



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: October 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, October 20, 2017**. Applications 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.

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

CE VI

Land Acquisition Engineer
Region 3/District 5/Program Development
Highways Project Implementation
Paris

Attachments
42252

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, October 20, 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.



Illinois Department of Transportation

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:	PW116-23-55-301-00-01	IPR#:	42252

Office/Central Bureau/District/Work Address:

OHPI/Region 3/District 5/Bureau of Program Development/13473 IL Hwy 133 W., Paris, 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, the Highway Advertising Control Act and the Recyclers and Junkyard Control Act; monitoring the local agency acquisitions; and directing highway and land surveys in the district.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Frequent statewide travel
- Valid driver's license

Desired:

- Ten years' 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
- Comprehensive knowledge of the modern methods and practices of directing highway and land surveys
- Ability to promote, establish and maintain harmonious relationships with staff and the general public
- Strong oral and written communication skills; and experience communicating with the public

Shift/Remarks:

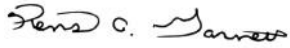
8:00 am – 4:30 pm / Monday – Friday

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:	July 27, 2017	POSITION:	Land Acquisition Engineer
APPROVED BY:		OFFICE/DIVISION:	OHPI/R 3 District 5/Program Development Bureau/Land Acquisition
CODE:	PW116-23-55-301-00-01	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 as well as portions of the Highway Advertising Control Act and the Recyclers and Junkyard Control Act; for monitoring the local agency acquisitions; and, for directing highway and land surveys in the district.

Dimensions

Staff	Direct: 5, Indirect: 15-30
Average Construction Program:	\$10 to \$50 Million
Average Acquisition Program	\$500,000 to \$1.5 Million
Average Parcels Acquired Annually:	100-300/10-20 Project

Nature and Scope

This position reports to the Program Development Engineer. Reporting to this position are the Appraisal Manager, Acquisition Manager; Plats and Plans Surveyor, Chief of Surveys and an Executive Secretary.

This position is responsible for ensuring that those citizens displaced or affected by state land acquisition activities receive just compensation for their property while equally ensuring that the state does not overcompensate for its acquisitions. S/He 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 monumentation for aerial or LiDAR 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 completed by the incumbent include providing technical expertise within the district to address questions on Land Acquisition matters; initiating and answering correspondence; researching agreements and documents to answer the real property questions for both in-house and for the public; and writing or reviewing various types of agreements as needed to clarify land questions.

The Incumbent establishes priorities for the staff; monitors work to ensure it is on schedule; monitors the section budget; and ensures environmental impact concerns such as hazardous waste and asbestos are appropriately considered by staff on real estate to be acquired by the Department. S/he consults with attorneys, court officers, county, and state officials for land matters; makes recommendations on new land acquisition policies; attends pretrial conferences to assist in developing trial strategy for Eminent Domain cases; and has authority to finalize negotiations for the more complex land acquisitions if problems arise. The incumbent, with the assistance of the Acquisition Manager, are personally responsible for duties and coordination associated with eminent domain condemnation proceedings, including identification of those parcels requiring condemnation, coordination of assignment of a Special Assistant Attorney General (SAAG),

preparation of hearing and trial documents, hearing and trial dates/dockets, expert testimony as to need, valuation and acquisition, orders vesting title, and final documentation. The incumbent participates in planning and scheduling the district Annual Construction Program and attends public hearing and information meetings as a district representative on behalf of DOT to the general public on these matters.

The incumbent accomplishes accountabilities through the following:

Appraisal Manager who is accountable for providing appraisal services or processing waiver valuations, and managing state-owned or acquired property, both prior to construction as well as addressing non-operating right-of-way issues.

Acquisition Manager who is accountable for right-of-way by voluntary conveyance from landowners, assisting in relocation efforts and assists in acquiring land through eminent domain proceedings; provides expertise in acquisition activities; provides general acquisition services to address public concerns as well as Local Agency certification; and supervises data input and retrieval utilizing the Land Acquisition system.

Plats and Plans Surveyor who is accountable for research, preparation, review for accuracy, and the maintenance of all Right-of-Way plans, plats, legal descriptions, and associated documents used by the district for right-of-way appraisal and acquisitions.

Chief of Survey who is accountable for providing all district highway and land surveying services.

The incumbent has broad latitude for supervising all section functions. S/He provides administrative assistance in such matters as promotions, salary adjustments, manpower assignments, equipment requests, and budgetary matters to ensure efficient operations of the Bureau. Superiors are consulted on Land Acquisition issues 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 is required within the state.

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 ensure that all highway and land surveys are completed on schedule and to acquire the necessary right-of-way to meet predetermined letting schedules.
2. Answers questions regarding the various programs administered by the bureau.
3. Ensures that equitable administrative settlements are considered prior to condemnation actions.

4. Accomplishes timely completion of eminent domain action through liaison with attorneys and court officials.
5. Ensures that assigned portions of the district signboard and junkyard control programs are accomplished on schedule and that state owned property is properly managed.
6. Ensures the equitable administration of the district relocation program.
7. Supervises, coordinates and evaluates outside firms providing services.
8. Provides administrative assistance in such matters as promotions, salary adjustments, manpower assignments, equipment requests, and budgetary matters to ensure efficient operations of the Bureau.
9. Trains, motivates, and evaluates subordinate personnel and ensures compliance with departmental policies, procedures and safety rules.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.