



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
Max Trujillo, District 3 | Kenneth Medina, District 5 | Janice Varela, District 2
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the **Transportation Foreman** with the Public Works Department. The Transportation Foreman plans, develops, schedules, directs and supervises County employees, equipment and work required to complete public works projects including but not limited to road, drainage, bridge and building construction projects in San Miguel County, including production of road base, and surface materials from the County crusher Operation. The Transportation Foreman also prepares and monitors Project Construction Budgets and Operational Budgets, recommends Public Works Projects for various funding sources and assists in preparing funding applications and all other duties listed on the Transportation Foreman job description.

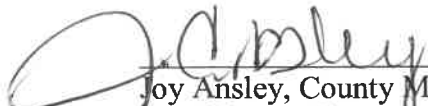
Salary Range: (40) **\$46,314.00 - \$57,893.00**

FLSA: Exempt Position

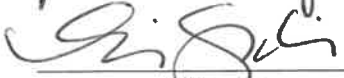
Deadline for Application: **September 22, 2023**

A complete application will consist of a letter of interest, a resume, applicable certifications and San Miguel County Application. Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at the San Miguel County Administration Building, 500 West National, Suite 202, Las Vegas NM or on the San Miguel County's website at www.co.sanmiguel.nm.us.

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

9.11.23
Date


Eileen Sedillo, Human Resource Director

9.11.2023
Date

Published _____, 2023

**SAN MIGUEL COUNTY
PUBLIC SERVICE OPERATIONS DIVISION
TRANSPORTATION FOREMAN
JOB DESCRIPTION**

SUPERVISORY POSITION RANGE I:

Salary: \$37,000-\$70,000
Status: Exempt Position
FLSA: Exempt

Definition:

Plans, develops, schedules, directs and supervises County employees, equipment and work required to complete public works projects including but not limited to road, drainage, bridge and building construction projects in San Miguel County, including production of road base, and surface materials from the County Crusher operations. Recommends hiring of qualified employees to perform the various tasks required to complete public works projects in a safe, appropriate and efficient manner, evaluates equipment, tools, materials and workmanship required to complete the work in a safe, efficient and appropriate manner, directs engineers and other professional services required to plan, design and determine project costs required to complete projects as determined by San Miguel County, prepares and monitors Project Construction Budgets and Operational budgets, recommends Public works projects for various funding sources and assists in preparing funding applications. Works to insure all work is performed in adherence with all Public Works Operational Procedures and County Policy and Procedures.

Supervision:

The Transportation Foreman is supervised by the Public Service Operations Supervisor. The Public Service Operations Supervisor shall evaluate the Transportation Foreman performance on a daily basis and shall perform formal evaluations annually. Direction to complete various road, drainage, bridge, building construction, and crusher production maintenance and construction/production projects shall be provided through the Public Service Operations Supervisor when it is determined necessary to address particular events and or situations.

Responsibilities:

Plans all work necessary to address the road, drainage, bridge, building construction projects, crusher production assigned.

Develops, work crews, equipment fleet, materials and supplies necessary to perform and complete road, drainage, bridge and building construction and maintenance projects in a safe, timely and efficient manner to include crusher site operation.

Schedules, engineers, architects, manpower, equipment, supplies and other sources to design and complete work required to develop and complete projects and production.

Directs, engineers, architects, employees, equipment and other resources as determined appropriate to complete all work that is planned and or requested.

Supervises and evaluates engineers, architects, employees, equipment, contractors and other county resources employed to complete work while insuring acceptable performance, compliance with specifications, operational plans, policy and regulations applicable to complete public works projects and produce road materials.

Provides monthly reports on work performed, quality of work achieved, production reports, compliance reports, performance by operators, costs incurred and project budget status and maintains records of all construction maintenance, work performed, and materials produced.

Prepares and submits projects budgets work sheets identifying monetary sources, amounts, materials listings and other cost factors required to complete a public works projects.

Prepares procurement of services and materials documents in accordance with county procurement policies and insures, appropriate budgeting, delivery of services procured, and timely acceptance of deliverables and timely payment.

Education and Qualification:

High School diploma or GED Equivalent Certification required.

Extensive experience in performing, designing, supervising, and observing road, drainage, bridge and building construction projects. Minimum 5 years required.

Knowledgeable in the operation and application of heavy equipment and tools required to complete construction and maintenance of roads, drainage, bridges, and buildings.

Experience in the operation and maintenance of a crusher, the operation and production of materials for various road applications. 2years minimum

Experience in the supervision of public works projects, employees, and equipment required to complete all work

Certifications, licensing, and or educational accomplishments in related field of work is encouraged.

Special Qualification:

Must possess a valid New Mexico Driver's License.

Must be able to communicate in English and Spanish and retain field work notes on all work that is performed. Writing must be legible and must be able to prepare written reports for others to read.

Work Environment:

Works outside in varying weather conditions. Considerable physical activity and irregular working hours. Work may be performed in rough terrain and/or inclement weather conditions. Willingness to accept change of geographical assignment.

Physical Requirements:

Health, Strength, and Stamina to perform arduous tasks.

Mobility factor:

Walk 25%

Primary Work Position:

Primary work position: Stand 25%, Sit 10%, Bends 10%, Runs 5%, Climbs 10%, Lifts 15%

Specific Movements:



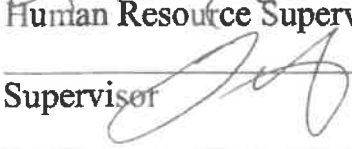
Arms: Reach, and extend.

Lifts and carries objects weighing 25 to 100 lbs. and over.

Legs: Bends, walks, squats, and kneels.

Hands: Gross Dexterity, occasionally, grasp/manipulate, frequent speed required, often-bilateral coordination and continuous eye/hand coordination.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS ON April 28, 15

	<u>5/6/15</u>
County Manager	Date
	<u>5/7/15</u>
Human Resource Supervisor	Date
	<u>5/6/15</u>
Supervisor	Date
Employee	Date