



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 9, 2017

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, August 23, 2017**. Applications will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Land Surveyor 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.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

LS III (2 pos)      Senior Survey Crew Chief  
Region 4/District 7/Program Development  
Highways Project Implementation  
Effingham

Attachments  
42137

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, August 23, 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 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

<b>Classification:</b>	<b>Land Surveyor III (2 Positions)</b>	<b>Salary:</b>	<b>\$4,940 - \$6,820*</b>
<b>Position Title:</b>	<b>Senior Survey Crew Chief</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW803-23-57-301-50-01</b>	<b>IPR#:</b>	<b>42137</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 7/Bureau of Program Development/400 W. Wabash Ave., Effingham, IL

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#### 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.

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#### Special Qualifications:

##### Required:

- Current Illinois Professional Land Surveyor license
- Valid driver's license
- Ability to perform outdoor work in a variety of conditions including, but not limited to, active construction sites, drilling sites, and roads open to traffic

##### 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

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#### Shift/Remarks:

40/hrs week, 10 hour days (from April to November), 6:00 am - 4:30 pm, Monday – Thursday (1/2 hour lunch)

40/hrs week, 8 hour days (from November to April) 7:30 am - 4:00 pm, Monday – Friday (1/2 hour lunch)

#### **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**

<b>DATE:</b>	July, 2017	<b>POSITION:</b>	Senior Survey Crew Chief
<b>APPROVED BY:</b>	<i>Jeffrey South</i>	<b>OFFICE/DIVISION:</b>	Highways/District 7 Program Development
<b>CODE:</b>	PW803-23-57-301-50-01	<b>REPORTS TO:</b>	Chief of Surveyors

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***Position Purpose***

This position is responsible for supervising technical personnel in obtaining accurate survey data for the purpose of preparing plans for roads and bridges and for the preparation of land acquisition plans, plats and documents. S/He is responsible for the processing and transfer of survey data to the primary users of the data, training of survey crew personnel in latest technology and procedures, and acts as Chief of Surveys in his/her absence.

***Dimensions***

Number of Surveys:	50 to 200 Surveys Annually
Value of Design contracts:	\$50,000 to \$30 million
Survey Equipment Value:	\$25,000 to \$75,000

***Nature and Scope***

This position reports to the District Chief of Surveys. Reporting to this position is the Survey Crew Chief.

This position supervises survey crews which provide surveying services for project reports, design plans, land acquisition, locating right-of-way lines, centerline staking for construction and other survey needs for the district. This position is responsible for the final checks on horizontal and vertical control as to accuracy and completeness of listed data. This position is responsible for training of district survey staff in Microstation, Geopak. The incumbent assists in the transfer of data to and from the Aerial Surveys division and consultants. S/He assists the Chief of Surveys in the daily operation of the office and/or run a crew as needed.

Typical problems encountered by the incumbent include: maintaining work schedules and minimizing delays, ensuring that all safety procedures are adhered to, surveys are completed within established time schedules, ensure a high quality finished survey product that can be utilized by many different users, and training the district survey crews while experiencing no loss of production. The greatest 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 while sustaining a disciplined and efficient work force.

The incumbent personally monitors the creation of Point Codes and distribution of up-to-date Point Code lists. By working closely with all the survey crews, the incumbent checks TIN Models and Line Codes for all the work performed by the district crews. The incumbent is in constant contact with consultant liaison personnel to ensure that the proper coding is being used by their survey crews, to minimize the mistakes and time when working on the CADD files from consultants. The incumbent checks horizontal and vertical control. The incumbent answers questions or resolve problems with the TIN Models that are produced in the survey unit. The incumbent uses the knowledge of survey and expertise in CADD, Geopak to resolve problems or questions about TIN Models, and only if there are major problems involving considerable rework does the Chief of Surveys get involved. To avoid scheduling conflicts for training of district personnel, the incumbent will work very closely with the Chief of Surveys.

The incumbent accomplishes goals through the Survey Crew Chief (2) who are responsible for supervising a survey crew to obtain field data for use in design and land acquisition functions.

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, time cards, overtime hours, travel expenses and leave requests. Additionally, this position has the authority to reschedule personnel to meet the emergencies or to adjust to changing situations.

In performing the functions of this position, the incumbent will be in constant contact with survey crew chiefs, district designers, district CADD operators, and the Chief of Surveys. Externally, the incumbent will be in contact with consultant liaisons and survey crews to discuss problems and provide training to the crews when necessary.

The effectiveness of this position is measured by the accuracy in which data is collected and the promptness that questions or problems are resolved involving survey data along with the ability to meet predetermined schedule deadlines.

***PRINCIPAL ACCOUNTABILITIES:***

1. Review survey data from district and consultant survey crews for completeness and accuracy through the use of CADD and Geopak.
2. Produce TIN Models with Geopak and Microstation to be used by district and consultant design engineers for phase I or phase II design work.
3. Collect and review data for accuracy horizontally and vertically.
4. Provide training for district survey crews on GEOPAK.
5. Provide training to consultant survey crews on district policies on up-to-date version of Point Numbering and Point Codes as well as Line Coding with district codes.
6. Research new projects for old survey and plan horizontal and vertical information.
7. Assist the district Chief of Surveys with the handling of data to and from the aerial survey staff and consultants.
8. Coordinate and assist crew personnel in the collection of survey data in an accurate and timely manner.
9. Serve as Chief of Surveys in his/her absence.
10. Supervise a survey crew in collecting field data.
11. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Coordinates and assists crew personnel in complying with departmental operational and safety policies and procedures.
13. Performs other duties as assigned.