

**City of Socorro
Job Description**

Job Title: Field Operations Foreman	Department: Parks and Public Works
FLSA Status: Full Time Non-Exempt	Salary: \$18.20 - \$23.18
Approved: October 1, 2026	Last Revised:

Position Summary:

Under the general supervision of the Parks and Public Works Director, the Parks and Public Works Foreman oversees and coordinates the daily operations and maintenance activities of the Parks and Public Works Department. The Foreman is responsible for supervising employees and coordinating work related to City parks, grounds, streetscapes, streets, stormwater systems, irrigation systems, traffic signals and pavement markings, City property, and other public infrastructure.

The position schedules daily work, assigns personnel and equipment, monitors work activities, and ensures that departmental resources are used efficiently. The Foreman provides leadership to employees, assists with training and performance evaluations, and supports a safe, productive, and professional work environment. The Foreman also provides operational support to the Parks and Public Works Director and assists with department projects, emergency response, public service requests, and other activities as needed.

Duties, Functions, and Responsibilities:

- Plans, schedules, and assigns daily work activities to Parks and Public Works employees.
- Provides direction and assistance to employees to ensure work is completed properly and efficiently.
- Monitors work progress, productivity, quality, and adherence to established procedures.
- Assists the Director with employee evaluations, training, coaching, and professional development.
- Coordinates personnel, equipment, materials, and other resources to meet daily operational needs.
- Addresses routine operational issues and reports significant concerns to the Parks and Public Works Director.
- Oversees maintenance of City parks, landscaped areas, medians, rights-of-way, public grounds, and City property.
- Coordinates mowing, trimming, landscaping, weed control, litter removal, tree and general grounds maintenance.
- Inspects parks and public areas to identify maintenance needs, safety concerns, and needed repairs.
- Helps coordinate seasonal maintenance and special projects.
- Oversees routine street and right-of-way maintenance activities.
- Coordinates pothole repairs, street patching, grading, drainage maintenance, sweeping, and related activities.
- Oversees maintenance of streetscapes, sidewalks, curbs, medians, and related public improvements.
- Coordinates the installation and maintenance of traffic signs and pavement markings.
- Assists with traffic signal maintenance and coordinates repairs when needed.
- Assists with irrigation installation, repairs, and system improvements.
- Ensures City vehicles, equipment, tools, and materials are properly used, maintained, and stored.
- Coordinates equipment assignments based on daily work requirements.
- Reports equipment repairs, replacement needs, and safety concerns.
- Assists with maintaining inventories of materials, supplies, and equipment.
- Promotes efficient use of City resources, including personnel, equipment, materials, fuel, and water.
- Promotes safe work practices and ensures employees follow City safety policies and procedures.
- Ensures appropriate personal protective equipment is used.
- Conducts or participates in job-site safety inspections and safety meetings.
- Reports accidents, injuries, equipment damage, and unsafe conditions as required.
- Ensures work is performed in accordance with applicable laws, regulations, permits, and City policies.
- Responds to citizen concerns and service requests related to parks, streets, drainage, irrigation, landscaping, and other public works activities.
- Communicates with residents, contractors, other City departments, and the public regarding maintenance activities.

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- Assists the Parks and Public Works Director with department planning, projects, work schedules, and operational needs.
- Coordinates with contractors, utility providers, and other agencies when directed.
- Assists with emergency operations, severe weather response, storm cleanup, and other special assignments.
- The Foreman is expected to demonstrate professionalism, accountability, teamwork, sound judgment, and a commitment to providing quality public services.
- Regular worksite attendance is an essential function.
- Responsible for any Other duties and assignments issued by the City of Socorro

Knowledge, Skills, and abilities:

- Municipal parks and public works operations.
- Parks, grounds, landscaping, and streetscape maintenance.
- Street, drainage, and stormwater maintenance.
- Irrigation systems and maintenance practices.
- Traffic signs, pavement markings, and basic traffic-control practices.
- Operation and maintenance of vehicles, tools, and equipment.
- Workplace safety practices and procedures.
- Basic principles of employee supervision and work scheduling.
- Lead, supervise, and motivate employees.
- Plan and organize daily work assignments.
- Prioritize multiple projects and changing operational needs.
- Identify maintenance problems and determine appropriate solutions.
- Operate and oversee the safe use of vehicles and equipment.
- Communicate effectively with employees, supervisors, contractors, and the public.
- Maintain accurate records and complete basic reports.
- Work independently and exercise sound judgment.
- Establish effective working relationships with City employees and the community

Minimum Qualifications

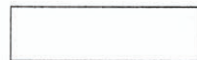
- High School Diploma or GED equivalent. An associate's degree is preferred not required from accredited trade school, accredited college or university.
- Three (3) to five (5) years of progressively responsible experience in municipal public works, parks maintenance, streets, grounds maintenance, landscaping, construction, or a related field.
- 3 years previous lead or supervisory experience
- Must possess a valid Texas Driver's license Class " C" and maintain an acceptable driving record as required for City business.

Note: Upon reaching maximum salary level in each category only COLA increases will be given.

Physical Requirements:

- The position requires the ability to stand, walk, bend, stoop, kneel, climb, lift, carry, push, and pull up to 50-75+Lbs as necessary to perform assigned duties.
- The employee must be able to operate or supervise the operation of vehicles, power tools, and heavy equipment and work safely around traffic, machinery, and other public works activities.
- Work is performed both indoors and outdoors, with frequent exposure to heat, cold, rain, dust, dirt, noise, traffic, vegetation, and equipment.
- Must be able to sit, stand, walk for extensive periods of time
- The position may require work outside normal business hours, including evenings, weekends, holidays, and emergency callouts due to severe weather, flooding, infrastructure failures, or other public works emergencies.

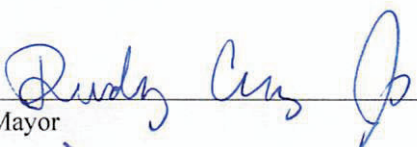
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- Potential occasional exposure to inclement weather conditions, infectious diseases, physical harm, high dust levels, insects, reptiles, vermin, and dangerous chemicals.
- Required to drive City vehicles and in City traffic

Conditions of Employment:

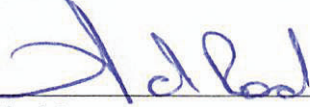
- Pass Pre-employment drug and breath alcohol test
- Pass background check
- Work flexible hours . overtime as required, including evenings, weekends, holidays, and emergency callouts due to severe weather, flooding, infrastructure failures, or other public works emergencies.
- Bilingual Skills: English / Spanish preferred



Mayor

10-14-26

Date



City Manager

10/14/26

Date



Human Resources Director

10/16/26

Date

Employee

Date