



ROCKY BOY HEALTH CENTER

EMPLOYMENT ANNOUNCEMENT

POSITION:
SUPERVISOR:

MAINTENANCE WORKER
FACILITIES MANAGER

DEPARTMENT:
SALARY:

FACILITIES
HS STARTING \$19.04
CERT STARTING \$19.99
AS STARTING \$20.99

SALARY RISES BASED ON EXPERIENCE

CLASSIFICATION: **REGULAR, FULL-TIME**

OPENING DATE: **MARCH 15, 2024**

CLOSING DATE: **OPEN UNTIL FILLED**

MAJOR DUTIES:

- Repairs domestic and clinical electrical systems, heating equipment, plumbing.
- Responsible for maintenance of all Rocky Boy Health Board facility grounds work, which includes mowing and watering lawns, keeps building entrances and walls clear of dirt, debris, and snow as required.
- Ability to follow oral and written instructions.
- Responsible for providing a safe work environment at all times.
- Reports and makes repairs for unsafe conditions and fire hazards to eliminate accidents.
- Paints exterior and interior surfaces on existing buildings and equipment using standard coating methods such as brushing, rolling, and spraying.
- Alters and repairs framework; rafters; interior and exterior trim, doors, windows, pre-finished paneling.
- Applicants must be capable of performing duties which are physically demanding, including the ability to lift, climb ladders for painting, and repairing and/or onto roof if needed, bend, carry weights, and stand for long periods.
- Assists in the relocation of room partitions, lays floor covering, repairs roofs.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Must possess sufficient strength and stamina to maneuver equipment weighing up to fifty (50) pounds.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be willing to work outdoors in all weather conditions and to work morning, evening shifts, standby, and overtime as necessary.
- Valid Montana Driver’s License

DESIRED QUALIFICATIONS:

- Certificate in Building Trades, Maintenance, or equivalent work experience.
- Previous facilities maintenance experience.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST.

SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

rbhchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette,

Chief Executive Officer