



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 2017**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Land Surveyor License must accompany applications for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

LS IV

Chief of Surveys
Region 2/District 3/Program Development
Highways Project Implementation
Ottawa

Attachments
40989

Technical Applications [PM 1080 rev 6/1/17](#)** **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, July 21, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Land Surveyor License must accompany applications for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Land Surveyor IV	Salary:	\$5,015 - \$7,085*
Position Title:	Chief of Surveys	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW804-23-53-301-50-01	IPR#:	40989

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 3/Bureau of Program Development/700 E. Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for planning, organizing, coordinating and directing activities required when undertaking highway and land surveys necessary for location and design studies, contract plan preparation, and land acquisition required for transportation facilities within the district. The incumbent is personally responsible for: planning survey activities; organizing, supervising, and training survey party employees; preparing cost estimates of surveys for projects, providing expert testimony in court regarding survey matters; implementing new survey procedures to increase effectiveness; and reviewing and evaluating consultant surveys to ensure the application of correct survey procedures.

Special Qualifications:

The following criteria is required:

- A Current Illinois Professional Land Surveyor license
- Valid driver's license

The following criteria is desired:

- Eight years' experience in the practice of land surveying including three years of supervisory responsibility
- Ability to supervise staff engaged in either field or office surveying functions
- Ability to perform difficult technical research work and make comprehensive recommendations on surveying problems

Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/9/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 2016	POSITION:	Chief of Surveys
APPROVED BY:	Dave Broviak	OFFICE/DIVISION:	Highways/Region 2/District 3 Program Development
CODE:	PW804-23-53-301-50-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position is accountable for planning, organizing, coordinating and directing activities required when undertaking highway and land surveys necessary for location and design studies, contract plan preparation, and land acquisition required for transportation facilities within the district.

Dimensions

Staff:	Direct: 2 Indirect: 6 to 12 Temporary Technical Personnel Primarily During Winter Months
Number of Survey Projects:	10-25 Surveys of 0.5 Miles to 20 Miles in Length
Value of Survey Projects:	\$10-\$35 Million Annually

Nature and Scope

This position reports to the Land Acquisition Engineer as do the Condemnation Engineer, the Plats and Plans Manager, the Appraisal Manager, the Acquisition Manager and an Executive Secretary I. Reporting to this position are the Survey Crew Chief and the Survey Research Data Coordinator.

The position is primarily responsible for conducting highway and land surveys initiated by other sections. The environment in which this position operates is further characterized by fluctuations in the size of the survey work force and established time frames for completion of assigned projects. This position requires the incumbent to be a Professional Land Surveyor.

Typical problems confronting this position are: understanding the capabilities of electronic surveys including base stations, GPS receivers, data collectors, personal computers and computer aided drafting and design systems; determining the acceptability of required ground control for aerial surveys; and assuring the accurate referencing between the recommended improvement alignment, boundary lines, and the survey line. The greatest challenge of this position is to coordinate the efforts of the office, field and central office staffs to meet the survey needs of the district.

The incumbent is personally responsible for: planning survey activities; organizing, supervising, and training survey party employees; preparing cost estimates of surveys for projects, which are to be completed by consulting engineering firms, seeing to the proper repair of survey equipment; providing expert testimony in court regarding survey matters; implementing new survey procedures to increase effectiveness; and reviewing and evaluating consultant surveys to ensure the application of correct survey procedures. The incumbent sets work schedules and priorities for assigned crews and evaluates performance. The incumbent performs duties through:

Survey Crew Chief who with a crew of an Instrument Operator, Survey Technician and a pool of seasonally assigned technicians and/or engineers, are responsible for the field, aerial and property surveys necessary for Phase I and II engineering, land acquisition, and construction of highway and bridge projects.

Survey Research Data Coordinator who is responsible for researching, collecting, analyzing, and maintaining data files for the Survey Section, providing computer computations, using the Total Station System (which is the process of electronically recording, resolving and transmitting field survey data), and analyzing, editing and organizing survey information for use by district personnel in the preparation of highway plans and land acquisition plats for the construction of highway facility improvements.

The incumbent exercises considerable independent judgment in devising procedures to ensure the required accuracy of survey data. S/He is constrained by all departmental policies and works in accordance with accepted principles and laws of route and land surveying.

The incumbent maintains contact with the Bureaus of Program Development and the Central Office Aerial Surveys Section for determining needs and coordinating surveys. External contacts include property owners to obtain permission to access property, county engineers, city engineers and private surveyors for the purpose of obtaining information to proceed with survey assignments. S/He represents the district on all survey legal matters and with national survey agencies and other local agencies involved in land survey and maintains close contact with private surveyors.

The effective performance of this position can be measured by the facilitation of project design and acquisition of needed right-of-way due to the timely submission of accurate survey data.

Principal Accountabilities

1. Coordinates district survey needs and survey assets in an economic, efficient and timely manner.
2. Ensures that all surveys are conducted according to the Illinois Revised Statutes, the departmental Survey Manual and other applicable departmental policies, procedures and requirements. Ensures that surveys are in proper formats and to the appropriate levels of completeness for the purposes intended.
3. Provides survey scope of work on manpower estimates for consultant projects and participates in negotiating, monitoring, and evaluating consultant's survey work.
4. Provides for the optimum use of electronic and computerized survey techniques in conducting surveys and coordinates with in-house personnel and consultants to assure compatibility.
5. Trains, monitors, motivates and evaluates staff to improve efficiency, accuracy, and timeliness of work performed. Ensures compliance with departmental safety regulations.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Performs other duties as required.