



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Site Compliance Coordinator III

Job Code: 118600	
Service Area: Community Services	
Service Unit: Planning & Development	
Salary Grade (Non-Union): N/A	Pay Scale (Union): AFSCME 26 CP: No
Exemption Status: Non-Exempt	
Accountable To: Planning Manager	
Union/Non-Union: Union	
Union Name: AFSCME	
Essential Driver: Yes	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: N/A	
Description Prepared By Hank Kelley/Brett Lenart 8/15/2025 HR Review – CW, HK 9/9/2025 Legal Review of Physical Requirements – MR 9/25/2025 Union reviewed and approved by R. Sloan 9/30/2025	

Date Position Description Finalized

9/30/2025

Role Summary

Responsible for coordinating the development, re-development, and use of land in the City of Ann Arbor to conform to the City's code requirements, other policies and procedures, and legal agreements.

Work involves reviewing all facets of developments being constructed in the City of Ann Arbor to ensure that the development complies with approved plans (Site Plans, Civil Plans, Building Plans), permits, city specifications, and any other legally binding agreements (Development Agreements, License Agreements, Easements, etc.).

Duties

Duties are performed under the general supervision of the Planning Manager or designee and may include the following:

Essential Duties

- Serve as the primary point of contact for developers or project teams for Land Development projects following Site Plan approval through Certificate of Occupancy (CO)
- Track status of Development Agreement (DA) requirements for Site Planned projects and coordinate with internal partners to advance DA items that require city staff attention/action, e.g. easements, park dedications, license agreements, etc.
- Lead cross-departmental coordination related to the land development process
- Develop and maintain the City's development process manual in coordination with other staff.
- Conduct regular on-site inspections of development projects—which may involve walking uneven terrain, entering active construction areas, and performing related physical tasks—to monitor progress, establish relationships with project teams, and determine appropriate timeframes for initiating CO processes.
- Serve as liaison to neighbors or other community stakeholders regarding active land development projects.
- Coordinate Certificate of Occupancy (CO) requirements
 - Prepare checklists and materials to track typical steps in the CO process
 - Coordinate internally and externally to determine applicant readiness for CO application
 - Decide when Temporary COs are appropriate
 - Track Temporary CO status across all projects
 - Work with Temporary CO holders to achieve Final COs in a timely manner
 - Determine if the COs will be phased or unphased, along with method for organizing reviews and communication internally and externally
- Manage bonding process for site compliance
 - Work with internal departments to determine if bonding is needed or appropriate; coordinate with internal stakeholders to validate bonding estimates when needed
 - Create method to track progress of bonded items for internal and external visibility and communication of status
 - Act as primary contact for bonding entry in City financial system (LOGOS) through to release
- Develop competency in use of City permitting software (Energov/STREAM) for assigned work and assisting customers.

Related Work

- Other related duties as assigned

Knowledge of: (position requirements at entry)

- Principles and practice of landscape architecture, engineering, planning, building inspection, plan review, construction management, natural resources, stormwater management or similar fields of science.
- Knowledge and experience of typical elements, chronology, and components of land use development.
- Development and construction processes.
- Project management tools and approaches.
- Pertinent Federal, State, County and City laws, codes, ordinances, standards and regulations related to municipal land development.
- Considerable knowledge of municipal zoning ordinance application and related laws, codes, and ordinances.

Skills and Ability to: (position requirements at entry)

- Read and interpret maps, diagrams, record and reporting systems, blueprints and design specifications, including construction drawings and plans
- Identify potential project related problems and to recommend solutions.
- Objectively interpret and consistently apply code requirements and related standards in accordance with City policies.
- Use computers and related software applications.
- Maintain effective, professional working relationships with fellow employees, land development teams, and the public.
- Listen to and understand the intended meaning of a variety of communication methods.
- Function independently and as a part of a team.
- Ability to interpret drawings and plans with regard to land use characteristics.
- Ability to make comprehensive field site investigations and to write reports of findings in a clear and concise manner.
- Ability to coordinate site construction requirements with a number of agencies and individuals.
- Ability to deal with the public in a tactful and courteous manner conducive to good public relations.

Equipment

Computer, standard office equipment. Must wear and maintain all required Personal Protective Equipment on job site.

Education, Training and Experience (position requirements at entry)

Required:

- High School Diploma or equivalent.
- 5 years of progressively responsible work in any field post high school degree.
- 3 years of experience in site or area development work.
- 3 years of experience in reading and comprehending site plans.
- Ability to work with the public in a tactful and courteous manner conducive to good public relations.

- The City of Ann Arbor will consider an alternative combination of education and experience.

Preferred:

- Higher education degree (associate's, bachelor's or higher) in construction management, landscape architecture, engineering, natural resources, environmental science; or a similar field.
- 5 or more years of relevant experience in public service, construction, engineering, site and building development or related.
- Supervisory experience.

Licensing Requirements (position requirements at entry)

- Valid driver's license.

Physical Requirements

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

The physical ability to drive, climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, see and perform repetitive motions. Physical abilities may also include, but are not limited to, carrying plan documents, walking through thicket and woods, opening manholes with pick, lifting miscellaneous water and sewer appurtenances and walking on uneven surfaces.

The incumbent will be required to wear various levels of personal protection equipment, which may include a hard hat, safety glasses, safety boots, safety vest, etc. Incumbent may be subject to hazardous conditions including, but not limited to, working in extreme heat and cold for long durations, dust and noise from construction sites, working in traffic, working around construction equipment and poison ivy. The incumbent may be exposed to domestic and wild animals.

The work often involves the ability to perform routine moderate lifting and carrying up to 20 lbs.

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