

RMDC Eagle Rock, Inc.
200 South Cruse Avenue
P.O. Box 1717
Helena, Montana 59624 -1717

Position Announcement: Maintenance Tech, Townsend Housing

RMDC Eagle Rock, Inc. has an opening for a Maintenance Technician for the Townsend Housing and Homestead Manor properties in Townsend. This is a part-time (5 hour per week) position. The salary for this position is \$19.25 per hour.

The Maintenance Technician is responsible for maintaining the Homestead Manor and Townsend Housing properties in a safe, attractive, comfortable condition and assisting in other types of maintenance, including maintaining all outdoor areas. RMDC Eagle Rock, Inc. emphasizes a team approach and fully expects every person to perform any reasonable task or request that is consistent with Organization objectives.

Knowledge, Skills & Abilities:

- Must have a working knowledge of building maintenance protocol.
- Ability to work independently and willingness to learn.
- Must be able to speak to tenants and maintain good working relations with other staff members, tenants and supervisor as well as any contract laborers working on the property.
- Be knowledgeable and skilled in the safe use and maintenance of the following tools:
 - Hand tools: various wrenches, grips, sledgehammer, hammer, snips, saws, etc.
 - Use-moved aids: Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, stepladders, full ladders, double ladders.
- Familiarity with electricity, plumbing and carpentry.
- Working knowledge of HVAC systems and various appliances.
- Appearance and manner must be compatible with the image of the property.
- Good safety habits.
- Able to apply common sense.
- Understanding to carry out instructions furnished in written, oral and/or diagram form.

Education & Experience:

The knowledge, skills, and abilities for this position are usually acquired through education and experience equivalent to a High School diploma with 3 to 5 years maintenance experience. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis. Must have reliable vehicle with liability insurance, valid driver's license, clean driving records, be insurable on Rocky's motor vehicle insurance and be able to pass a criminal background check.

Application Process: Applicants must submit a signed and completed RMDC Eagle Rock, Inc. application, resume and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be **received by** the Rocky Human Resource Office, PO Box 1717, (200 South Cruse Avenue), Helena MT, 59624, this position is open until filled. **EEO**