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

Foreman (Traffic Control Sign Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV616	**Trades, Crafts and Other Skilled Work**	**Foreman (Traffic Control Sign Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 10, 2026**

The Foreman (Traffic Control Sign Foreman), under the direction of the Traffic Control Administrator, analyzes traffic conditions and assists in conducting traffic engineering studies. Supervises and performs skilled and technical work in the installation, maintenance and repair of traffic control signage and pavement markings.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, assigns, trains, and supervises assigned personnel and participates in the installation, repair and maintenance of traffic control signage and pavement markings.
- Conducts performance evaluations, recommends disciplinary actions, handles employee complaints and grievances; recommends the hiring, termination, and promotion of staff.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for signs and markings; recommends, administers policies, and procedures.
- Supervises the day-to-day operation and workflow of the computer-based sign inspection routine.
- Inspects work at various sites daily to ensure work orders are properly completed as assigned.
- Observes and tracks activities of personnel responsible for work to ensure that standards for performance and quality are followed and achieved; may conduct detailed and comprehensive reviews of individual field work for accuracy, completeness and conformance with office standards; reports on specific and cumulative production levels to managers and supervisors.

- Works with primary sign technicians to generate work orders and tracks completion of maintenance activities utilizing the SAP system.
- Tracks and ensures that signs manufactured from the warehouse are MUTCD compliant and are supplied in a timely manner to complete day-to-day maintenance activities.
- Updates the county sign inventory as necessary.
- Records or directs the recording of data for traffic studies needed to evaluate hazardous or congested roadway conditions, utilizes diagrams or charts to illustrate observations. Assists in traffic engineering studies initiated by the Traffic Control Administrator.
- Analyzes signage for proper placement, visibility, maintenance needs, and reports on graffiti problems.
- Continuously monitor and evaluate the efficiency and effectiveness of existing procedures, assess and monitor workload and identify opportunities for improvement to the Traffic Control Administrator and implement improvements.
- Provides general guidance and leads teams on in-house traffic control device installation projects including raised pavement markers, tubular markers, striping, roadway markings, and large sign installation projects.
- Supervises sign technicians in the operation of striping and tape application machines.
- Coordinates and supervises after-hour emergency repairs.
- May operate truck (maximum 2 ½ tons) to transport material and/or equipment to and from work site.
- Performs other duties required for evaluation, analysis, maintenance and operation of traffic control devices as assigned by the Traffic Control Administrator.
- *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.
- Six (6) years of directly related work experience, of which two (2) years must have been in the manufacturing of signs.
- Certification from American Traffic Safety Services Association (ATSSA), or equivalent, as a Traffic Control Supervisor (TCS) and Municipal Signal Association (IMSA), Signs and Markings Level I.
- Must have knowledge of traffic control concepts; federal, state, and local traffic laws; sign manufacturing process; procedures for sign installation and pavement markings.
- Familiar with AASHTO, MUTCD standards and their practical application.
- Ability to conduct traffic control studies in accordance with standards.
- Ability to identify traffic control hazards in accordance with standards.
- Ability to supervise traffic sign crews.

- Must have ability to develop productive working relationships with supervisors and subordinates.
- Ability to operate power and hand tools as required.
- Ability to follow oral and written instructions.
- Ability to communicate effectively in oral and written English.
- Familiarity with and ability to use Microsoft Windows, sign manufacturing software (Flexi preferred).
- Ability to develop and maintain a sign materials inventory and tracking system.
- Ability to perform simple mathematical computations in the development of estimates for signs.
- Must have familiarity with and ability to use a retro-reflectometer in the evaluation of signs.
- Ability to read and comprehend traffic engineering handbooks, manuals, etc.

*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.

WORKING CONDITIONS

- Duties are primarily performed indoors, estimated at 80%.
- Indoor duties are performed in a temperature-controlled environment.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs and bridges.
- Work hazards or potential work hazards include exposure to dangerous situations involving traffic, adverse weather conditions, power tools and electrical hazards.
- Worker is exposed to dust, wind, snow, possible lightning, temperature extremes, fumes/odors from the use of paints, adhesives, paint thinner, mace, wasp killer spray, ant killer granules, gasoline, graffiti remover, diesel fuel, carburetor cleaner, degreaser, and heat application units.
- Worker is exposed to vibrations when operating the pion jar.

EQUIPMENT, TOOLS AND MATERIALS

- Worker uses a wide variety of hand tools and power tools in the performance of duties.
- Worker operates pion jar unit, drill press, grinders, saw, pole straightener, air compressor, radio gun, computer, heat applicator unit, electric shears, and cordless drill.

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.