

***AIRPORT CUSTODIAN***  
***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 Assistant – Pete Hartman  
Website: [www.helenaairport.com](http://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 on-call instructors)  
Website: [www.rmestc.com](http://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:

Beginning at \$15.50/hour – Five-year salary matrix shown below:

Year 1 \$15.50

Year 2 \$16.30

Year 3 \$17.10

Year 4 \$17.90

Year 5 \$18.70

***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.

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: February 18 – March 4

**Application Period Closes: Monday March 5 at 2:00 P.M.**