



**TOWN BOARD AGENDA
REGULAR MEETING**

(All items listed for discussion and possible action)

Virtual Meeting

**Thursday, December 9, 2021
6:30 p.m.**

1. Call to Order
2. Roll Call of Board Members
3. Introduction and Appointment of Town Clerk/Treasurer
4. Audience Participation Period (limit 4 minutes per speaker)
5. Consent Agenda
 - a. Approval of Minutes – November 18, 2021
 - b. Treasurer's Report – November 2021
6. Public Hearing
 - a. 2022 Budget
7. For Possible Action
 - a. Resolution 2021-10 Adopting a Budget, Levying Property Taxes and Authorizing Appropriations for Fiscal Year 2022
 - b. Resolution 2021-11 Supplemental Appropriation
8. For Discussion
 - a. Gates
9. Reports
 - a. Correspondence
 - b. Mayor
 - c. Members of Town Board
 - d. Staff
10. Future Agenda Items
11. Adjournment



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 9, 2021

RE: Introduction and Appointment of Town Clerk/Treasurer

We are excited to present Ms. Julie St-Pierre, our recommendation for appointment as the new Town Clerk/Treasurer for the Town of Foxfield, to the Board of Trustees this evening. Ms. St-Pierre's resume is attached for your review. She has an extensive background with a wide variety of experience that we feel will help make her successful in this position. In addition, she has exceptional customer service skills and a strong desire to serve the community in which she lives.

RECOMMENDED MOTION:

"I move to approve the appointment of Julie St-Pierre as Town Clerk/Treasurer contingent upon the pending background check."

ATTACHMENTS:

Exhibit A – Julie St-Pierre Resume

Julie St-Pierre

310-597-0745

julie_stpierre@yahoo.com

HIGHLIGHTS

- Revenue Generator
- Team Development
- Strong Leadership
- Inventory Control
- Budget Planning and Cost control
- Customer Focused
- Skilled communicator
- Trilingual in Spanish and French

EXPERIENCE

Waxology - Parker, Colorado
Owner - Managing Member

May 2019 - Present

- Responsibilities include but not limited to establishing budgets and sales forecasts — and making sure the company meets them. Bookkeeping, human resources, accounting, records management, forms management, payroll, purchasing, facilities management, risk management.
- Invoicing customers, collect overdue accounts, keep the accounting system up to date and reconcile bank statements. Keep records of bank statements, legal documents and tax related documents.
- Responsible for allocating daily operations such as employee scheduling and maintaining inventory.
- Responsible for payroll: collecting timesheets, verifying their accuracy, and issuing checks.
- Responsible for maintaining proper insurances and employee up to date licenses.
- Responsible for maintaining both social media platforms and company website.
- Responsible for generating daily, weekly, and monthly reports.
- Responsible for both marketing and promotion.

World Fuel Services – Worldwide
Flight Logistics Consultant

March 2020 - December 2020

- Responsible for Quality assurance of all aspects of their managed trips. Responsible for assisting in establishing and providing an unmatched quality of service and communication to all WFS Customers. Responsible for improving and enhancing the customer relationship. Responsible for incoming operational communications, including phone calls, faxes, emails, and SITA/AFTN traffic. Responsible for assuring that all trips are current and updated in a timely manner based on the most recent customer communications. Responsible for Loading all flight request into operational system. Responsible for day-to-day operations requirements such as but not limited to the following: arranging ground handling, permits, customs services, hotels, transportation and Fuel, assisting with fuel quotes and/or arrangements after normal business hours, back up flight planner and meteorologist.
- Responsible for global flight planning. This includes creating ATC routes, canceling/refiling/delaying flight plans as required, solving Eurocontrol route validation issues, reading/understanding/communicating pertinent weather information, and offering ATC route guidance to clients when necessary. Responsible for working with the Project Management Teams to perform necessary operational coordination to ensure the success of the flight/project as dictated by the PM

team / Ops management. Liaison with Customer Relations and Supporting Services. Responsible for monitoring communications after normal business hours and on weekends upon implementation of the storefront operations

zJeppesen / Boeing Company – Englewood, Colorado April 2018 – November 2018
Process Consultant Intern/Scrum Master/ Flight Planning & Dispatch

