



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 14, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, May 30, 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 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 V

Chief of Plats and Plans
Region 1/District 1/Land Acquisition
Office of Highways Project Implementation
Schaumburg

Attachments
42800

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 **Wednesday, May 30, 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 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Land Surveyor V	Salary:	\$6,020 - \$8,115*
Position Title:	Chief of Plats and Plans	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW805-23-51-501-00-01	IPR#:	42800

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Land Acquisition/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for supervising staff engaged in surveying, the preparation of right-of-way plats, legal descriptions, and condemnation exhibits. It is also responsible for reviewing Plats of Highways and legal descriptions submitted by consultants, in order to meet the scheduled letting dates.

Special Qualifications:

Required:

- Current registration as a Professional Land Surveyor in the State of Illinois
- Valid driver's license

Desired:

- Four-year degree from an accredited college or university in land surveying or a related science with at least 24 hours of land surveying course work
- Nine years experience in the practice of land surveying including four years of supervisory responsibility
- Extensive knowledge of the principles and practices of land surveying, modern survey equipment methods, computer aided design and drafting (CADD) workstations and Global Positioning Systems
- Considerable working knowledge and experience with Geographic Information Systems
- Strong oral and written communication skills
- Good organizational and motivational skills
- Exceptional management skills and the ability to supervise staff and consultants in field and/or office surveying functions, as well as establish the scope of their work duties

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

*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:	February 2018	POSITION:	Chief of Plats & Plans
APPROVED BY:	Omolara Johnson	OFFICE/DIVISION:	OHPI/RegionOne/District One/Bureau of Land Acquisition
CODE:	PW805-23-51-501-00-01	REPORTS TO:	Bureau Chief of Land Acquisition

Position Purpose

This position is accountable for supervising staff engaged in surveying, the preparation of right-of-way plats, legal descriptions, and condemnation exhibits. It is also responsible for reviewing Plats of Highways and legal descriptions submitted by consultants, in order to meet the scheduled letting dates.

Dimensions

Direct subordinates:	5 - 8
Number of consultants:	5 - 15
Annual right-of-way acquisition:	60 - 100 projects
Right-of-way parcels annually:	300 - 1000
Dollar volume of parcels:	\$40M - \$80M

Nature and Scope

This position reports to the Bureau Chief of Land Acquisition. Reporting to this position are three Senior Plats & Plans Surveyors, three Plats & Plans Project Surveyors, and two Staff Plats & Plans Technicians.

This position has direct influence in ensuring that obligated construction funds are not lost to the district. This is done by providing timely completion of high quality legal documents and utilizing expertise to lessen litigation costs through the property evaluation of all title evidence. This position also reviews and ensures the accuracy, completeness, and legal acceptability of all statutory plats.

Typical problems encountered in this position involve the design and development of right-of-way plats and legal descriptions, which are often complicated by conflicting ownership and title evidence of record. The incumbent must use professional judgment to determine the proper limits of areas to be acquired. The greatest challenge to this position is providing protection to private citizens as property owners and to the Illinois Department of Transportation (IDOT) as well, by ensuring that highway improvements are constructed on land owned by the department.

The position is personally responsible for: establishing work schedules and allocating resources required to complete assigned projects and monitors the progress of the plans; supervising the review of all documents prepared under her/his direction; supervising the monitoring and review of the work of consulting engineering firms retained by the department for the preparation of right-of-way plats and legal descriptions; and preparing and/or supervising the preparation of other right-of-way related documents, such as federal participation programming requests for authorization for preliminary right-of-way work and authorization of right-of-way acquisition. The incumbent correlates right-of-way requirements, ownership, title evidence, and field survey data submitted by the various survey parties and certifies plats prepared by the department. He/She handles inquiries and complaints from landowners, attorneys, other land surveyors and agencies pertaining to legal documents and the surveying aspect of right-of-way plats; maintains complete files and records of parcels of property in the form of plats, legal documents and agreements involved in each purchase; and maintains the SharePoint site for the bureau, provides access to other users and ensures that the most recent documents are available for use by the Bureau of Land Acquisition and consultants.

Chief of Plats & Plans

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This position accomplishes these accountabilities with the assistance of three Senior Plats & Plans Surveyors, three Plats & Plans Project Surveyors and two Staff Plats & Plans Technicians, who with varying levels of responsibility, are responsible for reviewing consultant right-of-way plats, legal descriptions and documents, and furnishing land survey information as well as computerized data for area determination and property lines.

This position works within the guidelines provided by the Land Acquisition manual, Federal Highway Program manual, Highway Design manual, Road and Bridge laws, and the Illinois Revised Statutes. The incumbent has considerable latitude regarding survey interpretations, plat and legal description preparation, and staff training. In addition, the incumbent will have access to numerous data collection and processing techniques including modern survey methods, computer aided design and drafting (CADD) workstations, Global Positioning Systems and Geographic Information Systems. Problems beyond the authority of the incumbent, such as arbitrary survey interpretations and plat preparation in areas of uncertain property rights and/or ownership, will be referred to the Bureau Chief of Land Acquisition, along with recommendations. This position is unique in that it requires the incumbent to hold a current license as a Professional Land Surveyor in the State of Illinois.

The incumbent works closely with personnel of the central office Bureau of Land Acquisition regarding policy and for clarification and advice. He/She will work very closely with the Bureaus of Programming, Design, Maintenance, and Construction on the status of past, present and future right-of-way plats and legal documents involving state right-of-way. He/She maintains liaison with consultant engineering firms retained by the department for interpretation of policies and to provide advice or consultation and to review consultant work. Contact may be necessary with public officials, developers, property owners; consultant engineers, other state agencies, and the Federal Highway Administration.

The effectiveness of the incumbent is measured by the degree of accuracy and ability to meet appraisal and negotiation schedules in order that construction schedules are not delayed. The ultimate measure of the incumbent's performance is the total absence of costly claims and litigation the department can be subject to.

Principal Accountabilities

1. Plans, coordinates, directs and supervises all right-of-way design activities to prepare plats, legal descriptions, and related documents necessary for the acquisition of right-of-way.
2. Reviews all work to ensure its completeness and accuracy and that it meets scheduling dates.
3. Ensures that all work by staff and consultants is accurate and in conformance with standard specification, policies, and professional surveying practices.
4. Prepares authorization submittals.
5. Directs the research of ownership and title records and maintains permanent library of all warranty deeds, easements, and title policies.
6. Trains and evaluates staff.
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.
8. Performs other duties as assigned.