



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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### Position announcement

#### **Maintenance Worker**

Rocky Mountain Development Council, Inc. has an opening for a Maintenance Worker for the Rocky Mountain Front Properties in Augusta, MT. This is a part-time (10-18 hour per week) position plus some occasional additional hours as needed. Starting salary for this position is \$10.60 per hour.

The Maintenance Worker is responsible for maintaining the Rocky Mountain Front property in a safe, attractive, comfortable condition and assist in other types of maintenance, including maintaining all outdoor areas.

#### Minimum Qualifications:

##### 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 contractors working on the property.

Be knowledgeable and skilled in the safe use and maintenance of the following tools:

- Hand tools: various wrenches, grips, sledge hammer, hammer, snips, post hole diggers, saws, etc.
- Use-moved aids: Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders.
- Familiarity with electricity, plumbing and carpentry.
- Working knowledge of various appliances.
- Appearance and manner must be compatible with the image of the property.
- Good safety habits.
- Able to apply common sense.
- Able 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 1 to 2 years maintenance experience. Must have reliable vehicle with liability insurance, clean driving records and pass criminal background check. 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 Rocky Mountain Development Council application, resume and letter of interest. Applications are available from RMDC, the Augusta Senior Center, and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed application packages must be received by RMDC Human Resource Office at the above address. **Applications must be postmarked no later than Thursday July 13, 2017.** RMDC is an EEO employer.

[www.rmhc.net](http://www.rmhc.net)

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Homelessness Prevention  
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Rocky Mountain Preschool Center  
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Spirit of Service  
Area IV Agency on Aging

Meals on Wheels  
Senior Centers & Dinner Clubs  
Foster Grandparent Program  
Senior Companion Program  
RSVP