- Promotes, supports and improves effective repeatable processes, methods, measures, and best practices for software development, infrastructure services, and professional services. Gathers information from recognized industry experts and industry consortia. Using standardized processes consults and advises on deployment and effective implementation of measurement and improvement activities. Participates in the deployment of measurement and improvement activities. Promotes the use of common practices.
- Consults with projects, management, and executives within and outside their organization on the implementation and use of standard processes, procedures, measures, and tools to achieve conformance with required standards and identified business objectives.
Dedicates time to understanding all aspects of the Digital Aviation organization and how process assets can best be leveraged to support efficient execution of the processes.
- Using standardized processes consults with organizations on the development, execution, and assessment of improvement plans and establishes improvement infrastructure.
- Support the execution of proposed improvements and measures to assess the quality, efficiency, and effectiveness of the improvements.
- Advises efforts to develop and measure identified improvements for quality, efficiency, and effectiveness of process assets.
- Evaluates information collected from user feedback, Software Quality Assurance, measures, assessments, lessons learned, etc. to identify, quantify, and propose improvements to process assets.

Tempus Jets - Englewood, Colorado July 2017 – March 2018
Operations Part Manager

- Process phone calls and emails for price quotes, possible sales, as well as price and availability from customers.
- Daily maintenance of current accounts, oversea orders (Stan's), special requests such as AOGs, and requests that are not ordinary.
- Entry and process of sales orders for customers.
- Take in cores from both the floor and service centers; process cores back to Pilatus and Honeywell for both TASS and SDL.
- Manage Warranty Claims for both Honeywell and Pilatus
- Prioritize the customer needs and track customer backorders.
- To successfully purchase, receive, manage, and track all aspects of parts and inventory throughout our organization.
- Receive and document daily parts shipments
- Maintain proper inventory levels by monitoring inventory items to identify high volume parts
- Purchase parts and supplies with low-cost and preferred vendors

Cherry Creek School District - Centennial, Colorado April 2015 - October 2016
Special Needs Bus Driver

Transports students safely and efficiently to/from various Cherry Creek facilities and occasionally to other facilities. Assigned to both positions of Regular School Bus Driver and Special Needs School Bus Driver. Develops and promotes good community relations among various communities and school clientele.

- Performs pre/post-trip inspections to insure safe operations of vehicle and/or bus by visually or tactically inspecting all components of vehicle interior and exterior according to Colorado Department of Education Standards.
- Drives bus to transport students over specified routes safely and efficiently.
- Communicates information and procedures to students, office personnel and/or others in the event of an emergency situation.
- Performs evacuation drills as required by the Colorado Department of Education and transportation department procedures.

Department of Homeland Security - Denver, CO

March 2013- April 2014

TSA Officer

Maintaining focus and awareness while working in a stressful environment which includes noise from alarms, machinery and people, crowd distractions, time pressure, and disruptive and angry passengers, in order to preserve the professional ability to identify and locate potentially life threatening or mass destruction devices, and to make effective decisions in both crisis and routine situations.

- Operating screening equipment to identify dangerous objects in baggage, cargo and on passengers, as well as preventing those objects from being transported onto aircraft.
- Performing searches, to include hand-wand and pat-down searches.
- Controlling terminal entry and exit points.
- Interacting with the public, giving directions and responding to inquiries. AT2 Certified. TDC certified. MI2 Certified. Wounded Warrior team member.

Furniture Row Aviation Department - Centennial, CO

December 2009 - May 2012

Aviation Maintenance Specialist

Keep advanced maintenance records and Air Worthiness Directives via a computer tracing system for maintenance due (Attack).

- Worked one on one with student. Effective student tracking schedule. Coach student with both performance and scheduling issues. Schedule FAA Knowledge Tests and Check rides.
- Make contingency plans should there be weather issues as well as maintenance and aircraft limitations.
- Keep tracking system on everything that pertains to each student.
- Order parts as well as maintain stock of serviceable aircraft parts.
- Keep accurate inventory part by vendor and part number. Keep accurate serviceable parts from rejected/repairable parts. Ability to find replaceable parts and find sources for replaceable part as well as purchasing parts. Track and receive all orders.

Perfect Teeth - Centennial, CO

April 2011 – February 2013

Operations Manager

Responsible for managing the third highest producing Perfect Teeth dental office and its Customer Relationship Management.

- Budget development and implementation
- Bookkeeping, human resources, accounting, records management, forms management, payroll, purchasing, facilities management, risk management, information technology and telecommunications.

