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Foreman (Transfer Station Foreman)

JOB CODE	JOB FAMILY	PROFILE
JCV617	**Trades, Crafts and Other Skilled Work**	**Foreman (Transfer Station Foreman)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 16, 2026**

The Foreman (Transfer Station Foreman), under general direction, oversees the safe and efficient operations of the County solid waste transfer station in accordance with applicable policies, procedures, rules and regulations.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides first point of contact to all inquiries and site inspections at Transfer Station location which includes but is not limited to: promoting and maintaining a safe and effective work site, troubleshooting and resolution of public use requests, complaints, and operational matters such as: equipment inspections and quality assurance of work processes.
- Oversees, schedules, and provides technical guidance to transfer station personnel in accordance with policies, procedures, local and state laws and regulations which includes but is not limited to: Occupational Safety and Health Administration, (OSHA); Department of Transportation, (DOT); NM State Environment Department; and risk management.
- Supervises and trains employees on equipment use, maintenance, safety and customer service.
- Responsible for performance evaluations, timekeeping, issuing disciplinary actions, handling employee complaints and grievance, recommending the hiring, termination and promotion of staff.
- Oversees and completes the timely and accurate reporting of transactions and records required for public use, cash receipts, landfill use, and recycling amounts.

- Ensures cash and checks collected at the transfer station are properly balanced and deposited at the appropriate banking facility.
- Monitors, tracks, and reports expenditures and project costs. Responsible for site procurement transactions in accordance with pertinent policies and procedures. Provide timely and accurate reports on a monthly and quarterly or ad-hoc basis.
- Researches, reviews, and/or develops as requested bid specifications for facility improvements and heavy equipment purchases and repairs.
- Provides input and assists in the development of site budget(s), policies and procedures.
- May perform Transfer Station Operator and Senior duties when necessary.
- ***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's degree in related field.
- Six (6) years of transfer station operation, sanitation or construction experience with at least one (1) of those years in a supervisory capacity.
- Knowledge of safe and efficient operating maintenance techniques for walking floors, compactors, hydraulics and heavy equipment.
- Knowledge of basic record keeping.
- Ability to follow oral and written instructions.
- Ability to plan, schedule, train and direct the work activities of others.
- Ability to issue receipts, make change, and account for cash received.
- Ability to maintain pleasant working relationships with superiors, subordinates and the public.
- Ability to communicate effectively in both oral and written English.
- Knowledge of occupational hazards and safety laws pertaining to the solid waste industry.
- Ability to establish judgment and discretion in interpreting department policy and in staff supervision matters.
- Ability to establish objectives, recommend procedures, and/or methods for cost effective programs.
- Knowledge of hand and power tools.
- 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.

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.
- 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 New Mexico Commercial Driver's License, Class B while employed in this position.
- Certification as required by the State of New Mexico for operation of a transfer station within nine (9) months.

WORKING CONDITIONS

- Worker performs both indoor and outdoor duties. Worker is exposed to natural weather conditions while performing outdoor duties.
- Worker is exposed to intermittent noise and vibration factors while performing duties.
- Worker performs most duties on an even surface, which may be carpeted, tiled, or concrete.
- Worker is required to use a ladder on an occasional basis. Indoor surfaces are typically dry.
- Outdoor duties may be performed on an even or uneven surface, which may be wet or dry.
- Outdoor duties may be performed on surfaces such as asphalt, concrete, grass, natural ground, crushed rock, mud, ice, or snow.
- Most duties are performed alone, without direction from supervisor. Certain duties are performed as part of a team or group of workers.
- Worker is exposed to various fumes, odors, dust, and/or mists in the performance of duties.
- Work hazards, or potential work hazards, include operating heavy equipment, exposure to sever weather conditions, frequent lifting, exposure to hazardous waste material, and working alone in a secluded area.

EQUIPMENT, TOOLS AND MATERIALS

- Worker handles a variety of forms, clipboard, writing utensils, money and currency, and a calculator, computer, Word, Excel in the performance of administrative duties.
- Worker wears steel-toed shoes, safety belts, gloves, goggles, and a hard hat for protection and safety in performing certain duties.

- Worker handles various types of waste, recyclable materials, broom, dustpan, lawnmower, various hand-tools, and grease for the compactor telephone, computer, cash register, radio, calculator, photocopy or fax machine.
- Worker operates the compactor, a front-end loader with various attachments, and a lawnmower in performance of certain duties.

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 use sound judgement, logic, and experience to make proper decisions concerning whether something can be recycled, what trash items can be put into a compactor, and when on-site trash should be transferred to the landfill site.
- Must be able to accurately calculate amount of trash, assess fees, and make correct change for customers.
- Must be able to apply knowledge of maintenance and repair functions in working with the trash compactor. Must be able to apply knowledge of proper, safe use of various hand-tools and the trash compactor.
- Must be able to safely operate front-end loader, grinder and bulldozer in operation of transfer station.
- Must be able to prepare and maintain records, including receipts, total fees collected, number of vehicles using facility during the day, and number of containers transported to the landfill site.
- Must be able to accurately prepare and make deposits of fees collected at transfer station.
- Must be able to prioritize and organize own tasks as well as tasks of others.

PHYSICAL FUNCTIONS

- Must be able to sit up to an estimated 4-hour total per 10-hour day.
- Must be able to stand and/or walk up to an estimated 8-hour total per workday.
- Must be able to climb a ladder on an occasional basis to access storage area or inspect compactor.
- Must be able to crouch, crawl, kneel, or work in a prone position on an occasional basis. Crawling, kneeling, or working in a prone position are required on rare occasions.
- Must be able to bend at the waist, and twist/rotate at the waist as needed, on a frequent basis.
- Must be able to reach arms away from body or overhead on an occasional basis. Must be able to extend arms to perform job duties on an occasional basis. Must be able to work with arms bent for up to 10 hours per workday.
- Must be able to push or pull with arms with a force in excess of 50 pounds of pressure.

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.