



Arrowhead Improvements Association, Inc.

Employment Position: Patrol Agent

Classification: Non-Exempt Pay Rate: \$14.50 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

Patrol Agent:

The Patrol Agent safeguards the enforcement of the Association's covenants and regulations while providing safety measures on behalf of the Arrowhead Improvements Association community, its guests and visitors. The Patrol Agent is responsible for patrolling the Arrowhead Improvements Association subdivision by vehicle in the Summer & Fall months; including, but not limited to, by snowmobile in the Winter and early Spring months. The Patrol Agent must also have the ability to interact with members of the community during both non and emergency situations, gather critical information and documentation and reporting that information on to the Board of Directors. This part time position requires working only (1) one full 40-hour work week and off in a (3) three-week rotation of a given month.

RESPONSIBILITIES:

Essential Functions:

- Patrol all Filing roads within the Arrowhead subdivision by vehicle in the Summer & Fall months; including but not limited to, by snowmobile in the Winter and early Spring months.
- Issue permits for fishing and campfire pits.
- Perform daily tour and check of the common areas.
- Coordinate with other agencies and/or private companies as needed for enforcement of Municipal Code issues (i.e. towing companies and humane societies).
- Maintain records and log books, files, memos and all necessary forms of correspondence related to daily activities, warnings, owner contacts and complete all required reports.
- Must operate radio, cell phone, computer and other equipment as needed to fulfill job requirements.
- With authorization from property owner, perform & patrol check on lots whether occupied or unoccupied.
- Ensure safety equipment is in proper condition within the patrol vehicle and snowmobiles.
- Perform periodic inspections of first-aid equipment located throughout the community.
- Participate in routine briefings and meetings.
- Practice & perform workplace safety and procedures.
- CPR & First Aid certification required upon employment. Training provided by the police and/or fire departments.
- Maintain log books of owner vehicles including recreational vehicles.
- Record and check registrations for 2"d RV use Check al check-in boxes
- Maintain and enforce parking regulations within the subdivision and the Winter Parking Lot; including vehicle and trailer check and issue parking warnings.
- Responds to emergency situations including but not limited to: security and phone activated alarms, fire alarms, evacuations, illnesses and injuries, in a timely manner.
- Excellent oral/written communication skills; with the ability to express complex/confidential matters with clarity.
- Function as an information resource to the AIA Owners, Board of Directors and other AIA personnel, visitors and guests.
- Performs other duties as assigned.

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 be knowledgeable with Microsoft Office (Word & Excel) and email programs.
- 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 with or without reasonable accommodation; including, operating a chainsaw.
- 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.



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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.

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 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, please submit your résumé, cover letter and employment application (below) via email to AIA BOD Liaison, Brad Fowler at bfowler.aia@gmail.com

[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.