Maintained OSHA compliance as well as teaching of all my employees about OSHA regulations and compliance. Teaching of how to recognize a security related issue that could potentially be fatal. Responsible for the day to day running of the office. Liaison with senior management. Managing a range of budgets including supplies and equipment.

Ticket to Smiles - Aurora, CO

July 2006 – December 2009

Office Manager/Owner

Administer broad range of operational support functions for HMO and PPO dental practice, including performing and assisting with chairside procedures to ensure beneficial treatment operations, maintain-

ing comprehensive knowledge of modern dentistry advances and techniques, and managing clerical, operational, insurance, and benefits training for more than 15 staff members. Utilize interpersonal and communication strength to establish client network, provide compassion and support to calm patients during treatment, and perform all facets of human resources administration. Direct payroll procedures for multiple office locations, facilitate quarterly performance reviews, and coordinate internal promotions to support existing employee growth.

- Instrumental in increasing office revenue by more than 30% during first year of employment by developing new operational procedures designed for HMO practices, organizing office processes, and improving employee, community, and staff relations.
- Designed and implemented promotional marketing plan to improve office visibility and advertise business products and services.
- Spearheaded development and opening of second office location with full responsibility for staff training and orientation.
- Coordinated design, organization, and establishment of specialty dental department, which effectively earns more than 10% of annual office revenue.
- Successfully managed human resources procedures, including coordinating quarterly employee performance reviews, developing and implementing staff pension program, and maintaining compliance with required OSHA regulations.

EDUCATION

Master Degree in Engineering Management, Aerospace/Aviation
Embry-Riddle Aeronautical University, Daytona, FL

Bachelor of Science in Global Aviation Management, Administration
Utah Valley University, Orem, UT



MINUTES

BOARD OF TRUSTEES MEETING

November 18, 2021

Call to Order/Roll Call

The virtual meeting was called to order at 6:30 p.m. via Zoom.

The following Trustees were present: Amy Snell-Johnson, Debby Farreau, Josie Cockrell, Pam Thompson, Lori Finch, Scott Freas and Mayor Jones. A quorum was present.

Audience Participation

Vanessa Guzman, 18149 E. Hinsdale Avenue, reported an issue with a delivery driver who left packages for Chenango residents at the Richfield gate.

Consent Agenda

Mayor Jones moved, seconded by Trustee Thompson, to approve the following item on the Consent Agenda:

- a. Approval of Minutes – November 4, 2021
- b. Financial Reports – October 2021

Mayor Jones moved to approve the consent agenda; the motion passed by unanimous roll call vote.

For Possible Action

Resolution 2021-09 A Resolution Approving the Memorandum of Understanding and Other Documents Related to the Colorado Opioids Settlement and Authorizing the Mayor to Execute Such Documents

Following a brief explanation by Town Administrator Proctor that any and all monies coming to Foxfield from this settlement would be given to the Regional Fund administered by Arapahoe County, Mayor Jones moved to approve Resolution 2021-09 A Resolution Approving the Memorandum of Understanding and Other Documents Related to the Colorado Opioids Settlement and Authorizing the Mayor to Execute Such Documents. Following a second by Trustee Finch, the motion passed by unanimous roll call vote.

2022 Agreement for Law Enforcement Services

Town Administrator Proctor noted the 2022 cost for law enforcement will be \$119,662.70 based upon the property tax assessment for 2021. Mayor Jones moved to approve the 2022 Agreement for Law Enforcement Services as presented, seconded by Trustee Snell-Johnson. The motion passed by unanimous roll call vote.

Reports

Mayor

Mayor Jones reported:

- Numerous calls from residents of Chenango and Chapparral regarding access to the gates
- Delivery drivers have been dropping packages for Chenango at the gate; Foxfield residents have kindly delivered them. People can add delivery instructions to their Amazon account
- For the Open Space cleanup, we should not do any work on private property

Members of the Town Board

Trustee Farreau spoke about:

- Hiring a resident “gatekeeper” to check on issues and perform minor repairs on the gates
- Requesting help from other trustees with turning the gates on and off and other issues
- Looking for a solution to block vehicles from driving around the gates when they are lowered. Trustee Thompson suggested boulders or other landscaping. Mayor Jones said a long-term solution might be a split rail fence
- Suggested more delineators be installed by Terracare Associates

Trustee Finch read an email to the Board from a resident who believes the gates have a negative impact on family, friends and visitors who must drive an extra 10 minutes to get to her house on E. Hinsdale when the gates are down. This resident asked that Chenango and Chapparral be added to the eligible neighborhoods for gate tags.

