



Job Description

TITLE: Construction and Maintenance Foreman	JOB CODE: 2555
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, schedules and supervises work crews performing road construction and maintenance; serves as a working foreman utilizing heavy and light equipment on projects such as preparing, paving and patching roads and parking lots, blading roads and ditches and installing culverts and clearing property; oversees work and ensures that all safety guidelines are observed.

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.*

- Supervises heavy equipment and trucking crews; schedules, prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Participates in the selection and promotion of personnel; participates in performance evaluations; initiates and participates in the disciplinary process as necessary.
- Provides training in the proper operation of equipment; ensures equipment maintenance program is administered properly.
- Coordinates a variety of administrative activities, including employee scheduling, payroll reporting and report processing.
- Conducts inspections of assigned area of responsibility to evaluate roads and right of way for future work.
- Operates various types of heavy equipment such as front end loader, back hoe, utility trailers, bob tail and dump trucks; may be required to operate, transport materials and equipment.
- Operates and maintains a variety of types of small and light equipment; performs routine and regular maintenance on equipment to assure efficiency and safety.
- Assures that all work is performed in accordance with established safety policies and procedures
- Ensures safety compliance for employees; ensures that equipment is operated in a safe manner for the employees and public; provides safety training; participates in the investigation of all accidents.
- Maintains job logs of materials, man hours, equipment hours and ensures the accuracy of records for billing or job costing purposes.
- Responds to citizen complaints and requests for information.
- Calculates and prepares cost estimates on the type and quantity of materials, equipment and labor for specific projects; assures that materials are available for each scheduled job.
- Inspects encroachment permits to ensure private contractors and utility companies are in compliance with County standards.
- Schedules the routine maintenance of vehicles and equipment.
- Participates in various seasonal projects such as snow removal; responds to emergency call-outs resulting from severe weather, chemical spills or major accidents.
- Performs other related duties as assigned.

Job Description

Construction and Maintenance Foreman

Required Knowledge and Skills:

- Knowledge of the methods, equipment and materials used for road construction and maintenance.
- Knowledge of safety procedures common to the work performed, including traffic control.
- Knowledge of operating principles and maintenance of heavy equipment and construction materials.
- Knowledge of safety equipment.
- Knowledge of vehicle and equipment operation and maintenance procedures.
- Knowledge of County policies and procedures.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in scheduling materials and equipment for maintenance projects.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in operating various vehicles and heavy road construction and maintenance equipment.
- Skill in maintaining accurate records.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

Education and Experience

- High School Diploma or GED and five (5) years of experience in road construction and maintenance, including two (2) years of supervisory or lead experience.
- Valid State of New Mexico Commercial Driver's license (Class A CDL) with Tanker Endorsement.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- 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:

- Standard equipment includes motor vehicle, personal computer and standard office equipment.
- Specialized equipment includes hand and power tools and heavy motorized equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____