorted hand tools utilized in grounds maintenance.

- Gloves, goggles, boots, dust masks, ear plugs and occasionally respirators are utilized in performance of essential duties.
- Operates County vehicle as necessary on a daily basis.

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

- Ability to use reason and judgment in assignment of tasks.
- Ability to communicate work assignments and to supervise the work of others.
- Ability to apply knowledge of the use of tools, equipment and materials in a safe manner in the performance of essential duties and to instruct others in the safe application of tools and equipment.

PHYSICAL FUNCTIONS

- Ability to stand and/or walk up to four (4) hours at one time, and up to eight (8) hours total per day.
- Must be able to lift up to 100 pounds occasionally from ground to waist level. Ability to lift 25 to 50 pounds frequently from grounds to shoulder level.
- Ability to bend at waist and twist/rotate waist if necessary for up to one-third of workday.
- Ability to crouch and kneel frequently.
- Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
- Ability to push/pull with arms with a force of up to 50 plus pounds.
- Ability to climb ladders and work from ladders while trimming trees or shrubs.
- Ability to coordinate use of hands and eyes in performance of essential duties.

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.