

Job Title: LAND SURVEYOR III - SENIOR SURVEY CREW CHIEF - IPR#44314

Agency: Department of Transportation

Closing Date/Time: 08/02/2021

Salary: \$5,040 - \$8,700 Monthly

Job Type: Salaried Full Time

County: Madison

Number of Vacancies: 1

Plan/BU: NR916

DO NOT APPLY ONLINE

****DO NOT CLICK THE APPLY BUTTON****

HOW TO APPLY:

Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. A copy of each applicant's Professional Land Surveyor license must accompany application for this position. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

Please indicate IPR#44314 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Survey Crew Chief.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is responsible for supervising technical personnel in obtaining accurate survey measurements for the purpose of preparing plans for roads, bridges and culverts and for the preparation of land acquisition plats and documents.

This position reports to the Chief of Surveys. Reporting to this position are Survey Crew Chiefs and Survey Technicians.

This position heads a crew which provides surveying services for project reports, design plans, land acquisition, locating right-of-way lines, center line staking for construction or other survey needs for the district. To accomplish this, the incumbent receives requests for survey services from the Chief of Surveys, determines type of survey to be conducted, man hours required to accomplish the work, equipment needed and schedules work assignments to meet due dates established by the requestor. The incumbent utilizes state-of-the-art, highly sophisticated equipment to obtain extremely accurate measurements. This position is unique in that the survey work performed by the crew provides a basis for critical decisions for design plans, the land acquisition, construction and maintenance operations. Typical problems encountered include maintaining work schedules and minimizing delays, obtaining approval of home owners for surveys conducted on private property and ensuring that all safety procedures are adhered to and surveys are completed within established time schedules. A major

challenge of this position is to complete assigned surveys in a timely manner in accordance with a prescribed schedule and in compliance with accepted surveying principles, legal requirements and departmental policies. The single greatest work challenge of this position is sustaining a disciplined and efficient work force and simultaneously maintaining a cordial personal relationship among the crew members as they perform their assigned tasks.

(Job Responsibilities continued)

The incumbent is personally responsible for assigning, evaluating, and supervising the activities of a survey crew which includes operating and maintaining highly sophisticated electronic surveying equipment; computing and establishing existing and proposed center lines of highways; running control levels to establish elevations; preparing field book computations; sketches and reports and maintaining survey equipment. The incumbent is also responsible for placement of targets as control points for aerial photography for the purpose of making aerial surveys. The incumbent locates and establishes new alignments on the ground for alignments created on aerial photographs and plan sheets. Further responsibilities include researching and preparing data necessary for field surveys such as existing road plans, right-of-way plats, National Geodetic Survey and United States Geological Survey horizontal and vertical control and maintaining a Geodetic file, researching the records of counties, abstract offices, and those available from private land surveyors for land title survey plats, and other information necessary for locating property lines and section corners.

The incumbent assists the Chief of Surveys in allocating survey crew personnel among the various survey projects and takes the place of the Chief of Surveys during his/her absence.

The incumbent accomplishes accountabilities through the Survey Crew Chiefs and the Survey Technicians who assist in performing global positioning systems (GPS) measurements, operating robotic total stations and utilizing electronic levels. These regular survey crews are supplemented by additional engineers and technicians borrowed from the district Bureau of Construction during the winter months and by temporary hourly personnel during the summer and fall months.

(Job Responsibilities continued)

This position receives assignments from and operates under the general direction of the Chief of Surveys and in compliance with departmental policies, legal requirements, 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 Surveys for resolution. This position is responsible for evaluating survey crew personnel, merit increases, time cards, overtime hours, travel expenses and leave requests. Additionally, this position has the authority to reschedule his/her personnel to meet the emergencies or to adjust to changing situations.

This position has regular contact with the district Bureau of Program Development personnel regarding survey requirements and techniques, and maintains frequent contact with the Surveys, Mapping and Modeling, and Land Acquisition Sections, and the district Bureaus of Operations and Project Implementation regarding surveys. External contacts include property owners to obtain permission to access property, county superintendents, city engineers and private surveyors for the purpose of obtaining information to proceed with survey assignments. Districtwide travel is required.

Performance of this position can be measured by the volume and quality of work that is completed in a timely manner and the care that is given to the equipment.

Principal Accountabilities

1. Obtains accurate survey measurements in a timely manner.
2. Ensures that all surveys are conducted according requirements and policies. Ensures that surveys are in proper formats and to the appropriate levels of completeness for the purposes intended.

3. Provides survey scope of work on manpower estimates for consultant projects and participates in negotiating, monitoring, and evaluating consultant's survey work.
4. Provides for the optimum use of electronic and computerized survey techniques in the conduct of surveys and coordinates with in-house and consultants to assure compatibility.
5. Assists the Chief of Surveys in preparing work schedules and determining the distribution of survey crew personnel among the various county projects.
6. Researches records and plans to obtain stationing and monuments for reference and starting points.
7. Ensures that survey equipment is always in acceptable condition and working order.
8. Directs, trains and motivates staff.
9. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

Qualifications

Position Requirements

- Current registration as a licensed Professional Land Surveyor in Illinois PLUS four years of experience in the practice of land surveying
- Valid driver's license
- Districtwide travel

Position Desirables

- Strong oral and written communication skills
- Working knowledge of the principles and practices of land surveying
- Considerable knowledge of surveying standards
- Knowledge of the latest surveying equipment and software such as Trimble Business Center, MicroStation, Geopak, GPS processing and ArcGIS (GIS)

Work Hours: 7:00 AM - 5:30 PM Monday-Thursday

Work Location: Collinsville - 1102 Eastport Plaza Dr

Office: Office of Highways Project Implementation/Region 5/District 8/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.