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

Foreman (Plumber Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV624	**Trades, Crafts and Other Skilled Work**	**Foreman (Plumber Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 16, 2026**

The Foreman (Plumber Foreman), under minimal direction, schedules, supervises, and performs maintenance and repair of all existing plumbing systems at Bernalillo County facilities. Performs project management on all assigned special plumbing projects including new installation and replacement of existing water, sewer, and gas systems for County maintained buildings and property.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates the repair or replacement of various plumbing related systems. Evaluates maintenance requests plus troubleshoots 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, repair or replacement of plumbing related 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 for backflow preventers, pumps, valves, and other equipment related to water, sewer, and gas systems. Ensures work is documented and reports to other entities as necessary.

- Provides technical direction and on-the-job training to plumbers.
- Installs water, sewer, and gas systems to support county facilities. Troubleshoots, diagnoses, and repairs leaks, malfunctions, and adjustments to these 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.
- Four (4) years of plumbing experience.
- Licensed in plumbing and gas-fitting.
- Knowledge of plumbing practices and procedures.
- Knowledge of back-flow device installation and repair.
- Knowledge of fire protection systems.
- Knowledge of central air systems.
- Basic mathematical principles.
- Skilled in interpreting and reading blueprints, diagrams and plans.
- Ability to work independently in the absence of supervision.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships.

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

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 obtain back-flow prevention certification within one (1) year of employment or promotion and must maintain certification while employed as a Plumber.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. While performing outdoor activities, worker is exposed to natural weather conditions that may be severe.
- Worker is exposed to occasional vibration and noise factors.
- 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 gravel, or shingled roof. Climbing stairs, ladders and scaffolds, indoors or outdoors, is required.
- 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.
- 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.
- Work may be performed at a correctional facility with exposure to noise, possible contact with inmates, and dangerous situations that could involve serious bodily injury and other health hazards.

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.
- Supplies used by employee include electrical parts, appliance parts, and plumbing parts, fasteners of all types, adhesives, paints, solvents, gasoline, oil, and cleaning materials.
- Employee utilizes a filter mask when handling some hazardous chemicals.

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.