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Foreman (Parks Technical Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV612	**Trades, Crafts and Other Skilled Work**	**Foreman (Parks Technical Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**September 14, 2026**

The Foreman (Parks Technical Foreman), under the general direction of the Land Management Section Manager, supervises, oversees, and coordinates technical field activities of parks and open space maintenance and development projects.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides technical assistance and field support for the County, parks, open space and trail development program.
- Responsible for performance evaluations, recommends disciplinary actions, handling employee complaints and grievances; recommends the hiring, termination, and promotion of assigned staff.
- Schedules, coordinates, and maintains training records for the Land Management section.
- Implements and oversees the central irrigation control system.
- Responsible for trail maintenance program, forest fuel load reduction and strategies involving general farming and agricultural practices.
- Inspects parks, open space, trails, and other County facilities and properties to ensure proper maintenance and to note and schedule additional or special maintenance activities.

- Oversees comprehensive maintenance and replacement programs for all land management maintenance equipment or maintenance of newly installed equipment, such as irrigation and security systems.
- Responsible for overseeing the proper use of fertilizer, pesticides, herbicides, insecticides, and other chemical or organic applications on all park and open space land and trains employees on proper use of these chemicals.
- Prepares budget cost estimates for specific maintenance projects and materials. Develops and maintains inventory for capital equipment and supplies.
- Researches and recommends proper procedures for natural resource management for open space agricultural properties.
- Oversees park projects, open space, trail development, and re-development projects and recommends repairs or development needs as assigned.
- Responsible for assigning staff work orders and ensuring completion of assigned task.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety.
- May cover for the Land Management Section Manager and Park Area Maintenance Supervisor in their absence.
- ***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's Degree in park and/or resource management, planning or related field.
- Three (3) years of work experience in grounds keeping or land resource management.
- Two (2) years' experience in a supervisory capacity.
- Must possess journeyman sprinkler license (JS) or equivalent.
- Must be able to obtain a 3A, 3B, or 6B Public Applicators License within nine (9) months of the date of hire.
- Must be certified in Backflow Prevention.
- Must have knowledge in alternative and/or substantial agricultural techniques such as: organic fertilization, weed control through alternative crop planting, permaculture, vermaculture, organic insect control and development of hydroponic growing systems.
- 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 schedule, train, and direct the work activities of others engaged in park maintenance.
- Must have the ability to perform the manual labor required of this position.

- 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.

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 nine (9) months of 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

- Duties are performed indoors and outdoors, with exposure to natural weather conditions.
- Worker is exposed to occasional noise and vibration factors in the operation of equipment.
- Worker is exposed to odors, dust, fumes, and mists while performing duties outdoors.
- Indoor work duties are typically performed on an even surface, which may be carpeted or tiled. Indoor work surfaces are dry.
- Outdoor duties may be performed on either even or uneven surfaces and the surface may be either dry or wet on natural ground, paved or concrete. 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 telephone, photocopy machine, fax, computer and calculator.

- Materials and products handled in the course of performing essential work duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- 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.
- Must be able to analyze and interpret various situations and take appropriate actions.
- 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.
- Must be able to plan and organize own work activities, as well as the work activities of subordinates.

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 (4) hours at one time, and seven and one-half (7.5) 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.