



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 Wednesday, 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: 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 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
42122

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: 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer VI	Salary:	\$6,945 - \$8,983*
Position Title:	Land Acquisition Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-56-301-00-01	IPR#:	42122

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development/126 E Ash St, Springfield, 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 Relation Program; 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 occasional overnight stays; and 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 have been supervising engineering functions
- Strong oral and/or 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.

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 2017	POSITION:	Land Acquisition Engineer
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	Office of Highways Project Implementation/ District 6 Program Development
CODE:	PW116-23-56-301-00-01	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; for monitoring the local agency acquisitions; and, for directing highway and land surveys in the district.

Dimensions

Staff:	6 Direct; 13-25 Indirect
Annual Acquisition Program:	\$1-\$6 Million
Average Parcels Acquired Annually:	200-300/25-30 Projects

Nature and Scope

This position reports to the Program Development Engineer as do the Studies and Plans Engineer, Project Support Engineer, Programming Engineer, Program Development Office Coordinator, and a secretary. Reporting to this position are the Appraisal Manager, Acquisition Manager, Condemnation Engineer, Plats and Plans Chief, 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. It 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 incumbent 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 areas such as 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 duties such 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; making recommendations on new land acquisition policies; and ensuring 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 Annual Construction Program and attends public hearing and information meetings as an official IDOT representative providing information on behalf of IDOT to the general public on these matters as related to land acquisition. Additionally, s/ has the authority to finalize negotiations for the more complex land acquisitions when problems arise.

The incumbent accomplishes goals through the following staff:

Appraisal Manager - who 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.

Acquisition Manager - who is accountable for right-of-way by voluntary conveyance from landowners, assisting in relocation efforts and managing state-owned property.

Plats and Plans Chief - who 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 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 is accountable for providing all district highway and lance surveying services.

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.

Internal contacts include daily contact with district management for the purpose of exchanging information and coordinating activities and with the central Bureau of Land Acquisition for providing or obtaining information. Externally, the incumbent is in frequent contact with local government officials to assist with right-of-way problems; county recorders, abstractors and title companies; court officials, special assistants for legal assistance; 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. Frequent travel within the state and overtime is required.

The effectiveness of this position is measured by 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 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. Ensures that all highway and land surveys are completed on schedule.
3. Ensures that equitable administrative settlements are considered prior to condemnation actions.
4. Ensures that district state-owned property is properly managed.
5. Ensures the equitable administration of the district relocation program.

6. Supervises, coordinates and evaluates outside firms providing services.
7. Trains, motivates, and evaluates subordinate personnel and ensures compliance with departmental policies, procedures and safety rules.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.