



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.

The Helena Housing Authority seeks a **Maintenance Technician** responsible for maintaining and repairing buildings, electrical, mechanical & plumbing systems, and grounds features.

Duties include:

- Maintenance and repair of doors, windows, gates, walls, floors, roofs, and other building features using knowledge of carpentry, cabinetry, drywall, tiling, roofing, and skill in the use of a variety of hand and power tools;
- Maintenance and repair of building utilities, appliances, and mechanical systems using knowledge of plumbing, electrical, heating/ventilation/air conditioning (HVAC), and welding; and
- Manual and semi-skilled tasks in maintaining the landscape using knowledge of lawns, trees, shrubs, and other plants and a variety of hand tools, power tools, and equipment.
- This position may involve remediating contaminated units, conducting inspections, and/or pest management.

Qualifications to Join our Team: Requires the equivalent of high school graduation with vocational coursework and three years of experience in construction and/or maintenance, a driver's license, and acceptable background check.

Opportunities:

HHA offers a competitive wage with opportunity for career advancement through our Maintenance Technician Career Ladder. HHA also provides professional development and training opportunities including Hazardous Waste Operations and Emergency Response Standard (HAZWOPR) Training.

Pay Range: **\$18.41 - \$23.00** 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 442-4934 or email khoxie@cmsmontana.com.
HHA is an Equal Opportunity Employer.