Trustee Cockrell reported that DRCOG is removing vehicle miles traveled from their greenhouse gas emissions bill. The tolls on E-470 will be decreased.

Trustee Thompson noted:

- She, Trustee Snell-Johnson and Trustee Freas voted to allow residents of Chenango and Chapparral to have gate tags
- Requested the Town ask the Sheriff’s Department if we can borrow a stealth counter that records speeds
- The gates do not appear to meet the specs in the bid the Town received from DGO
- Cameras would be helpful at the gates; they were quoted at \$400 each in the original bid
- She still would like the Town to pursue a greater social media presence and communication with a texting option

Town Staff

Town Administrator Proctor reported on a proposal for striping that was higher than the one from Vance Brothers. The Board opted to not install the stop bars at any location at this time.

Town Administrator Proctor also noted that DGO offered to loan the Town a game camera for the Richfield gate.

Future Agenda Items

- Gates
- 2022 Budget public hearing
- Arapahoe Road IGA

Adjournment

Mayor Jones adjourned the meeting at 7:56 p.m.

Study Session

At 7:56 pm, Mayor Jones convened a Study Session to discuss the 2022 Proposed Budget.

The Study Session was terminated at 9:02 pm.

Randi Gallivan, Town Clerk

Lisa Jones, Mayor

**Treasurer's Report
November 2021**

	Credit	Debit	Balance
1st Bank Checkbook Beginning Balance			33,040.80
<u>Deposits</u>			
Colo Interac - building permit	618.50		
Arapahoe County - Q3 Road & Bridge	272.29		
Colo Interac - gate tag	8.00		
Hayes - gate tag	8.00		
ColoTrust - transfer	10,000.00		
Colo Interac - building permit	426.30		
Colo Interac - gate tag	8.00		
Arapahoe County - MV tax	144.54		
Colo Interac - gate tag	8.00		
Colo Interac - building permit	239.19		
M. Dean - gate tag	8.00		
CORE - refund for Fremont gate	1,235.00		
Colo Interac - building permit	718.74		
Comcast - Q3 franchise fee	1,285.89		
	14,980.45		
<u>Disbursements</u>			
Comcast - clerk internet/phone		163.16	
IREA - 6805 S. Lewiston Way lights		42.84	
IREA - 6773 S. Lewiston Cir SP		21.61	
IREA - Fremont gate electricity		29.31	
IREA - Richfield gate electricity		58.15	
Microsoft Online - email hosting		41.50	
Town of Parker - court costs		734.97	
Terracare Assoc - public works (Jun & Sep)		16,091.02	
SEH - engineering		5,160.44	
John Cutler & Assoc - audit		2,000.00	
HPWC, PC - legal fees		144.00	
DGO Access - gates		1,582.48	
Arapahoe County - Animal Control		65.00	
Forever Flowers		82.99	
EFTPS		2,545.44	
Denver Flowers (5280)		108.08	
ACWWA		136.28	
Caselle		150.00	
CORE		75.70	
Villager Legals		34.72	
Terracare Assoc		6,025.83	
SEH		4,540.94	
SafeBuilt		2,591.04	
J&S Contractor		170.40	
DGO Access		931.92	
Animal Control		130.00	
Arapahoe County		1,300.84	
Jeff Briar		369.40	
M. Gallivan		3,025.21	
K. Proctor		4,762.94	
First Bank		2.00	
Total Disbursements		53,118.21	
1st Bank Checkbook Ending Balance			-5,096.96

**Treasurer's Report
November 2021**

	Credit	Debit	Balance
ColoTrust General Fund Beginning Balance			\$ 890,831.85
Deposits			
Cigarette Tax	171.53		
Sales Tax	52,087.76		
Arapahoe County	1,098.75		
Mineral Lease Distribution	0.00		
Severance Tax	0.00		
HUTF	3,532.42		
Public Service	384.82		
Interest Income	20.28		
Total Deposits	57,295.56		
Disbursements			
Transfer to First Bank		10,000.00	
Transfer to First Bank		10,000.00	
Total Disbursements		20,000.00	
ColoTrust General Fund Ending Balance			\$ 928,127.41
ColoTrust CTF Fund Beginning Balance (Lottery Money)			\$ 37,049.31
Deposits			
CTF Funds	0.00		
Interest Income	0.85		
Total CTF Deposits	0.85		
Disbursements			
Transfer to General Fund		0.00	
Total CTF Disbursements		0.00	
ColoTrust CTF Fund Ending Balance			\$ 37,050.16
ColoTrust Open Space - Beginning Balance			\$ 186,896.56
Deposits			
Arapahoe County Shareback	0.00		
Interest Income	4.12		
Total Deposits	4.12		
Disbursements			
Transfer to General Fund		0.00	
Total Disbursements		0.00	
ColoTrust Open Space Ending Balance			\$ 186,900.68

