Albuquerque Metropolitan Arroyo Flood Control Authority

Official Job Description

Classification Title: Field Operator Foreman
FLSA Designation: Non-Exempt (Overtime Eligible)
Safety Sensitive: Yes
Reports to: Director, Facilities and Maintenance
Salary Grade: TBD

General Purpose

Supports the mission of the Albuquerque Metro Arroyo Flood Control Authority (AMAFCA) by supervising and coordinating field crews in the safe operation of heavy and light equipment, hand and power tools and other machines to maintain, repair and construct flood control facilities, structures and properties. Plans and prioritizes work orders, deploys team members to work sites, and evaluates completed work to ensure adherence to quality standards and fulfillment of work requirements.

Essential Duties and Responsibilities

The following describes the essential functions and responsibilities of the position and should not be viewed as an exhaustive list of all job requirements.

1. Directly supervises field crew members, such as heavy equipment operators and laborers, to include delegating work, evaluating quality, training, ensuring adherence to quality and safety standards, delivering performance feedback, and providing input on decisions related to hiring, disciplining, firing or reassigning team members.
2. Evaluates existing work orders, preventative maintenance tasks and other project plans to delegate assignments and plan field work activities; collaborates with other foreman and managers to identify resources and staffing needed, re-assign personnel and plan for other requirements to meet operational demands.
3. Provides instructions to staff and contractors regarding work site assignments, project requirements, safety standards and protocols, proper use of equipment and other job requirements.
4. Inspects work performed by staff and contractors to ensure all requirements are fulfilled; coordinates the resolution of any problems identified through field inspections.
5. Supports the fulfillment of field work by operating heavy and light equipment; transporting heavy equipment; maintaining, repairing, installing and removing concrete; and performing all other duties of a heavy equipment operator.
6. Teaches, trains, guides and mentors team members to effectively assess environmental conditions impacting the safe and effective operation of equipment and to gain other on-the-job skills.
7. Interacts with the public at job sites to ensure safety and answer general questions about the nature and purpose of work being performed.
8. Evaluates and tracks work orders, daily logs and work records on tablets, computers or other technical equipment.

9. Provides input on project planning to engineers and other personnel such as determining placement of signage, fencing and gates; adequate space for safely operating and transporting equipment; and other related matters.
10. Track daily reports, pre-trip inspections, and work orders for their direct reports, to ensure accurate and complete daily submissions.
11. Assist with inspections for monsoon and jurisdictional facilities.
12. Generate daily reports at the beginning and end of each shift.
13. Assist the Fleet Administrator with daily maintenance and small repairs of fleet and equipment.
14. Performs other job-related duties as assigned.

Minimum Qualification Requirements

High school degree or GED and seven (7) years of job-related experience. Must possess a New Mexico Class A Commercial Driver's License (CDL-A) with a Tanker endorsement and no restrictions. A combination of relevant education and experience may be considered.

Knowledge, Skills and Abilities Required for Success:

- Knowledge of:
    - Applicable federal, state and local laws, regulations, requirements, principles and practices.
    - AMAFCA's policies, functions and responsibilities.
    - Safe operation and use of heavy and light equipment, power and hand tools.
- Skilled in:
    - Supervising and leading lower-level crew members, delegating tasks and ensuring strict adherence to safety protocols and requirements.
    - Assessing environmental factors impacting the safe operation of heavy and light equipment.
    - Planning and coordinating work assignments.
    - Delivering high-quality customer service to the public.
    - Understanding and following instructions and on-the-job safety requirements.
    - Welding and fabricating fences, guardrails, gates and other structures.
    - Maintaining, repairing, removing and installing concrete.
    - Performing routine preventative maintenance and repairs on equipment.
- Ability to:
    - Lead, direct, supervise, mentor and motivate subordinate staff.
    - Transport heavy equipment to and from work sites.
    - Communicate effectively in written and oral form.
    - Work in a fast-paced environment and meet deadlines.
    - Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
    - Uphold strong ethics and integrity.
    - Contribute to a collaborative, team-centered environment.
    - Assess and mitigate on-the-job safety hazards and risks.

- Use tablets, computers, cellphones, radios or other equipment to track work orders and communicate with other personnel.
- Provide quality input on planning construction and maintenance projects.

Special Requirements of the Job

1. Must pass a pre-employment medical examination, drug screening, and background, driving and criminal records check.
2. Must possess and maintain a valid New Mexico Class A CDL with a Tanker endorsement. The license must be unrestricted, except for corrective lenses (Restriction B).
3. Subject to all applicable Department of Transportation regulations under 49 CFR Parts 40 and 382, including participation in random drug and alcohol screening.
4. May be required to respond to emergency calls.

Physical Demands and Working Conditions

The following represent the physical demands and working conditions that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand; walk; talk or hear; taste or smell; stoop, kneel, crouch or crawl; climb or balance; use hands to handle, manipulate or grasp objects; lift up to 100 pounds. Specific vision abilities required include close, distant, and peripheral vision, depth perception, and the ability to quickly adjust focus.

Work is generally performed outdoors with exposure to natural elements, extreme temperatures, dust, fumes, airborne particles, and excessive noise. Work frequently occurs near hazardous, moving equipment and machinery and frequently requires the use of protective clothing, equipment, devices and/or materials. Work involves occasional work after hours and/or travel to designated work sites within the Albuquerque metropolitan area. The employee will be required to respond to on-call and emergency situations.

Employee Agreement

The job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as needs and requirements change. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of specific duties does not exclude them if the work is similar, related or a logical extension of the position.

By signing below, I attest to having read and understood the above job description. I confirm that I meet the requirements of the position and can perform the duties and responsibilities of this job description.

_____	_____	_____
Printed Name	Signature	Date