

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

**Position Announcement - Maintenance Technician II**

RMDC Eagle Rock, Inc. has an opening for a Maintenance Technician II for the Eagle Manor Residences. This is a full-time (40 hours per week) position. The salary for this position is \$21.73 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. 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 II is responsible for maintaining the Eagles Manor properties in a safe, attractive, comfortable condition and assist 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.

**Minimum Qualifications:**

- Must have working knowledge of building maintenance protocol.
- Ability to work independently and willingness to learn new skills.
- Must be able to effectively communicate with tenants and maintain a good working relationship 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 various tools. Familiarity with electricity, plumbing and carpentry.
- Working knowledge of HVAC systems and various appliances.
- Good safety habits
- Understanding to carry out instructions furnished in written, verbal and/or diagram form.
- Must have a valid driver's license, reliable vehicle, current vehicle insurance, be insurable on Rocky's motor vehicle insurance policy, and pass a criminal background check.

**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](http://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, no later than Friday, March 1, 2024 by 4PM. **EEO**