**Treasurer's Report
November 2021**

	Credit	Debit	Balance
ColoTrust Amer Rescue Plan - Beginning Balance			\$ 98,285.66
Deposits			
State of Colorado	0.00		
Interest Income	2.16		
Total Deposits	2.16		
Disbursements			
Transfer to General Fund		0.00	
Total Disbursements		0.00	
ColoTrust Amer Rescue Plan Ending Balance			\$ 98,287.82



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 9, 2021

RE: Resolution 10; Series 2021 – Adopting a Budget, Levying Property Taxes and Authorizing Appropriations for Fiscal Year 2022

DISCUSSION:

The attached resolution authorizes 2022 budget appropriations and authorizes certification of the Town of Foxfield's mill levy of 4.982 mills to Arapahoe County.

RECOMMENDED MOTION:

"I move to approve Resolution 10, Series 2021, adopting the 2022 budget, levying property taxes and authorizing appropriations for fiscal year 2022".

ATTACHMENTS:

Resolution 10, Series 2021- A Resolution of the Board of Trustees of the Town of Foxfield Adopting a Budget, Levying Property Taxes and Authorizing Appropriations for Fiscal Year 2022.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD
ADOPTING A BUDGET, LEVYING PROPERTY TAXES AND AUTHORIZING
APPROPRIATIONS FOR FISCAL YEAR 2022

WHEREAS, the Town of Foxfield prepared a budget for fiscal year 2022 and held a public hearing prior to adoption of the budget;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FOXFIELD, COLORADO, AS FOLLOWS:

Section 1. The Town of Foxfield Budget in the total amount of \$886,316 for the fiscal year beginning January 1, 2022, and ending December 31, 2022, is hereby approved and adopted.

Section 2. The Mayor and Town Clerk of the Town of Foxfield, Colorado, are hereby authorized and directed to certify a General-Purpose Levy of 4.982 mills to the Board of County Commissioners of Arapahoe County, Colorado, on or before the 15th day of December 2021, to be levied against all property within the Town of Foxfield for taxes to be collected in 2022 for the valuation year 2021.

Section 3. From monies obtained from taxation and all other sources of revenue of the Town of Foxfield, Colorado, during the year beginning January 1, 2022, and ending December 31, 2022, there are hereby appropriated the following sums for the following funds, to-wit:

General Fund	\$819,316
Open Space Fund	4,000
Conservation Trust Fund	13,000
American Rescue Plan Fund	<u>50,000</u>
TOTAL	\$886,316

Section 4. The Board of Trustees may, by resolution, transfer any unexpended balance in any of the funds to any fund or to a reserve.

PASSED ON FIRST AND FINAL READING THIS 9th day of December 2021.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO

Lisa Jones, Mayor

ATTEST:

Randi Gallivan, Town Clerk



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 9, 2021

RE: Resolution 2021-11 A Resolution Authorizing Supplemental Appropriations for Fiscal Year 2021

DISCUSSION:

The Board approved an expenditure in the amount of \$5,400 for the removal of the twine left on the tree roots on Ring Road. Open Space funds can be used for this expenditure; however, the rule is that only 20% of the current year's Open Space revenue share can be used for maintenance. For 2021 that amount equals \$4,612. The total budgeted expenditures in the Open Space for 2021 were \$3,400, therefore a supplemental appropriation is needed for the additional amount.

The Town of Foxfield received American Rescue Funds in 2021 and has expended \$15,683 of those funds for the water line infrastructure on Easter Way and for the OWL to allow remote meeting participation when the Board returns to in person meetings. These expenditures were not in the 2021 budget as we were unaware of these at the time of the budget preparation. Therefore, a supplemental appropriation is needed for \$15,683 in the American Rescue Plan Fund.

