



# 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: November 2, 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 November 7, 2018 in the designated areas.

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

**NOTE: A copy of each applicant's ACTIVE Illinois Surveyor-in-Training license must accompany applications for this position. Please be advised that if a high volume of applications is 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 II

Plats & Plans Project Surveyor  
Region 1/District 1/Land Acquisition  
Office of Highways Project Implementation  
Schaumburg

Attachments  
43214

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 **Wednesday, November 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 Surveyor-in-Training license must accompany applications for this position. Please be advised that if a high volume of applications is 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 II</b>	<b>Salary:</b>	<b>\$4,435 - \$6,098*</b>
<b>Position Title:</b>	<b>Plats &amp; Plans Project Surveyor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW802-23-51-501-00-01</b>	<b>IPR#:</b>	<b>43214</b>

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#### 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

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#### Description Of Duties:

This position is accountable for obtaining accurate survey measurements for the purpose of preparing plans for roads, bridges, culverts, and land acquisition plats and plans. It is responsible for reviewing complicated plats and plans and legal descriptions, as well as for researching documentation needed for the acquisition of right-of-way (ROW) for highway purposes.

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#### Special Qualifications:

##### **Required:**

- Current registration as a Licensed Surveyor-in-Training in the state of Illinois
- Valid driver's license

##### **Desired:**

- Two years of experience in the practice of land surveying
- Knowledge of the principles and practices of land surveying
- Working knowledge of how to prepare ROW plats and plans and how to read legal descriptions
- Working knowledge of and experience utilizing surveying equipment, Computer Aided Design and Drafting (CADD) work station, Geographic Information Systems (GIS), Global Positioning Systems (GPS), and other survey computer programs
- Ability to perform third or higher order survey work and to make technical computations and estimates
- Ability to utilize mathematical equations and theory and perform survey computations as applicable to job duties

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#### 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.

## POSITION DESCRIPTION

<b>DATE:</b>	September, 2018	<b>POSITION:</b>	Plats & Plans Project Surveyor
<b>APPROVED BY:</b>	Omolara Johnson	<b>OFFICE/DIVISION:</b>	OHPI/Region One/District One/Bureau of Land Acquisition
<b>CODE:</b>	PW802-23-51-501-00-01	<b>REPORTS TO:</b>	Chief of Plats & Plans

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### ***Position Purpose***

This position is accountable for obtaining accurate survey measurements for the purpose of preparing plans for roads, bridges, culverts, and land acquisition plats and plans. It is responsible for reviewing complicated plats and plans and legal descriptions, as well as for researching documentation needed for the acquisition of right-of-way (ROW) for highway purposes.

### ***Dimensions***

Projects Prepared:	60 - 100 projects
# of Parcels:	300 - 1,000 annually
Dollar Volume of Parcels:	\$40M - \$80M annually

### ***Nature and Scope***

This position reports to the Chief of Plats & Plans. No staff reports to this position.

The incumbent reviews for the accuracy, completeness, and legal acceptability of plats and plans. He/She must be knowledgeable about general surveying principles. The incumbent must review and coordinate design criteria to ensure that changes in acquisition and design are properly addressed on all plats and plans.

Typical problems encountered in this position include reviewing survey data, legal descriptions, past records and un-recorded private surveys to ascertain what information is accurate and reliable enough to base future descriptions and acquisition activities on. The greatest challenge to this position is ensuring that all documents are prepared accurately within the established time frames and in accordance with accepted surveying principles.

This position personally reviews proposed projects, ascertaining and requesting all required survey and research needs; determines data accuracy and relevancy; prepares legal descriptions; resolves technical matters; conducts title research; recommends ROW limits; coordinates data entry into the Land Acquisition System (LAS); and checks and reviews consultant work to ensure conformity with the Land Acquisition Policies and Procedures Manual and established surveying principles. The incumbent is responsible for conducting ROW surveys; staking existing and proposed centerlines of highways; staking ROW; maintaining field notes and survey records; and preparing computations and sketches related to the project.

This position has general latitude in accomplishing responsibilities. It operates within the purview of departmental policies, current engineering, and surveying principles.

The position has regular contact with the Bureau of Design to obtain necessary survey information and with the Bureaus of Operations and Project Implementation. External contacts include land owners, consultants, county and city engineers, and the general public.

The effectiveness of this position is measured by its ability to provide accurate plats and plans and all related documents according to established time frames.

### ***Plats & Plans Project Surveyor***

**Principal Accountabilities**

1. Ensures accurate preparation of plats and plans and related documents in a timely manner to ensure there is no delay in project completion.
2. Reviews all consultant plats and plans for accuracy and conformance with surveying principles.
3. Ensures accurate collection of all required field or ROW survey data and reviews in a timely manner.
4. Assures that all work activities are completed with due consideration to department safety rules.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.