

Distinctly Helena Uniquely Downtown

Position Description for Downtown Helena Inc. and the Helena Business Improvement District

Job Title: Maintenance Assistant
Reports to: Maintenance Coordinator/Executive Director
Salary: \$9-11 hr.; non-exempt
Hours: Seasonal approx. 20-30 hrs./week
Open: Until-filled

Position Summary: Under the general direction of Maintenance Coordinator, the maintenance assistant will water flower baskets, help with landscaping, event set-up, and empty garbage. The position is seasonal beginning ASAP through September with additional hours available through the end of the year on an as-needed basis.

Duties and Responsibilities:

- Maintain all aspects of the flower basket program (water, hang and take down)
- Plant, weed, and water landscaping areas
- Empty garbage as needed (typically twice weekly)
- Assist with event set up and repair fencing
- All other duties as assigned

Required Qualifications (knowledge, skills, and abilities)

- Must have a valid driver's license
- Must be self-motivated and able to work well with others
- Must be able to safely pick-up and move 50lbs
- Must possess the ability to work on feet for an extended period in various weather conditions
- Knowledge of plants, landscaping, and/or gardening desired

To apply, please submit a CV, cover letter, and respond to the required qualifications listed in this job description. For questions, contact Micky Zurcher at 406-447-1535 or mzurcher@helenabid.com. Send your application via email or to Micky Zurcher, 318 Fuller Ave, Helena, MT 59601.