RECOMMENDED MOTION:

"I move to approve Resolution 2021-11 Authorizing Supplemental Appropriations for Fiscal Year 2021."

ATTACHMENT:

Exhibit A: Resolution 2021-11 Authorizing Supplemental Appropriations for Fiscal Year 2021

Trustee's Resolution

Resolution No. 11, Series 2021

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE TOWN OF FOXFIELD
AUTHORIZING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF FOXFIELD, COLORADO, AS FOLLOWS:

Section 1. That the 2021 Budget and Appropriations be hereby supplemented by increasing the following funds, to-wit:

	From:	To:
Open Space Fund	\$3,400	\$4,612
American Rescue Plan Fund	\$0	\$15,683

Section 2. The Board of Trustees may, by resolution, transfer any unexpended balance in any of the funds to any fund or to a reserve.

PASSED ON FIRST AND FINAL READING THIS 9th day of December 2021.

BOARD OF TRUSTEES,
TOWN OF FOXFIELD, COLORADO

Lisa Jones, Mayor

ATTEST:

Randi Gallivan, Town Clerk



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 9, 2021

RE: Gates

DISCUSSION:

Staff would like the Board to discuss and provide input regarding the following items related to the gates:

- 1) Attached as Exhibit A is a draft Job Description for a Gate Keeper for the Board's discussion. Suggested pay?
- 2) Would the Board like to install security cameras at each gate entrance and exit? Cost estimated at approximately \$1,500 for 4 cameras. Following is a link to the type of camera's recommended by DGO: https://www.cctvsecuritypros.com/complete-systems/ip-camera-systems/4-camera-ip-systems/copy-of-4-cameras-4mp-vandal-dome-ip-system-with-8-channel-network-video-recorder-4ipvd4-s-1/?gclid=EAlaIQobChMI2fSVwtXD9AIVc3FvBB0hfgPaEAYYCCABEgIQCFD_BwE

Sheriff input: "Cameras would be an excellent idea. If you have a security camera that shows someone coming up to the gate not using a code or pass and intentionally ramming the gate, we can pursue criminal charges on your behalf."

Legal input: Corey suggested that we follow up with Arapahoe County to see if they can write the violations into Foxfield Municipal court instead of county court. If so, we will need to amend the IGA with Arapahoe County to allow this.

It has also been suggested that if allowed, could the Town invoice a company for the damaged gate if that information can be obtained from the camera footage and not initially issue a ticket?

- 3) What threshold would the Board like to establish for turning off the gates when there is snow or other inclement weather? Should the gates be turned off for holidays?
- 4) Schedule a date and time for training all Trustees how to turn the gates off and on
- 5) Other?

ATTACHMENT:

Exhibit A: Draft Gate Keeper Job Description

Position Description

Position: Gatekeeper (part time)

Reports to: Town Administrator

Location: Town of Foxfield

JOB SUMMARY: Performs routine maintenance as necessary for traffic control gates located at two entrance/exits in the Town of Foxfield.

Hours would be **as needed, Monday-Friday**. Candidates should be confident they can be available on short notice.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Repair gate arm when damaged
- Communicate with DGO for maintenance needs
- Turn gates off/on as needed for weather or other events
- Monitor, log, and screen camera footage, providing the Sheriff's Department with necessary details
- Inspect and adjust security cameras to ensure effective operational use
- Learn gate operator software and use as needed
- Report safety, mechanical or operational concerns to the Town Administrator and/or DGO
- Write reports of activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Must be able to lift 25 pounds
- Must be calm and able to handle many functions at one time
- Work effectively with Town Administrator, Town Clerk, the Board of Trustees and residents by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; being willing to accept other tasks when requested
- Comply with Town policies and procedures
- Any other tasks as requested by the Town Administrator

QUALIFICATIONS

- Demonstrates excellent customer service skills
- Is pleasant, courteous, and professional in demeanor
- Maintains composure and professional manner when working to resolve problems even when faced with angry or unreasonable individuals
- Represents the Town knowledgeably and credibly; Is positive and constructive in addressing problems. Actively promotes a positive image of the Town

- Demonstrates problem-solving abilities
- Takes ownership of problems until resolved and follows up to ensure resolution
- Demonstrates an ability to be resourceful in their ability to resolve issues
- Possesses sound technical skills
- Develops and maintains solid working knowledge of procedures and policies relevant to the job