



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 10, 2018

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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 April 11, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, April 24, 2018**. 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 V

Condemnation Engineer  
Region 4/District 6/Program Development  
Office of Highways Project Implementation  
Springfield

Attachments  
42763

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 **Tuesday, April 24, 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 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.**



## Position Summary Sheet

An Equal Opportunity Employer

<b>Classification:</b>	<b>Civil Engineer V</b>	<b>Salary:</b>	<b>\$6,315 - \$8,263*</b>
<b>Position Title:</b>	<b>Condemnation Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-56-301-40-01</b>	<b>IPR#:</b>	<b>42763</b>

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### 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

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### Description Of Duties:

This position is accountable for analyzing and coordinating the condemnation district activities for the Bureau of Program Development and for advising Special Assistant Attorneys General on trial strategy so as to satisfy technical and fiscal elements in completing the Annual Improvement Program.

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### Special Qualifications:

#### Required:

- Valid Illinois Professional Engineer license
- Valid driver's license
- Some overnight travel and/or occasional overtime

#### Desired:

- Minimum of nine years' experience in civil engineering with at least five years in land acquisition work
- Experience and knowledge of the land acquisition process and how it relates to highway projects
- Experience with Microsoft Word, Excel, Access, GIS, and CADD
- Ability to analyze and review problems to determine, interpret and implement appropriate engineering practices
- Strong leadership and management skills
- Strong oral and written communication skills

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### 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**

<b>DATE:</b>	February 27, 2018	<b>POSITION:</b>	Condemnation Engineer
<b>APPROVED BY:</b>	Jeffrey South	<b>OFFICE/DIVISION:</b>	OHPI/Reg 4/Dist 6/Bureau of Program Development
<b>CODE:</b>	PW115-23-56-301-40-01	<b>REPORTS TO:</b>	Land Acquisition Engineer

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***Position Purpose***

This position is accountable for analyzing and coordinating the condemnation district activities for the Bureau of Program Development and for advising Special Assistant Attorneys General on trial strategy so as to satisfy technical and fiscal elements in completing the Annual Improvement Program.

***Dimensions***

Annual Property Payments:	\$400,000 to \$4 Million
Annual Condemnation Jury Trials:	5-10
Annual Quick Take Parcels:	10-20
Stipulated Settlements:	10-15
Staff:	3-5 Special Assistant Attorneys General 2-5 Hired Fee Appraiser for Jury or Bench Trials

***Nature and Scope***

This position reports directly to the Land Acquisition Engineer.

This position is responsible for providing technical expertise for condemnation activities so that title to land is obtained in an efficient and economical manner while causing as little adverse public reaction as possible. This position provides engineering advice and consultation to personnel in the Acquisition and Appraisals Units so that they are properly apprised of engineering policy requirements. This requires a thorough understanding of engineering reports and construction plans to provide advice to non-engineering personnel in the Land Acquisition Section, Special Assistant Attorneys General, and central Bureau of Land Acquisition.

An important aspect of this position involves the incumbent's consultations with Special Assistant Attorneys General regarding technical considerations, which must be reconciled prior to bringing a case to court. It is essential that the Special Assistant Attorneys General recognize the concept of the project for which the right-of-way is needed. The greatest challenge of this position is to present technical aspects of right-of-way acquisition in lay terms to establish proper foundations for the real necessity of acquiring the property in question to meet construction schedules. Another challenge for the incumbent is receiving plats, plans, and documents from those outside the Land Acquisition Section in a timely manner in order to acquire land to meet the project schedule.

The incumbent reviews negotiation files, sends Final Offer letters to property owners and reviews assemblage of documents, data, and evidence for transmission through the central office to the Attorney General, who appoints a special assistant to handle the case in question. The incumbent discusses the technical engineering aspects including engineering testimony of the case with the Special Assistant Attorneys General, acts as engineering resource person and coordinates all activities throughout the proceedings. The incumbent meets with departmental personnel prior to trial to counsel on the expected lines of questioning from both the Special Assistant Attorneys General and the opposing attorneys on cross examination. When adverse settlements are obtained in trials, the incumbent assesses results and recommends appeal or acceptance of the decision. This position serves as the department's engineering expert witness. This position requires a valid drivers' license; possible travel with overnight stays for classes, training, and to work on projects. Occasional overtime may be required.

Other personnel may be borrowed as needed from other sections to prepare court exhibits and documents required for condemnation proceedings under the incumbent's supervision.

The incumbent is governed by departmental rules/regulations, construction schedules, project plans and specifications, and state statutes relative to eminent domain. When making decisions, s/he relies on past experience, engineering knowledge, legal knowledge concerning Illinois Eminent Domain Laws and the realities of the general departmental philosophy relative to acquisition.

Internal contacts are with the Land Acquisition Engineer and staff, the bureaus of Program Development, Project Implementation, Operations, the central Bureau of Land Acquisition, and the Office of Chief Counsel. Externally, the incumbent has contacts with Special Assistant Attorneys General, defendants' attorneys, property owners, title companies, land surveyors, county engineers, township commissioners, and the public.

The effectiveness of this position can be measured by the incumbent's ability to provide engineering advice and the ability to advise and coordinate department personnel and others to obtain title to the land required by condemnation in a timely manner to meet construction schedules. S/He must keep costs in line with available resources and maintain good working relationships with departmental personnel, Special Assistant Attorneys General and personnel from other agencies.

***Principal Accountabilities***

1. Provides engineering direction and technical expertise for all district condemnation activities.
2. Determines the necessity for condemnation and the best course of action to obtain title to land.
3. Coordinates all engineering technical and policy aspects of proceedings with Special Assistant Attorneys General and Land Acquisition personnel.
4. Provides engineering advice to Appraisals, Acquisition, and Plats and Plans Sections.
5. Directs the preparation of warrant requests for condemnation parcels. Processes Special Assistant Attorneys General bills.
6. Reviews hearing and trial results and determines advisability of appeal or acceptance.
7. Serves as the engineering expert witness to establish the necessity of the proposed acquisition for the department.
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.