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Foreman (PW Maintenance Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV613	**Trades, Crafts and Other Skilled Work**	**Foreman (PW Maintenance Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 10, 2026**

The Foreman (PW Maintenance Foreman) Under general direction, responsible for oversight and leading of various construction projects and general maintenance projects; prepare time, cost, and materials estimates, and schedule all maintenance jobs. Oversee maintenance employees, establish, schedule, and supervise operations and projects.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, assigns, trains, and supervises all projects, minor and major repair tasks consisting of heavy equipment operators and truck drivers, masons, and laborers.
- Responsible for performance evaluations, issuing disciplinary actions, handling employee complaints and grievance; recommending the hiring, termination, and promotion of staff.
- Directs assignments consisting of road construction and specialized types of highway maintenance work such as pavement patching, road oiling and sealing, and shoulder repairs.
- Recommends major and minor repairs or development needs and provides technical assistance in new construction design.
- Interprets blueprints, construction specifications, and engineering drawings and discusses specified construction procedures with affected parties to ensure compliance with contract requirements and industry standards and codes.

- Assists in the development of budget and prepare monthly reports.
- Forecasts, projects, and/or monitors unit costs and expenditures for supplies, equipment and man-hours for maintenance and construction projects and contracts.
- Assists in the development of policies and procedures.
- Inspects equipment for proper operation and maintenance. Inspects work at various sites daily to ensure work orders are properly completed as assigned.
- Orders and controls inventory of equipment and materials at building maintenance shop.
- Trains employees in the operation of equipment, machines, and power tools and in the proper use of heavy equipment.
- Ensures OSHA compliance and safety of workers and the general public.
- Resolves on-site difficulties and ensures smooth work operations.
- May assist maintenance workers in completing work tasks and in the repair of equipment and tooling.
- Maintains timekeeping records of crew members for payroll purposes.
- ***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

- Associates degree, from an accredited institute, in construction, civil engineering technology or related field.
- Five (5) years of work experience involving road construction maintenance, including two (2) years in a lead or supervisor capacity.
- Knowledge of road construction, all types of road maintenance, and the County road system.
- Ability to plan, schedule, train, and direct the work activities of others engaged in road construction maintenance.
- Civil engineering principles and practices related to public works construction and maintenance in area of assignment; Principles of inspections, testing, environmental monitoring and handling of hazardous chemicals and materials.
- Ability to establish objectives, recommend procedures, and/or methods for cost effective programs.
- Ability to exercise judgment and discretion in interpreting department policy and in staff supervision matters.
- Knowledge of hand and power tools, testing devices, and welding equipment used in shop activities.
- Knowledge of occupational hazards and safety precautions, related federal, state, and local laws pertaining to road construction and heavy equipment.
- Knowledge of the operation and maintenance of all trucks and heavy equipment used by crews.

- Ability to supervise others and to clearly articulate instructions to subordinates.
- Ability to carry out complex oral and written instructions.
- Ability to plan work assignments and to write reports.
- Ability to develop productive work relationships with supervisors, subordinates, and other County employees.
- Ability to communicate effectively in both oral and written English.
- Proficiency in the use of Windows-based word processing, spreadsheet, and database software and in the development and maintenance of applicable data.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- New Mexico Contractors License GA-98 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.
- Complete required supervisor training, if applicable.
- Employee must possess a valid New Mexico Commercial Driver's License, Class B, by employment date and retain a valid NM CDL driver's license while employed in this position.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions when working outdoors.
- Indoor duties are performed on an even, cement surface. Surfaces are typically dry.
- Outdoor surfaces include natural ground, asphalt, or concrete.
- Work hazards or potential work hazards include: the use of cranes, hoists, cutting torches, welders, drill press, grinders, drills, jacks, solvents, battery acid, moving machinery parts.

- Workers are exposed to battery acid, solvents, oil, diesel, gasoline, carburetor cleaner, antifreeze, grease, transmission fluids, cleaners, electric motor and brake cleaner and fire retardants.

EQUIPMENT, TOOLS AND MATERIALS

- Worker uses the following equipment: general hand tools, typewriter, telephone, computer, radio, facsimile machine, calculator, and photocopier.
- Employee handles paperwork and basic office supplies when performing administrative or record keeping duties.
- Worker handles the above-mentioned materials and substances.
- Employee operates heavy equipment on an as needed 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

- Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
- Must be able to understand and follow written directions in English.
- Must be able to give and receive verbal and written directions in English.
- Must be able to speak and write clearly in order to communicate information essential to the operation highway maintenance crew.
- Must possess sound judgement and apply sound safety precautions in the operation of the highway maintenance shop.
- Must have the mental ability to analyze, test, and inspect systems on heavy equipment.
- Must have the ability to apply knowledge gained from vehicle maintenance manuals and operation manuals in order to inspect vehicles and equipment.
- Must be able to organize and prioritize own tasks as well as tasks of subordinates.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for an entire shift.
- Must be able to climb and descend stairs or a step stool as needed.
- Must be able to kneel and crouch for short periods of time as needed on a frequent basis.
- Must be able to bend at the waist and twist/rotate waist as needed when inspecting vehicles.

- Must be able to work with arms extended on a constant basis when inspecting vehicles and equipment.
- Must be able to work with arms bent on a frequent basis.
- Must be able to push/pull with arms with an estimated force of 40 pounds as needed.
- Must be able to use finger dexterity in the use of the above-mentioned tools, machines, and equipment.
- Must be able to coordinate the use of hands and eyes in the performance of essential duties when diagnosing or inspecting equipment.
- Must have sufficient eyesight to be able to perform essential duties.
- Must be able to use legs and feet to stand, walk, climb/descend stairs, and drive as needed to perform 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.