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Foreman (Remodeling Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV614	**Trades, Crafts and Other Skilled Work**	**Foreman (Remodeling Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 19, 2026**

The Foreman (Remodeling Foreman) schedules and coordinates various structural construction projects, general building maintenance projects, and renovations of new and existing buildings. Prepares time, cost, and material estimates. Schedules routine and special projects, and all maintenance jobs as directed. Required to be on 24/7 on-call duty which is on a rotation basis. In addition, if required during a County declared emergency, this position must respond.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates and schedules all assigned technicians to complete work related to projects and renovations of new and existing buildings.
- Assists in the development of project budgets; orders and purchases materials; monitors expenditures and project costs; and prepares status reports as directed.
- Provides cost analysis for remodeling projects to departments.
- Schedules daily, weekly, and monthly routine maintenance/repair functions for all areas maintained.
- Inspects work at various sites daily to ensure work orders are properly completed.
- Orders and controls inventory of equipment and materials at building maintenance shop and/or job sites.
- Coordinates training of employees in the proper use and operation of equipment, machines and power tools.

- Performs a wide variety of tasks requiring skill in the building trades including building maintenance, carpentry, casework, drywall installation, painting, electrical, and plumbing.
- Recommends major and minor repairs or development needs and provides technical assistance in new construction design.
- Submits written work order progress reports upon request.
- Assists in the development of department policies and procedures.
- 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.
- If incumbent has current contractor (GB98) license, duties may include representing the County as the Qualifying Party for all internal (County) work requiring a building permit.
- Required to be on 24/7 "on-call duty" which is on a rotational basis. In addition, if required during a County declared emergency, this position must respond.
- ***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 Construction Technology, Construction Management, or a related field.
- Three (3) years of experience in maintenance and/or construction.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Preferred NM Contractor's (GB 98) license.

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.
- Copies of contractor's license(s) must be provided at time of application.
- Required to be on 24/7 "on-call duty" which is on a rotational basis. In addition, if required during a County declared emergency, this position must respond.

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, which may be severe, while performing outdoor duties.
- Worker is exposed to occasional vibration and noise factors while performing maintenance and repair duties.
- 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 surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roof. Climbing stairs, ladders, and scaffolds in the performance of duties is required both indoors and outdoors.
- 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.
- Work hazards, or 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.

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, shovels, rakes, lawn mowers, snow removal machines, and painting equipment.
- Supplies used by employee includes electrical parts, appliance parts, plumbing parts, fasteners of all types, adhesives, paints, solvents, gasoline, oil, and cleaning materials.

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 apply knowledge of basic mathematics in making measurements and calculations.
- Must be able to apply knowledge of tools, machines, materials, and methods used in the performance of duties.
- Must be able to apply knowledge of electricity, plumbing, carpentry and general maintenance.
- Must be able to organize and prioritize tasks.
- Must be able to think clearly and make decisions, which may affect work activity.

PHYSICAL FUNCTIONS

- Must be able to lift up to an estimated 50 pounds from ground to waist level, from ground to shoulder level, and from ground to overhead as needed, typically no more than 5 times per day. Must be able to utilize hoists and dollies to move heavy equipment and supplies, weighing up to approximately 150 pounds.
- Must be able to push and pull on an occasional basis from 25 to 50 pounds.
- Must be able to climb stairs, ladders and scaffolding, as needed, up to an estimated total of 10 times per day.
- Must be able to maintain balance while climbing and standing on ladder or scaffold.
- Must be able to kneel for up to 1 hour at a time, and up to a total of 2 hours per day.
- Must be able to crawl, crouch, or work in a prone or supine position for short periods of time, as needed.
- Must be able to bend at the waist and twist/rotate waist as needed, on a frequent basis during the day, or up to 50 times total per day. Lifting may also be required while bending.
- Must be able to work with arms extended or bent, as needed, up to a total of 8 hours per day.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner.
- Must be able to use finger dexterity in the performance of repair and maintenance of electrical, plumbing, carpentry, and general problems.
- Must be able to coordinate use of hands and eyes.
- Must have adequate senses of smell, hearing, and tactile sense.
- Must be able to react quickly while performing duties to avoid accidents.

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.