Job Title: LAND SURVEYOR III - SURVEYOR CREW CHIEF - IPR#45815

Agency : Department of Transportation
Closing Date/Time: 11/15/2022
Salary: $5,040 - $8,700 Monthly
Job Type: Salaried Full Time
County: Lee
Number of Vacancies: 1
Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.
Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Surveyor 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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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 accountable 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.

Staff:	Permanent – 2; Temporary – 2-3
Number of Surveys:	50 – 100 surveys of .5 mile to 20 miles in length throughout 10 counties
Value of Design Contracts:	$50,000 - $20 Million
Survey Equipment Value:	$25,000 - $100,000

This position reports to the Chief of Surveys. Reporting to this position are the senior surveyor and the surveyor positions, as well as additional technicians assigned on an as-needed basis.

This position heads a crew which provides surveying services for project reports, design plans, land acquisition, locating right-of-way lines, existing centerline calculation, and other survey needs for the district. To accomplish this, the incumbent receives requests for survey services from the chief of surveys, determines types 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 requester. 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, land acquisition, construction, and maintenance operations.

Typical problems encountered include maintaining work schedules and minimizing delays; obtaining approval of homeowners 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 workforce and simultaneously maintaining a cordial 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 complicated electronic surveying and computing instruments; establishing existing centerlines of highways; running control levels to establish elevations; locating, describing, measuring, and obtaining elevations of all topographical features; staking right-of-way; preparing field books 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. Further responsibilities include researching and preparing data necessary for field surveys such as existing road plans, right-of-way plats, NGS horizontal and vertical control, and maintaining a Geodetic file; and 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.
This position is unique in that it requires the incumbent to be an Illinois Registered Land Surveyor.

The incumbent accomplishes accountabilities through the senior surveyor and the surveyor who provide assistance in staking, grading, and recording instrument readings. These regular survey crews are supplemented by additional engineers and technicians borrowed from construction during the winter months and by temporary hourly personnel during the summer/fall months.

This position receives assignments from and operates under the general direction of the chief of surveys and in compliance with departmental policies, legal requirements and 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, timecards, 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 Bureau of Program Development personnel regarding survey requirements and techniques and maintains frequent contact with the central Bureau of Operations, Aerial Surveys, and the 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.

Performance of this position can best 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 to requirements and policies.

3. Ensures that surveys are in proper formats and to the appropriate levels of completeness for the purposes intended.
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. Researchers records and plans to obtain stationing and monuments for reference and starting points.
7. Maintains and repairs survey instruments and equipment.
8. Directs, trains, and motivates staff.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Provides training for consulting firms regarding the department's coding and procedures.

Qualifications

Position Requirements

- Valid Driver's License;
- Current registration as a licensed Professional Land Surveyor in Illinois
- Four (4) years of experience in the practice of land surveying.

Position Desirables

- Working knowledge of Microsoft Office applications such as Word, Excel, and Access.
- Ability to maintain harmonious relationships with employees, agency officials and the general public.
- Strong oral and written communication skills.

Work Hours: 8:00 AM - 4:30 PM Monday-Friday
Work Location: 819 Depot Ave Dixon, IL 61021-3546
Office: Office of Highways Project Implementation/Region 2/District 2/Program Development
Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov
Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.
If you are not already signed in, you will be prompted to do so.
State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.
Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.
If you have questions about how to apply, please see the following resources:
State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid
Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com