



City of Missoula Code Enforcement I

SALARY	\$25.49 - \$28.01 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00723
DEPARTMENT	Community Planning, Development & Innovation	OPENING DATE	06/17/2026

Overview

Make a Meaningful Impact in Your Community

The City of Missoula is seeking a detail-oriented and community-minded individual to join our team as a **Code Enforcement I**. In this role, you'll help protect the quality of life in Missoula by ensuring fair, consistent, and compassionate enforcement of the Missoula Municipal Code. Your work will play a vital part in maintaining safe, welcoming, and well-kept neighborhoods across our city.

If you're someone who enjoys investigative work, thrives on collaboration, and takes pride in problem-solving, this is a great opportunity to apply your skills in a public service environment. From conducting site inspections and resolving zoning or housing complaints to working directly with residents and local agencies, no two days are the same—and your work will matter every step of the way.

Join a team that values professionalism, fairness, and positive community relationships. If you're ready to take the next step in your career and help keep Missoula a great place to live, we encourage you to apply!

Screening of applications will begin on Wednesday, July 1, 2026. Applicants applying on or after this date will only be considered if a competitive applicant pool is not received.

To Apply: All applicants must submit the **City of Missoula application**.

Resumes will not be reviewed. All details should be entered on the application.

*** The full range for the position is \$25.49 - \$29.69/hour and will increase each year for longevity and cost of living adjustments.*



Essential Functions

- Perform work involving field investigation, observation, documentation, and resolution of alleged or apparent violations of the Missoula Municipal Code.
- Assist citizens and City personnel with finding resolutions for compliance issues.
- Coordinate with the City Attorney in the development and preparation of case files for prosecution; develop and maintain appropriate records; assist and coordinate compliance activities with other City/County Departments and State personnel.
- Conduct site visits and investigations to ensure code compliance; perform onsite zoning compliance assessments, investigate housing complaints, and conduct Voluntary Residential Inspection Program (VRIP) inspections.
- Review records to evaluate and identify violations of codes, permits, and regulations; research a variety of records to verify business/property ownership, location, or other relevant information associated with compliance.
- Communicate with developers, business owners, property owners and residents to review violations, explain intent of the codes, and gain compliance; write letters directing compliance on specified issues.
- Other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of State laws, and city ordinances, rules, and procedures for code compliance.
- Knowledge of fair housing laws and regulations, including requirements to plan, design and build dwellings to meet fair housing accessibility requirements.
- Knowledge of and ability to promote department safety considerations and ensure compliance with City safety policies, and the Americans for Disability Act.
- Skill in providing effective customer service, with the ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Skill in multitasking and managing multiple projects with the ability to prioritize tasks with shifting priorities and timeline demands.
- Skill in operating office equipment, various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to read and interpret various maps.
- Proven ability to participate in a customer focused and team-oriented environment, contributing as lead and collaborator, when necessary.
- Ability to research, analyze, and provide solutions to compliance issues and situations.
- Ability to learn departmental and City of Missoula policies, practices, and procedures, including the ability to understand and interpret state and local government codes, regulations and guidelines related to development and construction.

Working Conditions:

- Work environment may involve occasional exposure to unavoidable seasonal weather, uneven, steep, and slippery terrain, occupational hazards, and physical risks, which require following basic safety precautions.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to two (2) years of experience associated with team coordination, code compliance, zoning enforcement, municipal codes, building construction, or another relevant field.
- Must have a valid Montana driver's license with a verified acceptable driving record, or the ability to obtain within 30 days of hire.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

406-552-6130

Website

<https://www.ci.missoula.mt.us/>

Code Enforcement I Supplemental Questionnaire

***QUESTION 1**

What experience do you have documenting cases, including writing reports or formal statements?

***QUESTION 2**

What does customer service mean to you? Please provide an example from your experience that demonstrates this approach.

***QUESTION 3**

Please describe any experience you have working with individuals experiencing homelessness.

* Required Question