

JOB OPENING

Job Title: HRDC Properties Custodian/Maintenance

Hours: 36 hours per week; 52 weeks per year

Closes: 5:00 pm, Thursday, April 16, 2026

Department: Housing

Location: Job is located at 2229 5th Ave
Please turn in applications at the HRDC front desk.

District 4 HRDC currently has a job opening for a HRDC Properties Custodian/Maintenance Worker. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122.

POSITION SUMMARY: General cleaning and maintenance of HRDC buildings, rentals, and grounds to ensure a safe environment for customers, community, and staff.

Wage: \$19.49 per hour

Hours: 36 hours per week

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with at least a high school diploma or equivalent (GED or HSE) and minimum of two-years experience in custodial and general maintenance using hand tools and power tools. Applicant must also possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

I don't have my high school diploma or equivalent, can I still apply? Yes, District 4 HRDC still encourages you to apply for this position. Miles City Adult Education Program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

Application Deadline: 5:00pm, Thursday, April 16, 2026

To Apply, Submit the Following:

1. Letter of interest stating your qualifications for the position and why you are interested in working for HRDC
2. Current resume
3. Signed job description

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: HRDC Properties Custodian/Maintenance	SUPERVISOR: HRDC Building/Property Manager
PROBATIONARY PERIOD: 1 Year	SUPERVISES: none
EMPLOYMENT HOURS: 36 hours per week	WEEKS PER YEAR: 52
GRADE: 14	STARTING WAGE: \$19.49
POSITION SUMMARY: General cleaning and maintenance of HRDC buildings, rentals, and grounds to ensure a safe environment for customers, community, and staff.	

MAJOR RESPONSIBILITIES: CUSTODIAN

Daily:

1. Sweep all HRDC floors.
2. Clean toilet bowls, seats, and sinks in all Building restrooms
3. Empty garbage and trash.

3. Check all community rooms, ensuring they are clean and in working order.

As Needed:

1. Replenish hand soap, toilet paper, and paper towels as needed
2. Clean all spills on floors and walls
3. Wash windows, walls, metal, and woodwork in common areas and hallways.
4. Check on supplies and order. Put away items as they come into the office.

Weekly:

1. Sanitize garbage cans.
2. Sweep, vacuum, and mop all floors.

MAJOR RESPONSIBILITIES: MAINTENANCE

1. Provide general maintenance and repairs to buildings and grounds in order to ensure a safe environment.
2. Complete work orders as needed.
3. Open, close, lock, and unlock the HRDC facility as needed.
4. Pick up trash from around buildings and grounds as needed
5. Check on supplies and order as needed
6. Shovel sidewalks and sand as needed.
7. Review the maintenance log.
8. Replace furnace filters as needed.
9. Flush out, per directions, all water heaters on a yearly basis.
10. Ensure the appropriate safety equipment is worn.
11. Notify supervisor regarding any unsafe or potentially hazardous situations on site.
12. Perform duties repairing and painting sheetrock, doors, screens, windows, locks, cabinets, shelves, sinks, toilets and flooring.
13. Performs some electrical and plumbing work not requiring a licensed electrician or plumber.
14. Accompany licensed trades into building or apartments for repairs, if tenant is not at home.
15. Responsible for assisting with required cleaning/reconditioning of vacated units.
16. Maintain all lawn equipment in good working order.
17. Maintain the landscaping of properties, including but not limited to watering, fertilizing, mowing, weeding beds, trimming trees and bushes, maintenance of sidewalks and driveways, etc.

ADDITIONAL RESPONSIBILITIES:

1. Perform safety checks on the outside environment and inside buildings. (including roof, gutters, downspouts, interior/exterior walls, foundation, windows and doors. Performs maintenance as required)
2. Clean or arrange for cleaning of carpets and chairs (annually)
3. Strip and wax floors (annually)
4. Responsible for upkeep and maintenance of tools and equipment used for the maintenance of the Agency.

5. Maintain inventory log of Agency tools and work with the Building Manager to complete a yearly inventory check.
6. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be at least 18.
2. Must have a high school diploma or equivalency
3. Minimum two-years' experience in custodial and general maintenance using hand tools and power tools
4. Basic skills in carpentry, painting, plumbing, plastering, and lawn care.
5. Able to operate hand tools and power tools of all types, including lawn care equipment.
6. Ability to maintain equipment such as lawn mower, weed eater, and sprinkler system.
7. Ability to make minor repairs using hand tools and power tools.
8. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Ability to work independently, take initiative effectively, manage workflow, and problem-solve.
2. Must maintain confidentiality concerning staff and clients.
3. Maintain complete and accurate records as required.
4. Ability to read, interpret, and implement documents such as governmental regulations, rules, Material Safety Data Sheet (MSDS), and operation & procedure manuals.
5. Satisfactory criminal background check and Child Protective Services background check.
6. Work well under pressure and meet multiple and sometimes competing deadlines.
7. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate, and always display integrity, honest interaction, and professional excellence.
8. Knowledge of general automotive repairs and maintenance.
9. Knowledge of sprinkler and boiler systems – preferred but not required.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires working in various environments, both hot and cold.
2. Exposure to multiple moderate, disagreeable elements on an occasional basis.
3. Requires significant physical effort to lift and carry between 25 and 60 pounds on an occasional basis.
4. Required to climb ladders and use power tools at heights up to 25 feet.
5. Requires ability to stand, vacuum, and or mop for a sustained period of time.
6. Must walk, stand, sit, bend, kneel, stoop, crouch, and climb ladders on a frequent basis.
7. Required to use hand tools and power tools.
8. Required to work with chemicals such as cleaning and sanitizing solutions, weed spray, paint and paint remover, etc.
9. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
10. At all times demonstrate cooperative behavior with colleagues and supervisors.

EMPLOYEE SIGNATURE: _____ **DATE:** _____