



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 III Survey Crew Chief
Region 2/District 2/Program Development
Highways Project Implementation
Dixon

Attachments
41843

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 **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 III	Salary:	\$4,940 - \$6,820*
Position Title:	Survey Crew Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW803-23-52-301-50-01	IPR#:	41843

Office/Central Bureau/District/Work Address:

OHPI / Region 2 / District 2 / Bureau of Program Development / 819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for supervising technical personnel in obtaining accurate survey measurements for the purpose of preparing plans for roads, bridges, and culverts, and for the preparation of land acquisition plats and documents.

Special Qualifications:

Required:

- Professional Land Surveyor in Illinois
- Valid driver's license

Desired:

- Working knowledge of the principles and practices of land surveying
- Considerable knowledge of surveying standards and/or plats and plans preparation
- Considerable knowledge of modern survey equipment and methods
- Ability to supervise staff engaged in either field or office surveying functions
- Considerable knowledge of Computer Aided Design and Drafting (CADD) workstations
- Knowledge of the Global Positioning System

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*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:	December 20, 2017	POSITION:	Survey Crew Chief
APPROVED BY:	<i>Kevin Marchek</i>	OFFICE/DIVISION:	Highways - District 2
CODE:	PW803-23-52-301-50-01	REPORTS TO:	Chief of Surveys

Position Purpose

This position is accountable for supervising technical personnel in obtaining accurate survey measurements for the purpose of preparing plans for roads, bridges, and culverts, and for the preparation of land acquisition plats and documents.

Dimensions

Staff:	Permanent – 2; Temporary – 2-3
Number of Surveys:	50 – 100 surveys of .5 mile to 20 miles in length throughout 12 counties
Value of Design Contracts:	\$50,000 - \$20 Million
Survey Equipment Value:	\$25,000 - \$150,000

Nature and Scope

This position reports to the Chief of Surveys, as do the other Survey Crew Chiefs. Reporting to this position are the Senior Surveyor and the Surveyor positions, as well as additional technicians assigned on an as-needed basis.

This position heads a crew which provides surveying services for project reports, design plans, land acquisition, locating right-of-way lines, existing centerline calculation, and other survey needs for the District. To accomplish this, the incumbent receives requests for survey services from the Chief of Surveys, determines types of survey to be conducted, man-hours required to accomplish the work, equipment needed, and schedules work assignments to meet due dates established by the requester. The incumbent utilizes state-of-the-art, highly sophisticated equipment to obtain extremely accurate measurements. This position is unique in that the survey work performed by the crew provides a basis for critical decisions for design plans, land acquisition, construction, and maintenance operations.

Typical problems encountered include maintaining work schedules and minimizing delays; obtaining approval of homeowners for surveys conducted on private property; and ensuring that all safety procedures are adhered to and surveys are completed within established time schedules. A major challenge of this position is to complete assigned surveys in a timely manner in accordance with a prescribed schedule and in compliance with accepted surveying principles, legal requirements, and departmental policies. The single greatest work challenge of this position is sustaining a disciplined and efficient workforce and simultaneously maintaining a cordial relationship among the crewmembers as they perform their assigned tasks.

The incumbent is personally responsible for assigning, evaluating, and supervising the activities of a survey crew which includes operating and maintaining highly complicated electronic surveying and computing instruments; establishing existing centerlines of highways; running control levels to establish elevations; locating, describing, measuring, and obtaining elevations of all topographical features; staking right-of-way; preparing field books computations, sketches, and reports; and maintaining survey equipment. The incumbent is also responsible for placement of targets as control points for aerial photography for the purpose of making aerial surveys. Further responsibilities include researching and preparing data necessary for field surveys such as existing road plans, right-of-way plats, NGS horizontal and vertical control, and maintaining a Geodetic

file; and researching the records of counties, abstract offices, and those available from private land surveyors for land title survey plats and other information necessary for locating property lines and section corners. The incumbent assists the Chief of Surveys in allocating survey crew personnel among the various survey projects and takes the place of the Chief of Surveys during his/her absence.

This position is unique in that it requires the incumbent to be an Illinois Registered Land Surveyor or Surveyor-in-Training.

The incumbent accomplishes accountabilities through the Senior Surveyor and the Surveyor who provide assistance in staking, grading, and recording instrument readings. These regular survey crews are supplemented by additional engineers and technicians borrowed from Construction during the winter months and by temporary hourly personnel during the summer/fall months.

This position receives assignments from and operates under the general direction of the Chief of Surveys and in compliance with departmental policies, legal requirements and procedures, and accepted surveying principles. Problems involving survey projects which are not being accomplished according to schedule would normally be referred to the Chief of Surveys for resolution. This position is responsible for evaluating survey crew personnel, merit increases, timecards, overtime hours, travel expenses, and leave requests. Additionally, this position has the authority to reschedule his/her personnel to meet the emergencies or to adjust to changing situations.

This position has regular contact with the Bureau of Program Development personnel regarding survey requirements and techniques and maintains frequent contact with the Central Bureau of Operations, Aerial Surveys, and the Bureaus of Operations and Project Implementation regarding surveys. External contacts include property owners to obtain permission to access property, county superintendents, city engineers, and private surveyors for the purpose of obtaining information to proceed with survey assignments.

Performance of this position can best be measured by the volume and quality of work that is completed in a timely manner and the care that is given to the equipment.

Principal Accountabilities

1. Obtains accurate survey measurements in a timely manner.
2. Ensures that all surveys are conducted according to requirements and policies. Ensures that surveys are in proper formats and to the appropriate levels of completeness for the purposes intended.
3. Provides for the optimum use of electronic and computerized survey techniques in the conduct of surveys and coordinates with in-house and consultants to assure compatibility.
4. Assists the Chief of Surveys in preparing work schedules and determining the distribution of survey crew personnel among the various county projects.
5. Researches records and plans to obtain stationing and monuments for reference and starting points.
6. Maintains and repairs survey instruments and equipment.
7. Directs, trains, and motivates staff.
8. Provides training for consulting firms in the departments coding and procedures.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.