



Human Resources

505.468.1500 

415 Silver, 5th Floor
Albuquerque, New Mexico 87102 

HR@bernco.gov 
www.bernco.gov

Foreman (Shop Foreman)

JOB CODE JCV615	JOB FAMILY Trades, Crafts and Other Skilled Work	PROFILE Foreman (Shop Foreman)
PAY TYPE Hourly	PAY RANGE \$25.97 - \$41.04	REVISION DATE April 10, 2026

The Foreman (Shop Foreman), under supervision of the Fleet Administrator, supervises, trains, and oversees all activities of subordinates pertaining to the mechanical repair, servicing, and maintenance of authorized Bernalillo County vehicles in an assigned area such as the Fleet/Facilities Shop, Fire Shop or Public Works Heavy Equipment Shop. Performs hands-on mechanical repairs as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, assigns, trains, and supervises subordinate mechanics and service personnel in the service, preventive maintenance, schedule and repair of County vehicles.
- Assists in the development of budget; orders and purchases materials; monitors expenditures and project costs; and prepares monthly reports.
- Responsible for quality checks, performance evaluations, providing assistance with disciplinary actions, handling employee complaints and grievances; as well as making recommendations regarding the hiring, termination, and promotion of staff.
- Reviews and recommends replacement of vehicles, acquisition, and disposal of vehicles.
- Diagnoses and repairs vehicle failures and breakdowns as necessary.
- Ensures that all safety, OSHA rules, and regulations are adhered to.

- Oversees the dispensing of fuel and lubricants to maintain proper levels and to monitor any spills.
- Inspects completed repair work and reviews documentation of service, maintenance, and repair work for thoroughness and accuracy.
- Solicits bids and selects vendors on major purchases when needed.
- Ensures that required parts, fuel, oil, and other supplies are ordered.
- Ensures that repairs, which require the service of outside contractors, are arranged and completed.
- Prepares reports and maintains accurate related files.
- May assist mechanics in completing work tasks and in the repair of equipment and tooling.
- Recommends repairs or development needs and provides technical assistance.
- Assists in the development of policies and procedures.
- ****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 mechanical experience.
- Two (2) years in a supervisory capacity.
- Master ASE Certification or equivalent certification required.
- Must have comprehensive technical knowledge and practical experience in the field as well as the ability to exercise good management skills and excellent judgment.
- Ability to perform general automotive mechanics, service and maintenance.
- Ability to exercise sound and fair judgment; be able to take corrective action.
- Knowledge of the methods, materials, equipment, and operation of general automotive and mechanical repair shops.
- Knowledge of occupational hazards and safety precautions, related federal, state, and local laws pertaining to automotive repair shops and fuel dispensing facilities.
- Knowledge of hand and power tools, testing devices, and welding equipment used in shop activities.
- Knowledge of County purchasing and requisition policies and procedures.
- Skill in operation of the computer system utilized within the department.
- Ability to plan, schedule, train, and direct the work activities of others engaged in vehicle maintenance.

- Ability to plan, direct and supervise subordinates and direct their activities in a manner that provides efficiency of operations and high employee morale.
- Ability to develop productive working relationships with the Director, the Assistant Director, other County officials, employees, and private suppliers of parts, materials, and services.
- 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

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 possess a valid New Mexico commercial driver's license Class A by employment date and retain a valid NM commercial driver's license while employed in this position.
- Employee must remain current in state-of-the-art automotive technology.

WORKING CONDITIONS

- Duties are primarily performed indoors.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions when diagnosing repairs in the field.
- 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, moving machinery parts.
- Worker is exposed to battery acid, solvents, oil, diesel fuel, 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, automotive computer analyzer, brake lathe, bench grinder, compressor, electric and gas welders, tommy lift, floor jacks, cherry pickers, tire jack, typewriter, telephone, computer, radio, facsimile machine, and photocopier.
- Employee handles paperwork and basic office supplies when performing administrative or record keeping duties.
- Worker handles the above-mentioned materials and substances.

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 of the mechanic shop.
- Must possess sound judgement and apply sound safety precautions in the operation of the vehicle maintenance shop.
- Must have the mental ability to analyze, test, repair, and inspect systems on automotive vehicles.
- Must have the ability to conduct diagnoses with the use of electronic computer testing equipment.
- Must have the ability to apply knowledge gained from vehicle maintenance manuals and operation manuals in order to repair vehicles and equipment.
- Must be able to organize and prioritize own tasks as well as tasks of others.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for an entire shift.
- Must be able to climb and descend stairs or 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 on a constant basis when repairing vehicles.
- Must be able to work with arms extended on a constant basis when repairing 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 lift an estimated 50 pounds from ground to waist or chest level as needed.
- Must be able to carry an estimated 50 pounds as needed on a frequent basis.
- Must be able to use hands and fingers to grasp/manipulate equipment in a bilaterally coordinated manner when performing repair duties.
- 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, repairing, or fabricating parts for maintenance or repair of 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.