

AIRPORT OPERATIONS
MISCELLANEOUS POSITION INFORMATION:

Airport Administration Staff:

Airport Director – Jeff Wadekamper
Assistant Airport Director – Ross Marty
Maintenance & Operations Supervisor – Jim Crawford
Financial Manager – Connie Lundin
Administrative Assistant – 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 – 19 full-time, 3-5 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 (July 1, 2017- June 30, 2018):

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|---------------------------|-----------------------|
| 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, 457 Deferred Compensation Also Available
Group health insurance through Allegiance - Airport pays insurance premiums for basic plan for employee

Salary:

\$20.57/Hour Starting Wage – Five-year salary matrix:

Year 1: \$20.57

Year 2: \$21.53

Year 3: \$22.52

Year 4: \$23.96

Year 5: \$25.43

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 and a drug free workplace.

Application, Interview & Selection Process:

All applications must be completely filled out and signed.

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 may 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. ***Minimum six-month probationary period.***

Planned Time-line for Position Hiring:

Advertising: June 13 – June 29, 2018

Closes: Friday June 29, 2018 at 2:00 P.M.