



**City of Livingston, Montana**  
**Code Enforcement Officer – Full-time Year-round**

**Job Description:**

The City of Livingston, Montana is seeking a highly motivated individual to perform the role of **Code Enforcement Officer**. This is a full-time, year-round, benefit eligible role. The Code Enforcement Officer is a detail-oriented and reliable member of the team responsible for the compliance of City ordinances and provision of community services to members of the public. This position is a vital position working with the public. This position is under the general supervision of the City Manager.

**Do not apply through Indeed! Please go to <https://www.livingstonmontana.org/jobs> and complete the application and release forms and send along with your resume and cover letter via email to Human Resources at [HR@LivingstonMontana.org](mailto:HR@LivingstonMontana.org) or by mail/in person to City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047**

Accepting applications until 5:00 p.m. Wednesday, August 21, 2024

**Work Location:** In person (220 E. Park St, Livingston, MT) and in the field within the city of Livingston, MT

**Job Type:** Full-time, year-round                      **Rate of Pay:** \$22.00 to \$25.00 per hour depending on experience

**Shifts:** regularly scheduled 40 hours per week which will occasionally include weekends and holidays as needed with the opportunity for overtime

**Full-time Benefits Include:**

- Montana Public Employee Retirement Plan (PERS)
- Holiday pay, vacation accrual, sick accrual, and paid parental leave
- Medical, dental, vision, and life insurance with a generous monthly employer paid stipend
- Flexible Spending Accounts, Health Savings Account, and/or Health Reimbursement Account
- Employee assistance plan

**Qualifications for Success:**

- Performs a variety of field and office work in support of the City's code enforcement program conducting regular patrols within the City
- Enforces City municipal code including encroachments, noise, parking, signage, weed abatement, community decay, sidewalk cleanliness/safety, and animal complaints
- Receives and processes complaints received via email, in person, from other City departments or agencies, and/or by phone
- Visually inspects suspected and reported violations and takes photographs of same
- Applies and enforces City and State parking laws by issuing parking citations
- Enforces City of Livingston animal control ordinances by performing animal control duties
- Performs data entry in relation to entering citations, tracking complaints, storing notification letters, and related documentation for code violations
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations (drawings, diagrams, illustrations, and photographs)
- Sends required citation information to finance and judicial services
- Testify in court, as needed
- Works with the City towing contractor for processing abandoned vehicles while adhering to legal notifications and procedures
- Solicits bids for cleanup of non-compliant resident premises and abutting street and alleys
- Responsible for removing deceased animals from public roadways
- Must deal effectively with people of diverse backgrounds

- Required to maintain confidentiality of sensitive information
- Attends meetings and serves as a resource to other City departments, general public, and outside agencies in the enforcement of City ordinances and codes
- Performs other duties as assigned to assist with the daily operations of the City

**Knowledge of:**

- Previous experience in municipal code enforcement and/or building inspection preferred
- Ability to effectively use Microsoft Office, Calendar, Word, and Excel required

**Education/Certifications:**

- High School Diploma or equivalent, preferred

**Requirements:**

- Excellent written, verbal, and interpersonal skills and ability to follow oral and written instructions
- Must be able to be punctual and have reliable, steady, daily work attendance
- Strong organizational abilities and high attention to detail with accuracy
- Ability to collaborate and work well and communicate effectively with the public, coworkers, and managers including law enforcement and judicial judges and clerks
- Ability to work with the public in a calm, professional manner with strong interpersonal skills and the ability to de-escalate conflicts which may arise in the office or the field as a result of enforcing codes
- Knowledge of or ability to learn the streets and locales within the City of Livingston city limits
- Ability to gain knowledge of, research, and interpret all applicable State and City ordinances and laws regarding code enforcement, parking enforcement, and animal control
- Computer literate with basic computer skills for data entry and ability to learn specific City software in the use of issuing citations and notifications
- Customer Service – the nature of the work performed requires that the employee establish and maintain effective working relationships with city employees, outside contractors, and the general public
- As a condition of hire, the final candidate will be required to successfully pass a criminal history and background check and motor vehicle driving check with an approved driving history
- Ability to safely operate a City vehicle
- Ability to express ideas orally and in writing, in a clear, concise manner
- This role requires constant public contact in the enforcement of City ordinances and frequent contact with City law enforcement and court personnel

**Physical Demands / Work Environment**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- With or without reasonable accommodation:
  - Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively
  - Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form and in-person
  - Sufficient manual dexterity which permits the employee to operate vehicles, computers, hand-held devices, phones, copier/scanners
  - Sufficient hearing to comprehend questions and instructions from others
  - Sufficient personal mobility and physical reflexes which permits the employee to efficiently function in the performance of work, including driving, stooping, bending, twisting, climbing, lifting, carrying, and walking
- May frequently lift up to 10 pounds. May occasionally lift over 25 to 50 pounds and must be able to lift over 50 pounds with assistance
- This job includes varied and prolonged periods of walking, sitting, and/or standing and includes long periods of being outdoors in all climate conditions with exposure to the elements
- Regular exposure to and driving in outdoor weather conditions of all temperatures and hazards

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