



# 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 Surveyor-in-Training 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.**

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

LS II

Senior Surveyor  
Region 2/District 2/Program Development  
Highways Project Implementation  
Dixon

Attachments  
42148

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 Surveyor-in-Training 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

<b>Classification:</b>	<b>Land Surveyor II</b>	<b>Salary:</b>	<b>\$4,435 - \$6,098*</b>
<b>Position Title:</b>	<b>Senior Surveyor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW802-23-52-301-50-01</b>	<b>IPR#:</b>	<b>42148</b>

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

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

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#### Description Of Duties:

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

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#### Special Qualifications:

##### **Required:**

- Surveyor-in-Training license
- Valid driver's license
- Districtwide travel

##### **Desired:**

- Working knowledge of routine practices of land surveying
- Knowledge of mathematics, survey computer programs and survey computations applicable to the work
- Basic skill in the use of surveying field and office instruments
- Ability to perform third or higher order survey work and to make technical computations and estimates
- Basic ability to prepare right-of-way plats and plans using Computer Aided Design and Drafting (CADD) workstations

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#### Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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 (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 Surveyor
<b>APPROVED BY:</b>	<i>Kevin Marchek</i>	<b>OFFICE/DIVISION:</b>	District 2 / Program Development
<b>CODE:</b>	PW802-23-52-301-50-01	<b>REPORTS TO:</b>	Surveys Crew Chief

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***Position Purpose***

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

**Dimensions**

Number of Surveys:	50 – 100 surveys of .5 mile to 20 miles in length
Value of Design Contracts:	\$50,000 - \$20 Million
Maintains Survey Equipment:	Value \$25,000 - \$75,000

***Nature and Scope***

This position reports to the Survey Crew Chief, as does the Surveyor.

This position conducts surveys, which could greatly affect objectives established by the other section and design squads. The incumbent utilizes state of the art, highly sophisticated equipment to obtain extremely accurate measurements. It is essential that these measurements and documentation be accurate to avoid costly errors or unnecessary delays. In addition, with the advancement of computer surveying, the incumbent must keep abreast of the changes and enhancements of computer surveying and computer aided drafting. The incumbent also assists in the training and direction of temporary technicians to ensure accurate readings and measurements and serves as Crew Chief in the absence of the Chief.

Typical problems encountered by the incumbent include maintaining project work schedules and minimizing delays. The greatest challenge to this position is to obtain consistently accurate measurements and alignments in a timely manner and in accordance with accepted surveying principles.

The incumbent is personally responsible for establishing existing and proposed centerlines of highways; running control levels to establish elevations of all topographic features; skirting right-of-way; preparing field books, computations, sketches and reports, and maintaining the survey equipment. This position is also responsible for placement of targets as control points for aerial photography for the purpose of making aerial surveys. He/She locates and establishes new alignments on the ground from alignments created on aerial photographs and plan sheets. The incumbent researches and prepares data necessary for field surveys, such as existing road plans, right-of-way plats, horizontal, and vertical control. The incumbent maintains a Geodetic file, researches records of counties, abstract offices, and private land surveyors for land titles, survey plats, and other information necessary for locating property lines and section corners.

The incumbent assists in flagging traffic and setting barricades when survey crews are operating on or near roadways.

The incumbent has general latitude in accomplishing responsibilities. This position operates within departmental policies and established surveying principles. However, problems involving conflicts or differences with landowners and/or municipalities, matters that could lead to litigation, and matters of a unique nature must be referred to the supervisor. This position is unique in that it requires the incumbent to be an Illinois Registered Land Surveyor or Surveyor-in-Training.

This position has regular contact with the Bureau of Program Development to obtain necessary survey information and with the Bureaus of Operations and Project Implementation regarding interpretation of recorded survey data. External contacts include landowners, private surveyors, county superintendents, and city engineers for the purpose of obtaining information to proceed with survey assignments. Districtwide travel is required.

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 to ensure there is no delay in the completion of projects.
2. Collects accurate and meaningful survey data obtained through the use of surveying equipment.
3. Performs calculations and preparation of preliminary drafts showing topographic features.
4. Assists the Survey Crew Chief in training survey crew personnel in the use and maintenance of equipment and instruments.
5. Sets barricades and acts as flag person for survey crews working on or near the roadway.
6. Cleans, repairs, and maintains surveying equipment.
7. Researches records and plans to obtain stationing and monuments for reference and starting points.
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.