

City: Three Forks, MT

Date: April 2026

Department: Administration

Position: Code Enforcement Officer/ Animal Control

Classification: Non-Exempt, Part-Time

Accountable to: Mayor

Summary of work:

This employee serves as a resource and provides information on City ordinances to property owners, residents, businesses, and the general public. The employee responds to citizen complaints, investigates and initiates follow-up compliance inspection, as well performs inspections not generated by complaint of streets, alleyways, and properties to observe and document any violations to all applicable ordinances and regulations related to zoning and land use, animal control, community decay, junk vehicles, parking, and other matters of public concern.

Under the administrative policies of the City of Three Forks and Montana law as they pertain to the duties and responsibilities of a Code Enforcement/Animal Control Officer, this position is responsible for ensuring the interpretation and enforcement of adopted codes, city ordinances and related rules and regulations.

Job Characteristics:

Under general supervision of the Mayor, this position performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to animal control, health and safety including community decay, blight, graffiti, parking violations, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

Duties:

Using a City vehicle, patrols or inspects properties within the city limits to monitor for violations of local ordinances listed above.

Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violations; issue and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation. Schedules and performs follow-up functions to gain compliance including letter, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate ordinances. Issues administrative notices of violation.

Prepares a variety of written reports, memos, and correspondence related to enforcement activities. Must maintain accurate documentation, logs and case files on all investigations, inspections, enforcement actions, and other job-related activities including detailed information regarding enforcement activities to substantiate violations including taking photographs, interviewing appropriate citizens to investigate complaints, document investigation and researching ordinance provisions.

Communicates the existence of potential code violations to other City Departments including law enforcement, zoning, and water or sewer.

Assists the City Attorney, Mayor, or other Department Officers with the preparation of written reports, memos, photographs or other correspondence related to enforcement activities.

Drafts and distributes a variety of educational notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions to better educate the public.

Provides information to persons who request information or assistance in code enforcement related matters. Prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Works with Sheriff's Office and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed including assisting in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required. Appears in City and District Courts when called to do so, testifies at hearings and in court proceedings as required.

Peripheral Duties:

Attend and respond to questions of various boards or committees, including occasional reports at the City Council meetings.

Physical Demands:

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

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Special Requirements

Must possess a valid State driver's license or can obtain one prior to employment. Must pass clearance(s) for Vehicle Identification Number (VIN) and license plate number searches. Must be able to read and interpret maps, ordinances, property ownership profiles, and comprehend legal documents and legal descriptions.

Tools and Equipment Used

Computer, including word processing and database software; driving a motor vehicle; phone; mobile or portable radio, animal capture equipment, copy and fax machine.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works indoors and outside often in inclement weather conditions. The employee often works alone. The employee occasionally works in confrontational (and sometimes hostile) situations and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

Qualifications:

Education and Experience: Graduation from a high school or GED equivalent; Two years’ experience related to inspection, law enforcement, information gathering and documentation, public administration or a related field; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to nuisance and public safety codes; working knowledge of inspection techniques; Ability to prepare, organize and maintain inspection field data, reports and systems; ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; ability to follow verbal and written instructions; ability to handle stressful situations and effectively deal with difficult or angry people.

Selection Guidelines

Refer to the Hiring Policy.

Job Performance Standards:

Evaluation of this position will be based upon satisfactory performance of the preceding job description requirements and duties.

I acknowledge the above duties and accept this position.

_____ Name

_____ Date

_____ Supervisor/Mayor

_____ Date