

AIRPORT EMERGENCY SERVICES COORDINATOR
MISCELLANEOUS POSITION INFORMATION:

Airport Administration Staff:

Airport Director – Jeff Wadekamper
Maintenance & Operations Supervisor – Jim Crawford
Financial Manager – Connie Lundin
Business & Compliance Manager – Ross Marty
Administrative Assisatnt – Pete Hartman
Website: www.helenaairport.com

Administration Office Hours - 8:00 am – 5:00 pm - Monday – Thursday
8:00 am – 4:30 pm - Friday

Total Employees – 18 full-time, 2 part-time seasonal

Rocky Mountain Emergency Services Training Center:

Helena Regional Airport owns and operates the RMESTC.
Airport contracts with fire training instructors (pool of 15 instructors)
Website: www.rmestc.com

Airport Authority:

Rick Hays, Chair	Liz Bangerter, Member
Jon Moe, Vice Chair	Dave Simkins, Member
John Grant, Secretary	Mike Murray, Member
Jane Fournier, Past Chair	

Authority Meetings:

11:30 am - Third Tuesday of each month
Special meetings as scheduled

Benefit Package (Full-time, 40 hours per week):

3 weeks annual vacation
12 sick days per year
PERS retirement system
Group health insurance through Allegiance - Airport pays insurance
premiums for basic plan for employee

Salary:

\$24.57/hour – Five-year salary matrix
Minimum six-month probationary period



The Helena Regional Airport is staffed 365 days/per year, 24 hours/day. Shifts are bid by seniority.

The Helena Regional Airport is an equal opportunity employer.

Application, Interview & Selection Process:

All applications must be completely filled out.

Applications will be short-listed by Airport Employment Selection Committee.

Applicants on short-list may be required to attend a short testing process related to certain required skills and abilities. May also be briefly interviewed at time of testing.

A final short-list of applicants to be interviewed will be determined by the Airport Employment Selection Committee; expanded individual interviews will be conducted.

Applicant selected for the position will be required to undergo full background check, including fingerprinting, in order to meet TSA security requirements prior to actual employment.

Planned Time-line for Position Hiring:

Advertising: August 23 – September 3

Closes: Wednesday September 6 2:00 P.M.