



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: August 1, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 2, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, August 15, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application 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.

CE VI

Land Acquisition Engineer
Region 5/District 9/Program Development
Highways Project Implementation
Carbondale

Attachments
41018

Technical Applications [PM1080 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 **Tuesday, August 15, 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: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application 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:	Civil Engineer VI	Salary Range:	\$6,945 - \$11,020
Position Title:	Land Acquisition Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-59-301-00-01	IPR#:	41018

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 9/Bureau of Program Development/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for providing overall direction for district land acquisition activities including acquiring the necessary rights-of-way required to successfully complete the district highway construction program; managing state owned property; administering the State Relocation Program, and the Highway Advertising Control Act; monitoring the local agency acquisitions; and directing highway and land surveys in the district.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Statewide travel with overnight stays; and occasional overtime

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on activities of the office involved
- Extensive knowledge of the modern methods and procedures of public works engineering
- Ability to develop and maintain cooperative relationships with staff and the public
- Ability to interpret and implement departmental policies
- Strong administrative and managerial skills
- Strong oral and written communication skills

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

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

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 13, 2017	POSITION:	Land Acquisition Engineer
APPROVED BY:	<u>Carrie Nelsen</u>	OFFICE/DIVISION:	Highways, District 9, Program Development
CODE:	PW416-23-59-301-00-01	REPORTS TO:	Program Development Engineer

Position Purpose

This position is accountable for providing overall direction for district land acquisition activities including acquiring the necessary rights-of-way required to successfully complete the district highway construction program; for managing state owned property; for administering the State Relocation Program, and the Highway Advertising Control Act; for monitoring the local agency acquisitions; and, for directing highway and land surveys in the District.

Dimensions

Subordinate Personnel:	5 Direct; 22 Indirect
Average Construction Program:	\$40 - \$140 Million
Average Acquisition Program:	\$250,000 - \$5 Million
Average Parcels Acquired Annually:	20 - 200

Nature and Scope

This position reports to the Program Development Engineer. Reporting to this position is the Condemnation Manager/Engineer, Appraisal and Acquisition Supervisor, Plats and Plans Supervisor, Chief of Surveys, and a Secretary.

This position is responsible for ensuring that those citizens who are displaced or affected by the state receive just compensation for their property while equally ensuring that the state does not overcompensate for its acquisitions. The position supervises those involved in the management of state-owned property and ensures that all surveys are completed in a timely manner, including geodetic, topographic, highway and land surveys for the design of highway plans, and control monumenting for aerial surveys. The position operates in an engineering environment and must therefore combine engineering real estate and management judgment to make sound decisions on land acquisition matters.

Typical problems confronting the incumbent are of a technical nature and concern such areas of complex appraisals, complex title problems, engineering and surveying problems and human relations problems involved in negotiations. The greatest challenge is to acquire land in accordance with predetermined time schedules, established policies and laws with a minimum amount of public dissatisfaction.

The incumbent personally performs such duties as consulting with attorneys, court officers, county and state officials; writing and reviewing various types of agreements; initiating and answering correspondence; providing technical expertise within the District; researching agreements and documents to answer real property questions both in-house and for the public; establishing priorities for the staff; attending pretrial conferences; developing trial strategy; monitoring work to ensure it is on schedule, monitoring the section budget; making recommendations on new land acquisition policies; and, insuring that staff members consider the possibility and impact of hazardous waste and asbestos on real estate to be acquired by the Department. The incumbent personally participates in planning and scheduling the District's Annual Construction Program and attends public hearing and information meetings as an official IDOT representative.

The incumbent accomplishes goals through the following staff:

Appraisal and Negotiations Supervisor who, with a staff of 1-4, and utilizing consultants, is accountable for providing appraisal services, acquiring right-of-way by voluntary conveyance from landowners, assisting landowners and tenants in relocation, and managing state-owned property.

Plats and Plans Supervisor who, with a staff of 1-2, and utilizing consultants, is accountable for preparing, reviewing for accuracy, and maintaining all plans, plats, legal descriptions, and associated documents used by the District for right-of-way appraisal and acquisition.

Condemnation and Acquisition Engineer who is accountable for acquiring land through eminent domain proceedings; for providing engineering expertise in acquisition activities; for providing general acquisition services; and, for supervising data input and retrieval utilizing the Land Acquisition system.

Chief of Surveys who, with a staff of 2-6, and utilizing consultants, is accountable for providing all highway and land surveying services for the District.

Secretary who independently performs responsible secretarial duties.

The incumbent has broad latitude for supervising all section functions. Superiors are consulted to discuss administrative and court settlements and whether to appeal unfavorable verdicts. The position operates under departmental policy, Eminent Domain laws, and various statutes. This position requires a current IL Professional Engineer License; frequent travel inside and outside the district, which could include overnight stays; and occasional overtime during evenings and weekends.

The incumbent is in daily contact with District management for the purpose of exchanging information and coordinating activities. There is also daily contact with the personnel in Central Land Acquisition for providing or obtaining information. Outside the Department, the incumbent is in frequent contact with local government officials to assist with right-of-way problems and with county recorders, abstractors and title companies to provide or obtain information. Other outside contacts are with court officials to schedule work, special assistants for legal assistance, personnel with the Federal Highway Administration, and the Attorney General's Office for assistance with more complex problems. Real estate brokers, professional appraisers, surveyors and acquisition firms, are frequently employed to provide services.

The basis for evaluation of the incumbent is the orderly accomplishment of the District acquisition program. The incumbent must meet the District schedule while providing utmost consideration for the people affected. Failure to meet all federal and legal requirements could result in loss of all federal participation in the total project costs.

Principal Accountabilities

1. Plans, organizes and directs the work of the subordinate sections to acquire the necessary right-of-way to meet predetermined letting schedules.
2. Accomplishes timely completion of eminent domain action through liaison with attorneys and court officials.
3. Ensures that equitable administrative settlements are considered prior to condemnation actions.
4. Ensures that all highway and land surveys are completed on schedule.
5. Ensures that state-owned property is properly managed.
6. Ensures the equitable administration of the District relocation program.
7. Provides accurate cost studies pertaining to land value on various highway projects to the Bureau of Program Development.
8. Trains, motivates, and evaluates subordinate personnel and ensures compliance with Departmental policies, procedures and safety rules.
9. Supervise, coordinate and evaluate outside firms providing services.
10. Exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.
11. Performs other duties as assigned.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.