



# 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: June 6, 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 June 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, June 21, 2018**. Applications will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Land Surveyors 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 Plats and Plans Surveyor  
Region 3/District 4/Program Development  
Office of Highways Project Implementation  
Peoria

Attachments  
42900

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 **Thursday, June 21, 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 Surveyors 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

<b>Classification:</b>	<b>Land Surveyor III</b>	<b>Salary:</b>	<b>\$4,940 – \$6,820*</b>
<b>Position Title:</b>	<b>Senior Plats and Plans Surveyor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW803-23-54-301-10-01</b>	<b>IPR#:</b>	<b>42900</b>

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

OHPI/Region 3/District 4/Bureau of Program Development/401 Main Street, Peoria, IL

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#### Description Of Duties:

This position interprets title and survey data and assists in the design and preparation of right-of-way plats and plans, legal descriptions, related documents, and drawings concerned with acquisition and condemnation. S/He is responsible for the review of such plats, plans, and descriptions as prepared by consultants in order to facilitate the timely acquisition of required right-of-way. The incumbent is also responsible for overseeing and cataloging in-house historical data.

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#### Special Qualifications:

##### Required:

- Current Illinois Professional Land Surveyor license
- Valid driver's license
- Districtwide travel

##### Desired:

- Four years' experience in the practice of land surveying or the preparation of plats and legal descriptions including experience with Illinois Department of Transportation (IDOT) standards
- Ability to supervise staff engaged in either field or office surveying functions
- Working knowledge of the principles and practices of land surveying
- Considerable knowledge of MicroStation and Geopak or comparable Computer Aided Design and Drafting (CADD) workstations
- Knowledge of the Global Positioning System (GPS)

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#### Shift/Remarks:

7:00 am – 3:30 pm / 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>	June 1, 2018	<b>POSITION:</b>	Senior Plats and Plans Surveyor
<b>APPROVED BY:</b>	Kensil Garnett <hr/> Kensil A. Garnett, Regional Engineer	<b>OFFICE/DIVISION:</b>	OHPI/Region 3/District 4 Bureau of Program Development
<b>CODE:</b>	PW803-23-54-301-10-01	<b>REPORTS TO:</b>	Chief of Plats and Plans

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***Position Purpose***

This position interprets title and survey data and assists in the design and preparation of right-of-way plats and plans, legal descriptions, related documents, and drawings concerned with acquisition and condemnation. S/He is responsible for the review of such plats, plans, and descriptions as prepared by consultants in order to facilitate the timely acquisition of required right-of-way. The incumbent is also responsible for overseeing and cataloging in-house historical data.

***Dimensions***

Subordinates:	1-3 Direct
Parcels Plats Prepared:	500-1000
Number of Projects:	5 to 20
Cost of Right-of-Way Acquisition:	\$2 Million to \$6 Million

***Nature and Scope***

This position reports to the Chief of Plats and Plans. Reporting to this position is the Plats and Plans Technician.

This position has a direct influence in ensuring that obligated construction funds are not lost by providing the timely completion of high standard legal right-of-way documents. The incumbent assists in mitigating litigation costs through proper evaluation of all title evidence. S/He provides right-of-way plans, plats and legal descriptions used for the acquisition of right-of-way. This position will be working in various stages simultaneously, with several different consulting engineering firms, as well as in-house designers.

Typical problems involve the design and development of right-of-way plans, plats and legal descriptions which often are extremely complicated because of conflicting ownership and title evidence of record. The greatest challenge of this position is to provide protection to the department by ensuring that highway improvements are constructed on land owned by the department.

This position personally directs and monitors the progress of right-of-way work, determining title needs, researching ownership records and reviewing title commitments. S/He personally reviews all documents prepared under his/her direction. This position schedules, monitors and directs the work of the consulting engineering firms in their preparation of right-of-way plans, plats and legal descriptions. This position analyzes and correlates right-of-way requirements, ownership and title evidence, field survey data and determines the location of property lines and records land monuments. S/He conducts court house research as required. This position performs occasional field surveys.

The incumbent accomplishes accountabilities through the following staff:

Plats and Plans Technician – who prepares right-of-way plats, plans, legal descriptions and court exhibits or revising such plats as prepared by consultants.

The incumbent is required to exercise considerable independent judgment using past experience in evaluating title evidence and portraying and describing parcels to be acquired. The work of this position is broadly governed by Illinois and federal statutes and by municipal and county ordinances and resolutions with freedom for personal and professional interpretation. S/He is constrained by departmental rules and regulations.

In performing the functions of this position, the incumbent deals with the following contacts: central Bureau of Land Acquisition as to policy, clarification and advice; the district Bureaus of Program Development, Project Implementation and Operations regarding the status of past, present and future right-of-way plats and plans and legal documents as needed; and various consultant engineering firms, title companies, land surveyors, land owners and attorneys in resolving problems related to right-of-way requirements, recording of deeds and the accuracy of plats and descriptions. The incumbent also communicates with local surveyors and consultants in researching boundary lines and right-of-way issues. Districtwide travel required.

The performance of the incumbent is measured by the ability to meet determined work schedules and the ability to search for any and all stored historical data required.

***Principal Accountabilities***

1. Assures that preparation of plats and plans and related documents are prepared accurately.
2. Assures that all consultant plans are properly reviewed and accurate.
3. Assures that all time frames established for the preparation of plats and plans are adhered to.
4. Assures that all title reports required are ordered in advance, in order to minimize delays to acquisition, and are reviewed for possible conflicts.
5. Assures existing right-of-way plan sheets are current and accurate.
6. Assures that all inquiries are properly answered.
7. Assures that all subordinates are properly trained and motivated.
8. Assures that all required survey data is properly requested and reviewed.
9. Assures that all court displays, as required for condemnation trials, are prepared accurately and within established time frames.
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.