



City of Missoula Engineering Plans Examiner & Inspector

SALARY	\$33.75 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00720
DEPARTMENT	Public Works & Mobility	DIVISION	PWM-Engineering
OPENING DATE	06/10/2026		

Overview

Help Build Missoula's Future—One Project at a Time

Help shape Missoula's growth by ensuring development projects are safe, compliant, and built to serve the community for years to come. As an **Engineering Plans Examiner & Inspector**, you'll play a critical role in reviewing construction plans, inspecting public and private infrastructure projects, and guiding developers, contractors, engineers, and property owners through the development process. Your work will help protect public infrastructure, support responsible growth, and ensure projects meet local, state, and federal standards.

This position offers a unique combination of office and field work, allowing you to apply technical knowledge while collaborating with a variety of stakeholders. Whether reviewing plans, conducting site inspections, or helping customers navigate permitting requirements, you'll be part of a team dedicated to delivering safe, efficient, and sustainable infrastructure throughout the Missoula community. The City offers a career ladder structure with opportunities for professional growth, increased responsibility, and advancement as your expertise develops.

This position is part of the **Montana Federation of Public Employees (MFPE)** union. To learn more about the collective bargaining agreement visit [HERE](#).

Screening of applications will begin on Monday, June 29, 2026. Please apply by this date to ensure timely consideration of your application. Applications will continue to be accepted until an adequate applicant pool has been established and the position is filled.

To Apply: All applicants must submit a **City of Missoula Application AND a Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

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

The hourly wages are as follows for Fiscal Year 2027:

Level I: \$33.75/hour (new hires are brought in at this level)

Level II: \$37.26/hour

Level III: \$42.87/hour

Level IV: \$45.56/hour



Essential Functions

This position is part of a formal career ladder tying pay progression to the advancement and complexity of assigned duties and responsibilities.

All Engineering Plans Examiner & Inspector positions:

- Review Storm Water Pollution Prevention (SWPP) permits, development proposals for driveways and sidewalk requirements; review and calculate sewer connection fees.
- Conduct inspections within the Right-of-Way and private construction sites.
- Research public and private easements to find their location, impact on specific development proposals, and ensure their compliance with applicable standards; identify potential conflicts between private developments and public rights-of-way and public infrastructure.
- Monitor public rights-of-way by ensuring all permit applications, traffic control plans and work performed within public rights-of-way are compliant with all applicable regulations.
- Provide technical assistance and information to various entities, including homeowners, contractors, engineers, developers, architects, etc.
- Respond to inquiries regarding department procedures, City engineering codes and policies, code requirements, permit fees and charges, and the permit application process.
- Represent Public Works in meetings with various key stakeholders, including customers, developers, design professionals, and other City departments; participate in discussions to identify issues, resolve infrastructure-related problems and to determine acceptable alternatives during the development process.
- Draft plan review comments addressing deficiencies and/or potential approval conditions.
- Enter sketches and maps into computerized drafting programs; maintain computer aided design databases; retrieve and maintain records, files, and documents; interpret and analyze records and data to prepare summaries and special reports.
- Conduct technical review of residential construction and development plans and/or utility plans to ensure compliance with local, state, and federal Public Works and Engineering safety regulations.
- Review and approve building, traffic control, SWPP, and zoning permit applications for compliance to applicable regulations.
- Conduct inspections of utilities, roads, sidewalks and other infrastructure at active construction sites and as final approval.
- Conduct technical review of residential and commercial construction and development plans to ensure compliance with local, state, and federal Public Works and Engineering safety regulations.
- Provide training and guidance to administrative support staff and other Engineering Plans Examiner & Inspector within assigned training and program area.
- Assist with the development of policies and procedures used by City Engineering.
- Provide support to the public in navigating the submittal, review, and approval processes for acquiring permits for construction and development within the City.
- Assist subject matter experts in the following areas: easements, stage processes, permitting, traffic control, sidewalks, and utilities.
- Conduct independent inspections of surface and utility infrastructure.

- Conduct technical review of various complex construction and development plans to ensure compliance with local, state, and federal Public Works and Engineering safety regulations.
- Provide mentorship and support to coworkers; train and administer new employee onboarding.
- Coordinate activities of Assistant and Associate Engineering Plans Examiner & Inspectors.
- Serve as subject matter expert for reviewing and approving infrastructure within the following public works areas: Utilities, Surface Transportation, or Materials and Inspection.
- Collaborate with other public work divisions and city departments in the review and approval of construction plans, development reports, easements, encroachments, etc.
- Coordinate with City Engineers to ensure all infrastructure designs and installation is compliant with Public Works and Engineering safety regulations and requirements.
- Manage the Public Infrastructure Review Stage Process for large private development and construction projects; coordinate the shared-review infrastructure plans to ensure necessary department and state approval of water and sewer infrastructure; oversee approval of Release-for-Construction plan sets and City acceptance of public infrastructure and project closure for GASB reporting.
- Other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of civil construction and engineering techniques, practices, and principles, such as: design, development, public infrastructure, including sidewalk, curb, and gutter construction, and storm water.
- Knowledge of and ability to interpret and apply the Missoula Municipal Code, OSHA safety protocols, State and Federal laws relating to Public Works standards and regulations governing engineering, traffic control, public rights-of-way, etc.
- Knowledge of the Americans with Disability Act and fair housing laws and regulations, including accessible public buildings, public accommodations, and fair housing accessibility requirements.
- Knowledge of the Stormwater Pollution Prevention Program.
- Skill in multitasking in a fast-paced environment, while providing effective customer service.
- Skill in utilizing various computer software and databases, including Microsoft 365, drafting programs, and GIS mapping systems, with the ability to learn job specific applications and equipment.
- Skill in safely operating various tools, vehicles, and other 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 engineering and building plans, specifications, technical reports, calculations, and codes to determine compliance with applicable regulations and standards.
- Ability to understand property records, construction plans, surveys, and various other documents.
- Ability to learn departmental and City of Missoula practices and procedures.
- Ability to learn street names and locations throughout the Missoula community.
- Ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor.

Working Conditions:

- Work environment may include exposure to occupational hazards, chemicals, biohazards, construction hazards, and physical risks, including uneven terrain, adverse weather, and working in confined spaces or open trenches, which require following basic safety precautions.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent three (3) years of experience in construction, construction inspection, code compliance or another relevant field.
- Must have and maintain a valid Montana driver's license with a verified acceptable driving record, or the ability to obtain within 30 days of hire.
- Must be able to obtain American Concrete Institute and Storm Water Pollution Prevention certifications within six (6) months 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/>

Engineering Plans Examiner & Inspector Supplemental Questionnaire

***QUESTION 1**

Have you attached your Cover Letter to complete your application?

- Yes
 No

* Required Question