



Arrowhead Improvements Association, Inc.

Employment Position: Lead Patrol Agent

Classification: Non-Exempt Pay Rate: \$18.00 to \$20.25 per hour

The Arrowhead Improvements Association, Inc. (AIA) is a HOA community (750+ members), located in the San Juan mountain range, between Montrose and Gunnison, CO. The AIA is seeking an enthusiastic, dedicated and passionate individual to help maintain this peaceful community. To learn more about our community, please visit our website at: www.arrowhead1.org

Lead Patrol Agent: To manage and administer the operations of the Arrowhead Patrol staff with intent to uphold the Arrowhead Covenants, Regulations and to foster a community sense of well-being.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervise operations of Patrol staff including scheduling of and communication with Patrol Agents.
- Work with Patrol Agents, Design and Review Manager, Forestry Manage, the AIA Board and property owners to resolve issues within the Arrowhead community.
- Maintain files and records, digital as well as paper; to include but not limited to: fees paid or outstanding, purchase orders, equipment records and needs, log sheets, time cards, property owner information and incident reports.
- Propose revision of procedures and/or policies that may be beneficial to the effective and efficient operation of Arrowhead Patrol.
- Manage Patrol equipment maintenance, repair and replacement.
- Organize the selection and replacement of Patrol Officers when necessary and as approved by the AIA Board.
- Coordinate training of new Patrol Officers; including, job requirements, equipment operation and maintenance, first aid/CPR and emergency procedures.
- Work with the AIA Board to prepare a Patrol budget to present to the owners.
- Prepare a Patrol report for each AIA Board workshop and general owner meetings.
- Maintain open communication with the Arrowhead community by submitting regular articles for the Smoke Signals newsletter and posting significant information on the community bulletin boards and the Patrol Message Kiosks.
- Will perform all regular Patrol Officer duties when needed. (*See Patrol Agent job description*)
- Recommend that the Lead Patrol take the lead in preparing a "Patrol Handbook". This would be a living document that would be a resource for day to day operations and duties of an Arrowhead Patrol Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must operate patrol vehicles both traditional & snowmobile in a safe and responsible manner.
- Must work with minimum supervision.
- Must have strong interpersonal communication skills, both written and verbal; including the ability to interact with a diverse community of property owners, Association personnel and Board of Directors.
- Must have the ability to express complex/confidential matters with clarity.
- Must record and maintain daily patrol records.
- Effectively deal with unpredictable and difficult situations while acting in a calm manner.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.
- Ability to remain standing/sitting for an extended period of time.
- Ability to work in adverse weather conditions and at times be exposed to dangerous elements and must take necessary precautions to protect themselves and be prepared.
- Ability to work evenings, overnight, weekends and holidays and be flexible for various shifts and schedules.
- Knowledge of dispatch systems, radio communications, fire systems and emergency procedures

OTHER REQUIREMENTS: (e.g., certificates, license required)

- High school diploma or equivalent required.
- Be at least 21 years of age
- Upon hire CPR/First Aid training is a requirement.
- Valid driver's license with no moving violations and as a condition of continued employment, employee must maintain current active status of all required License at all times, and must carry the license at all times while on duty.
- Must display exceptional customer service and communication skills.
- Intermediate computer skills to utilize innovative, wireless technology at client specific sites.
- EMT/First Responder certification a plus.
- Uniforms, which must be worn while on duty, are provided by the Association.
- Drug-free workplace and as a condition of employment, employee must successfully complete a background investigation and a post-offer/pre-employment drug/alcohol test.



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PHYSICAL DEMANDS:

While performing this job, the employee is frequently exposed to extreme temperature variations, outside weather conditions; including snow, sleet, and freezing rain. The employee is exposed to moving mechanical parts; high, precarious places and vibration. The noise level in the work environment is occasionally very loud. While performing the duties of this job, the employee may be required to:

- To climb on and off vehicles frequently;
- Sit for extended periods of time while driving the Patrol Vehicle or Snowmobile;
- Use hands to finger, handle, or manipulate;
- Walk at will over rugged snowy/icy terrain and hike filing roads;
- Reach with hands and arms;
- Lift and/or move 50+ pounds;
- Close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above-mentioned job description for the Lead Patrol Agent is general in context and is not considered all inclusive. Additional requirements and abilities may be necessary for this position based upon need and function.

Interested individuals should contact Brad Fowler at bfowler.aia@gmail.com. All completed applications, with an attached résumé must be sent to the Board of Directors at AIAowner1@gmail.com and to the AIA office info@assurancehoamangement.com to be considered. Deadline is August 21, 2022.

[CLICK HERE](#) to complete the AIA Employment Application.

EOE/M/F/D/V Equal Opportunity Employer/Minorities/Female/Disabled/Veteran

The Arrowhead Improvements Association, Inc. is an Equal Opportunity Employer. Hiring decisions are made on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.