

Maintenance Assistant

Blaine County has an opening for a Maintenance Assistant. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN, UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Maintenance Assistant

DEPARTMENT: Blaine County Maintenance

ACCOUNTABLE TO: Maintenance Supervisor

DATE: June 4, 2026

SUMMARY OF WORK: Assist the Maintenance Supervisor in basic maintenance and repair tasks. May assist other skilled workers/professionals with heating, ventilation, air conditioning (HVAC), carpentry, electrical, plumbing, or general building/facility maintenance projects. Must obtain a boilers license within twelve (12) months of employment.

JOB CHARACTERISTICS AND RESPONSIBILITIES:

- Building maintenance for the Courthouse, Annex, Blaine County Library (Chinook), and Blaine County Museum, including plumbing, electrical and structural mechanical systems.
- Direct and oversees contracted services.
- Orders supplies and equipment.
- Manages inventory.
- Diagnose and test systems to ensure they operate safely and efficiently.
- Fix mechanical operational problems as they arise.
- Test safety devices on the county's boilers.
- Operate, maintain, and log emergency generators.
- Operate, maintain, and log the county's hot water heaters and natural gas heaters.
- Request services of local professionals (i.e. – electricians, plumbers, carpenters, mechanics, painters, and HVAC technicians)
- Install, operate, and maintain water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks, toilets and supply lines.
- Install, operate, maintain, and repair all types of motors and engines used to power pumps, compressors, and fans.
- Repair fixtures as needed (furniture, dry wall, flooring, windows, signs, etc.)
- Manage and maintain facilities as cost-effective as possible.
- Prioritize work orders based on the nature and urgency of specific problems, available resources, and timelines to ensure projects are completed.
- Ensure efficient resolution of critical facilities heating systems
- Assembling new equipment and hanging drapes.
- Attend meetings and training(s).

- Respond to emergency clean up situations.

Responsible for providing grounds maintenance for Courthouse, Annex, Blaine County Museum and Blaine County Library (Chinook).

- Including – snow removal, lawn mowing, flower bed pruning, trimming, weeding shaping, watering, feeding, fertilizing. Aerate, mulch, seed lawns according to established procedure and product instructions to ensure proper growth and avoid unwanted weed and/or insect infestation.
- Identify insects, disease, or environmental problems on lawns, shrubs, and trees.
- Rake and blow leaves. Collect and remove trash and debris by hand and rake. Sweep sidewalks, parking lots, steps, and walkways, as needed.
- Maintain underground sprinkler systems.
- Maintaining lawn tractor, mowers, clippers, weed eaters and any other related power equipment.
- Use of a county vehicle to collect or deliver supplies, transport trash, brush, clippings, and other related tasks.
- Repair grounds from storms or any other damage done to county properties.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and lifting/carrying up to 50 lbs. multiple times per shift.

WORKING CONDITIONS:

Spend time indoors and outdoors, with possibility of exposure to hot or cold temperatures for one (1) hour plus. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. may affect respiration and skin.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Must obtain a boilers license within twelve (12) months of employment.**
- Ability to work in a safe and efficient manner.
- May require the ability to operate a computer.
- Must possess a valid Driver's License

**Maintenance Assistant
Position Fact Sheet**

Work Week:	Monday – Friday. Modification of work week may occur and is at the discretion of the supervisor(s).
Salary:	\$24.53 per hour; \$51,022.40 annually ***85% is for the first six (6) months: \$20.85/hour ***90% is for months 7 to 12: \$22.08/hour
Health Insurance:	County contributes \$1,450.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months