



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 9, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 13, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, February 27, 2018**. 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

Senior Survey Crew Chief
Region 5/District 9/Program Development
Highways Project Implementation
Carbondale

Attachments
42547

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, February 27, 2018**, 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

Classification:	Land Surveyor III	Salary:	\$4,940 - \$6,820*
Position Title:	Senior Survey Crew Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW803-23-59-301-50-01	IPR#:	42547

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 9/Bureau of Program Development/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for the supervision of a group of engineers, land surveyors, and technicians in setting aerial mapping control, and conducting route, hydraulic and property surveys as well as other duties as assigned.

Special Qualifications:

Required:

- Illinois Professional Land Surveyor license
- Valid driver's license
- Extensive districtwide travel with occasional statewide travel; limited overtime.
- Ability to lift/carry 30 lbs. on a regular basis
- Ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants; and to perform physically demanding outdoor work in a variety of conditions and weather (hot, cold, wet, windy, muddy), including but not limited to, active construction sites and roadways open to traffic

Desired:

- Four years' experience in the practice of land surveying
- Working knowledge of the principles and practices of land surveying; and considerable knowledge of surveying standards and/or plats and plans preparation, and modern survey equipment and methods
- Ability to supervise staff engaged in either field or office surveying functions
- Strong organizational and human relations/communication skills
- Considerable knowledge of CADD and Microsoft Office
- Knowledge of the Global Positioning System

Shift/Remarks:

40/hrs. week, 10-hour days Monday-Thursday, 6:00 am – 4:30 pm (30 minute lunch)

Reverts to 40/hrs. week, 8-hour days Monday-Friday, 7:00 am – 3:30 pm (30 minute lunch) on weeks with holidays

*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:	November 7, 2017	POSITION:	Senior Survey Crew Chief
APPROVED BY:	<u>Carrie Nelsen</u>	OFFICE/DIVISION:	OHPI, Region 5/District 9, Program Development
CODE:	PW803-23-59-301-50-01	REPORTS TO:	Chief of Surveys

Position Purpose

This position is accountable for the supervision of a group of engineers, land surveyors, and technicians in setting aerial mapping control, and conducting route, hydraulic and property surveys as well as other duties as assigned.

Dimensions

Subordinates:	1-10 Permanent, 2-5 Temporary
Number of Surveys:	20-50 at 0.5 to 20 miles in length
Value of Design Contracts:	\$50,000 - \$20 Million Annually

Nature and Scope

This position reports to the Chief of Surveys. Reporting to this position are Survey Crew Chiefs, Surveyors, Survey Technician Crew Chiefs, Survey Technicians I and II, and an additional 2-5 temporary engineers and technicians during the winter months.

This position is accountable for coordinating the field activities of a survey crew in District 9. The District ranges from urban to rural to large regions of heavily forested areas, which complicate the effort of survey crews. This requires extensive knowledge of survey techniques. This position also requires a working knowledge of the US Public Lands Survey System in order to perform property surveys for Land Acquisition and the State Plane Coordinate System used for establishing control on most of District 9's survey projects. This position heads a highly technical unit which conducts surveys oriented to computer aid design and drafting. The environment of this position is characterized by the use of sophisticated high technology equipment.

Typical problems encountered by the incumbent include maintaining project work schedules and minimizing delays, keeping abreast of technical developments and training subordinates in new technology, obtaining approval of property owners for surveys conducted on private property, ensuring that all safety procedures are adhered to, and completing assigned survey projects in a timely manner in accordance with a prescribed schedule and in compliance with accepted surveying principles, and departmental policies. A major challenge of this position is sustaining a disciplined and efficient work force using temporary and part time employees. The greatest challenge of this position is maintaining a working knowledge of high technology surveying equipment such as electronic total station instruments, field data recorders and portable computers which must interface with the CADD system, and the use of satellite surveying.

This position is personally responsible for training, supervising and evaluating the activities of the assigned survey crew; operating and maintaining electronic surveying equipment with computer data recorder; establishing existing and proposed centerlines of highways; running levels to establish elevations; locating, describing, measuring and obtaining elevations of all topographic features; establishing horizontal and vertical controls for aerial mapping projects; staking right-of-way; preparing field books, computations, sketches and reports and maintaining survey equipment. Further responsibilities include researching and preparing data necessary for field surveys such as existing road plans, right-of-way plats, USC&GS horizontal and vertical control, maintaining a geodetic file,

researching the 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. This position also ensures that all safety procedures are adhered to while conducting assigned projects.

The incumbent accomplishes these responsibilities through a staff consisting of 3-5 surveyors and technicians and other assigned personnel who provide assistance in gathering topography, establishing centerline, providing controls for aerial mapping projects, locating and recording property lines, etc. Regular survey crews are supplemented by additional engineers, and technicians borrowed from other bureaus during the winter months and by temporary hourly personnel during summer months.

This position receives assignments from and operates under the general direction of the Chief of Survey and in compliance with departmental policies 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 Survey for resolution. This position is responsible for evaluating survey crew personnel and recommends promotions and merit increases. This position also has the authority to approve time cards, overtime hours, travel expenses and leave requests. This position requires a Professional Land Surveyor License; valid driver's license; extensive travel within and occasional outside the district; occasional overtime during nights and weekends; ability to lift/carry 30 lbs on a regular basis, work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants; and to perform physically demanding outdoor work in a variety of conditions and weather (hot, cold, wet, windy, muddy), including but not limited to, active construction sites and roadways open to traffic.

This incumbent has regular contact with personnel of all district bureaus and the Aerial Surveys Unit regarding surveys. External contacts include property owners to obtain permission to access property, county engineers, city engineers, and private surveyors for the purpose of obtaining information necessary to proceed with survey assignments.

The effectiveness of the incumbent can be measured by the timely completion of surveys, the coordination of the efforts of the survey crews, the accuracy and completeness of field data, and the proper training of subordinates.

Principal Accountabilities

1. Directs, trains, and motivates a group of engineers, surveyors and technicians involved in conducting route, bridge inspection, aerial mapping control, and hydraulic and property surveys.
2. Keeps abreast of current technology in the area of CADD and GPS and ensures subordinates are trained in their highly technical areas.
3. Assists the Chief of Surveys in preparing works schedules for the assigned survey crews.
4. Researches property records and compiles data necessary to complete assigned survey projects.
5. Accountable for the accurate performance, maintenance and repair of specialized survey equipment and instruments.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.