

**Western Montana Mental Health Center - Gallatin**  
**699 Farmhouse Lane**  
**Bozeman, MT 59715**  
**Phone: (406) 556-6500**  
**Fax: (406) 522-8361**

**Position:** Maintenance Technician  
**Close Date:** Open until filled  
**Hours:** Mon – Fri 8-4

**Job Summary:**

Under supervision of the Facilities Manager, performs skilled work in the maintenance, alteration and or upkeep of buildings, ground and equipment. Additional duties include providing general custodial back up when necessary.

**Essential Job Responsibilities:** Must be available for emergency situations; minor repair; maintain buildings such as HVAC, electrical and plumbing systems; performs electrical, carpentry, masonry and plumbing, and HVAC work of a maintenance nature; wash, paint or stain buildings, walls, woodwork and other items to maintain appearances; participates in planning, repair, maintenance and/or minor remodeling projects; responsible for all shoveling some of the walks in wintertime. Perform general maintenance duties such as replacing furnace filters and checking water heaters as well as other duties assigned by supervisor. Operate equipment such as lawnmower, trimmer, and snow blower to maintain campus grounds. Work orders determine what gets done and in what order. Hours are scheduled by the job work order. Schedule will remain flexible for completion of job responsibilities. Work orders need to be completed and then presented to the Operations Manager or Facilities Manager for tracking how many hours went to which department. Maintain appropriate personal and professional boundaries with clients, families, co-workers and community resources. Assure monthly Maintenance Records are completed for all buildings and turned into the Operations Manager. Ability to act as a role model by making mature and responsible decisions.

**Qualifications:**

Working knowledge of appropriate maintenance and upkeep techniques, tools, equipment and safety standards; operation of HVAC, electrical, plumbing skills in the use of various maintenance tools and equipment. Minimum experience and education equivalent to a High School Diploma or GED. Effective written and verbal communication skills. Effective time management skills. Ability to lift up to 50 lbs. Ability to use a ladder up to 20 ft tall for the purpose of cleaning and maintaining buildings. Must have a valid Montana driver's license.

**Education & Experience:**

The above knowledge's skills and abilities are typically acquired through combination of education and experience equivalent to graduation from high school and four years' experience in general maintenance work.