



Arrowhead Improvements Association, Inc.

Employment Position: Forest Manager

Classification: Non-Exempt Pay Rate \$18-\$23 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

Forest Manager: To manage and administer the operations of the Arrowhead Forest Management with intent to uphold the Arrowhead Covenants, Regulations and to foster a community sense of well-being.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Communications with Owners

- Provide information to owners through electronic communications, the Smoke Signals newsletter, and verbal communication at community meetings
- Meet with owners on lots to provide information about their trees and help owners make good decisions about their trees.

2. Insects and Disease

- Monitor Insect and Disease activity using on site traps and aerial survey information from the State of Colorado
- Provide owners with information on ways to combat insect and disease problems.
- Consolidate orders of insect control products from owners and obtain at discounted prices from the manufacturers.
- Distribute the products to owners in a timely and efficient manner
- Use volunteers to assist with placing products on community property.
- Remove insect infested trees from Arrowhead with contractors, volunteers, and cleanup days

3. Hazard Trees

- Remove hazard trees along roads using the end loader with assistance from volunteers.
- Evaluate trees around owner's structures and parking for hazardous conditions and write permits to allow for tree removal.

4. Mitigation and Defensible Space

- Monitor community property for mitigation needs.
- Advise owners on Mitigation and Defensible Space needs and design a plan for implementation.
- Assist owners in obtaining contractors to do the work and apply for grants.
- Do mitigation plans for planned structures and septic permits being issued by the Gunnison County in areas rated as high or extreme on County Wildfire Hazard map

5. Insurance

- In coordination with the Fire Chief, provide information to owners on Fire Department capabilities and site-specific information on owner's lot about Mitigation and Defensible space work that has been completed and a Fire Hazard Rating specific to that property.
- Maintain the Fire Wise Rating for Arrowhead by tracking and reporting time and dollars spent to reduce the fire hazard in the community.

6. Forest Refuse Site

- Communicate, primarily through the Arrowhead Communication Manager, with owners and contractors on the proper use of the Forest Refuse Site.
- Coordinate piling the site as needed during the summer
- Obtain a permit to burn the site from the Colorado Air Pollution Control Division.
- Obtain a spot weather forecast and determine the proper time to burn the site using a volunteer crew.

7. Clean Up Days

- Use Clean Up Days as a tool to remove forest debris along roads and common areas with a large group of volunteers.
- Use local communications tools to encourage participation
- Assure that safe work practices are followed

8. Logging

- Coordinate with US Forest Service, BLM, State Forest Service and Montrose Forest Products to maintain safe use of the Alpine Road by logging trucks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have strong interpersonal communication skills, both written and verbal; including the ability to interact with a diverse community of property owners, Association personnel, Board of Directors, and local and State Agencies.

- Working knowledge of forest management and related timber harvesting operations.
- Planning and evaluating.
- Computer knowledge with Microsoft Office; Word & Excel and ArcGIS.II
- Must work with minimum supervision.
- Must have the ability to express complex/confidential matters with clarity.
- Must record and maintain records.
- 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 safety precautions.
- Pay depending on experience.

PHYSICAL DEMANDS:

While performing this job, the employee is frequently exposed to extreme temperature variations, 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 work outside:

- To climb on and off vehicles frequently;
- 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 Forest Manager 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 need to complete the application and attached résumé. Please submit to the Board of Directors at AIAowner1@gmail.com to be considered.

[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.