

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

Position Announcement- Maintenance Tech- Ptarmigan, Pheasant Glen, and River Rock

Rocky Mountain Development Council's Eagle Rock Inc. has an opening for a Maintenance Technician for Rocky's Northside properties. This position will work 40 hours per week, as well. The salary for this position is \$20.33 per hour.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes health, dental, vision, and life insurance, hearing aid benefits, Health Savings Accounts and Flexible Spending Accounts, Wellness Health Screenings, Retirement, 401K plan, and an Employee Assistance Plan (which equals an extra \$5.21/hour). We also offer 13-14 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment and a 401k option is available upon hire (based on age).

The Maintenance Technician is responsible for maintaining the Pheasant Glen/Ptarmigan/ River Rock 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 fulfilling company 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, verbal 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.

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, P O Box 1717, (200 South Cruse Avenue), Helena MT, 59624, this position is open until filled. **EEO**