



**PARTNERSHIP HEALTH CENTER, INC.
invites applications for the position of:**

Preventative Maintenance Technician

SALARY: \$20.86 Hourly (Grade 7)

OPENING DATE: 01/20/2026

CLOSING DATE: 02/02/2026 05:00 PM

BARGAINING UNIT: This position will be covered under a Collective Bargaining Agreement (CBA) once negotiations are complete. Until then, the role will follow current organizational policies and procedures.

SCHEDULING/HOURS OF WORK: Regular, Full-Time, 40 Hours Per Week

Located halfway between Yellowstone and Glacier National Parks and home to the University of Montana, Missoula is an academic center situated in an outdoor enthusiast's paradise. Depending on the season, you can hike, ski, fish, float rivers, ride mountain bikes, or just sit back and marvel at the surrounding scenery. Join us in scenic, sophisticated, and service-oriented Missoula!

Partnership Health Center (PHC), 2019 and 2022 winner of the Employer of Choice Award for Missoula, and 2022 winner of the Montana Employer of Choice Award, offers impeccable, integrated services to over 18,000 individuals and families. A 14-site, Federally Qualified Health Center in Missoula County, PHC fulfills its mission through the provision of a full range of primary care services - medical, dental, behavioral health, and an on-site pharmacy with a dedication to attending to the social determinants of health. Please visit our [website](#) to see the amazing benefits you will receive by joining our team such as medical (no cost for employee), dental, and vision insurance, loan forgiveness, retirement plan contributions, and generous paid sick and vacation time.

DEFINITION:

Performs preventive maintenance work on complex HVAC equipment to ensure peak efficiency and air quality standards set forth by code.

REPRESENTATIVE EXAMPLES OF WORK:

Develops and maintains familiarity with PHC facilities; reports any maintenance issues or unsafe conditions to the supervisor; and notifies supervisor when supplies are needed.

Performs preventive maintenance on heating and air conditioning systems and on generator.

Performs preventive maintenance on low pressure boilers and adds chemical treatment as needed. Assists with changing filters and belts on HVAC equipment. Cleans fixtures, vents and registers. Takes measures for pest control.

Performs work to assist in the repair of building systems including: fire and security systems; grounds irrigation systems, elevator systems, HVAC systems, boiler systems, generator system (Creamery), and video security systems. Makes minor plumbing, electrical, and carpentry repairs as assigned.

Assists in changes of office layout in accordance with facility plans. Moves office furniture, files and equipment as needed.

Assists in fire extinguishers maintenance.

Performs grounds maintenance including snow removal, de-icing; lawn maintenance and work on lawn sprinkler systems. Maintains exterior grounds, picks up trash, cleans parking lots, assists with maintaining exterior lighting.

OTHER DUTIES:

Performs related work as required or directed.

SUPERVISION RECEIVED: Works under the supervision of the Director of Business Development.

SUPERVISION EXERCISED: None.

WORKING RELATIONSHIPS: Has regular contact with personnel at all levels in PHC departments for the purpose of coordinating or advising on work efforts. Has frequent contact with outside supply and service vendors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE: Requires a basic knowledge of methods and practices of building maintenance including a basic knowledge of equipment, materials, and techniques used in technical maintenance repair work including carpentry, plumbing, electrical wiring and welding operations. Working knowledge of preventive maintenance of heating and air conditioning systems. Working knowledge of the principles and practices of HIPAA compliance. Working knowledge of the PHC Corporate Compliance Guidelines.

SKILLS: Skill in the use and maintenance of standard power and hand tools. Skill in the use of grounds maintenance equipment. Skill in basic electrical and plumbing repair methods and techniques. Skill in the use of a personal computer, (WORD/STAEFA controls software). Skill in customer service and vendor relations.

ABILITIES: Ability to make basic mathematical computations. Ability to perform physical labor under adverse weather conditions. Ability to work on HVAC equipment. Ability to repair electrical devices like light fixtures, receptacles and switches. Ability to maintain composure and take appropriate action in facility emergency situations. Ability to communicate effectively in the English language, orally and in writing. Ability to establish and maintain effective working relationships with diverse individuals and groups.

MINIMUM QUALIFICATIONS:

An equivalent combination of education and experience may be considered.

EDUCATION: High school graduation or GED.

EXPERIENCE: Requires one year of work experience performing physical, manual labor. Preventive maintenance experience in a multi-building facility or other large operation preferred.

SPECIAL REQUIREMENTS: Subject to passing a criminal background investigation that will require fingerprinting. Requires immunizations or proof of immunity to certain infectious diseases and a TB test. Must possess a valid Montana Driver's License. New employees will be asked to volunteer vaccination status for required vaccines upon hire and will be offered assistance during hiring to receive necessary immunizations. Employees who have not received the vaccines required for their positions or who are unwilling to voluntarily provide vaccination status for required vaccines will receive a reasonable accommodation where such accommodation does not require an undue hardship or endanger the health or safety of any person.

PHYSICAL/ENVIRONMENTAL DEMANDS:

The work is performed at a wide variety of PHC facilities including but not limited to: PHC Creamery, PHC Alder, PHC at the Food Bank, PHC Lowell, PHC at Watershed, PHC Seeley Clinic, PHC at the Poverello Center. The work requires considerable physical activity, occasionally in adverse weather conditions, and in facilities in various states of repair. Requires frequent walking, stooping, bending, climbing of stairs and high ladders, and lifting of moderate to very heavy objects (50 to 100 plus pounds) with the use of mechanical or people assists. The work requires the physical ability to operate a vehicle, lawn maintenance equipment and snow removal equipment. Requires work outside of the normal workday and the employee will be subject to on-call assignments that require carrying a cell phone. Work may cause exposure to health threats such as sewage and blood-borne pathogens. This position is not eligible for remote work.

TO APPLY:

- **Please email your interest to PHCHR@phcmt.org.**
- **Please include in your email the following attachments: Cover Letter and Resume. Please address in your Cover Letter your experience, and why you want to work for PHC.**
- **Incomplete applications and applications without required attachments will be disqualified.**