



Working at **Helena Housing Authority** offers the opportunity to positively impact the lives of residents and to serve the Helena Community. HHA offers a challenging and dynamic work environment that allows you to succeed. Team members work together on a variety of projects to meet our common goal of providing safe and affordable housing and related services to eligible, low-income families, the elderly, and the disabled.

Seeking energetic, service-oriented individuals to join the maintenance team as **Custodian/Groundskeepers**. You will perform a variety of cleaning, custodial and maintenance services to ensure buildings and facilities are clean, orderly and safe. This includes cleaning housing units after tenants vacate. Duties include removal of garbage from interior and exterior of facilities, cleaning floors, walls, windows, cabinets, appliances, and plumbing fixtures. You will work outside cleaning and maintaining the grounds and landscape features to provide safe and functional outdoor space for the tenants. You will drive vehicles throughout the Helena area to our facilities to complete custodial and minor repairs. Custodian/Groundskeepers collaborate with Maintenance Technicians to prepare housing units for residents and complete special projects. Team projects offer opportunities for learning and professional development.

Qualifications to Join our Team: High school diploma or equivalent; 2 years related janitorial and grounds keeping experience, valid driver's license with an acceptable driving record; successful background check, must be available to work overtime and/or after-hours, if needed.

Skills: The use, care and minor repair of a variety of hand and power tools, and light motorized equipment; using materials, methods, and equipment for building and grounds maintenance, including chemicals and cleaning products; care of lawns trees, shrubs, plants and pruning; customer service and working well with others; organizing and completing work assignments in a timely manner with minimal supervision.

Pay Range: \$16 - \$18 per hour depending on qualifications plus a generous benefit package including significant paid leave.

Benefits: HHA offers great benefits including participation in the Montana Public Employees Retirement System (PERS) and Deferred Compensation plans, Health, Vision and Dental Insurance with contributions to a health savings plan: Short-Term Disability, Life, and Accidental Death & Dismemberment with optional coverages; and a generous paid leave program including **11 holidays, 12 days of sick leave, and 15 days of vacation leave per year.**

Public Service Loan Forgiveness (PSLF): - Employment with Helena Housing Authority may qualify you to receive student loan forgiveness under the PSLF. Check if you qualify at <https://myfedloan.org/borrowers/special-programs>

How to apply: Submit a cover letter, resume and completed **HHA Application Form** either by mail to P.O. Box 1251, Helena, MT 59624 or electronically at khoxie@cmsmontana.com.
The HHA Application can be downloaded from this site.

Applications must be received by 5:00 P.M. December 16, 2021, to be considered for the first round of screenings. If a suitable candidate is found in that screening, no further consideration will be made of applications received after that date. The position remains open until filled. We look forward to talking to you.

Questions: Please call 406-442-4934 or email khoxie@cmsmontana.com.
HHA is an Equal Opportunity Employer.