



## Job Description

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<b>TITLE:</b>	<b>Maintenance Foreman - Detention</b>	<b>JOB CODE:</b>	2465
<b>DEPARTMENT:</b>	Parks and Facilities	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005	<b>FLSA CLASS:</b>	Supervisor
<b>UPDATED:</b>	March 30, 2022	<b>LOCATION:</b>	Farmington, NM
		<b>REMOTE WORK ELIGIBLE:</b>	NO

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**Summary:** Under general supervision, plans, organizes, manages and participates in the maintenance and repair of the Adult Detention and Juvenile Detention facilities; assigns and delegates work to maintenance personnel; ensures work is performed in a timely and safe manner; performs on-the-job training to employees, completes performance reviews.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans and schedules work crew; monitors work of employees; prioritizes and assigns tasks and projects; reviews work to ensure timely and accurate completion of tasks.
- Trains and instructs employees as required.
- Tracks and schedules parts for crew, by advance preparation.
- Performs basic maintenance tasks.
- Complies and ensures that crew complies with all safety regulations, including all equipment and dress standards.
- Assists in snow removal for the detention center, including scheduling upon request.
- In the absence of the building manager, must coordinate with parks administrator.
- Conducts performance reviews.
- Must be willing to work overtime, some evening and weekends.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of crew leader practices and methods.
- Knowledge of construction and maintenance methods, tools and materials.
- Knowledge of building remodels and new construction.
- Knowledge of County policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in planning and organizing work to meet established deadlines.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff and the public.

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### Maintenance Foreman - Detention

- Skill in the use of a personal computer and standard business software.
- Skill in assigning, delegating and reviewing the work of others.
- Skill in performing basic carpentry, electrical work, plumbing, concrete and related maintenance tasks.
- Skill in trouble shooting to diagnose mechanical problems, such as electrical and hydraulic systems.
- Skill in repairing and maintaining H.V.A.C. equipment.

### Education and Experience

- Must have a High School Diploma or GED equivalent and three (3) years experience in building and maintenance.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment in presence of inmates; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to adverse weather conditions.
- May be exposed to hazardous and dangerous conditions, such as, cleaning sewers and handling cleaning solvents and paints etc.
- 24 hour call, and, make sure someone is on call 24 hours.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize process and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment including forklift, tractor, loader and backhoe, and hand and power tools.
- Must have phone to be on call.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____