



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 1, 2017

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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 September 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, September 18, 2017**. 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 IV

Plats & Plans Manager  
Region 2/District 3/Program Development  
Highways Project Implementation  
Ottawa

Attachments  
42192

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 **Monday, September 18, 2017**, 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.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Land Surveyor IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Plats and Plans Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW804-23-53-301-10-01</b>	<b>IPR#:</b>	<b>42192</b>

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

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 E. Norris Drive, Ottawa, IL

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#### Description Of Duties:

This position is accountable for coordinating, directing, and supervising all activities associated with the preparation of plans, plats, legal descriptions, and related documents necessary for the acquisition of right of way.

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#### Special Qualifications:

##### Required:

- Current Illinois Professional Land Surveyor license
- Valid driver's license
- Travel

##### Desired:

- Eight years' experience in the practice of land surveying including three years of supervisory responsibility
- Knowledge of the principles and practices of land surveying
- Knowledge of modern methods and techniques as applies to land surveying
- Ability to supervise staff engaged in either field or office surveying functions
- Ability to perform difficult technical research work and make comprehensive recommendations on surveying problems

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*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>	July 2017	<b>POSITION:</b>	Plats and Plans Manager
<b>APPROVED BY:</b>	<i>Steven Andrews</i>	<b>OFFICE/DIVISION:</b>	OHPI/Region 2/District 3
<b>CODE:</b>	PW804-23-53-301-10-01	<b>REPORTS TO:</b>	Land Acquisition Engineer

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***Position Purpose***

This position is accountable for coordinating, directing, and supervising all activities associated with the preparation of plans, plats, legal descriptions, and related documents necessary for the acquisition of right of way.

***Dimensions***

Subordinate Personnel:	Direct – 2 to 4 technical Indirect – 1 clerical, 1 technical, 2 to 10 consulting surveying firms
Annual Land Acquisition Program:	Projects – 5 to 20 Parcels – 75 to 250 Dollar Volume -\$1 to \$10 million

***Nature and Scope***

This position reports directly to the District Land Acquisition Engineer as do the Chief of Surveys, Appraisal Manager, Condemnation Engineer, Acquisition Manager and Executive Secretary I. Reporting to this position are two to four Plats and Plans Technicians, Land Surveyors, a seasonal survey crew, and various consulting surveying firms retained to assist in surveying and land acquisition plan assemblage.

This position functions in a widely varied land use environment from strictly rural to highly urbanized. Some rapidly developing areas cause a declining availability of right of way resulting in enormous increases in land cost. Development and urbanization create tremendous pressure for prompt action because the projects involved are very visible and hence politically sensitive. The incumbent provides right of way plans, plats, and legal descriptions used for the acquisition of right of way. The incumbent recommends the hiring of certain consultants for particular projects and approves the required assignments and provides them with expert advice on matters relating to the preparation of right of way plans. The incumbent will be working in various stages simultaneously, with up to 10 different consulting surveying firms. The incumbent also provides land surveying expertise to the district. This position is unique in that it requires the incumbent to be a professional land surveyor with sole responsibility for the preparation of statutory plats and legal descriptions, as required by law, for all property needed for the department's construction projects. In placing his/her hand and seal on these documents, which must be recorded with the county recorder, the incumbent assumes personal liability according to law.

Typical problems involve correct interpretations of faulty legal descriptions, retracement of property lines often based on obliterated or lost survey monuments, determinations of property line locations differing from occupation lines, determinations of ownership lines from conflicting descriptions and record evidence, analyzing plans for proposed construction parcels to ascertain that right of way requirements can be revised and/or reduced so as to facilitate acquisition, determining whether adjacent land ownerships can be combined to reduce the number of acquisitions, determining if the need for easements can be reduced by revised construction staging and resolving conflicts in parcel descriptions. The most challenging aspects of this position are to ensure the accurate and complete portrayal and description of the properties to be acquired in such a manner as to facilitate parcel appraisal and negotiations and avoid delays in acquisition and project construction. The coordination of data from various sources in the reconciliation of original government surveys with subsequent land divisions and present day occupation lines also presents a great challenge. Proper

solutions and judgments applied by the incumbent have a long lasting, if not permanent, effect on the ownership to a tract of land by the Department, as well as private property owners.

The incumbent personally directs, coordinates and monitors the progress of right of way surveying work, determining title needs, researching ownership records, and reviewing title commitments. He/She personally reviews all documents prepared under his/her direction and certifies statutory plats. The incumbent schedules, monitors, directs, and approves the work of consulting surveying firms in their preparation of right of way plans, plats, and legal descriptions. The incumbent analyzes and correlates right of way requirements, ownership and title evidence, field survey data and based on his experience and professional opinion, authenticates the location of property lines and record land monuments. He/She conducts court house research as needed. The incumbent gives instructions to the survey parties in matter of land surveying information required for the development of the legal documents as well as suggesting methods of obtaining such information. The incumbent adjusts the work load among subordinate staff so as to maintain acceptable productivity and ensure timely completion.

The incumbent accomplishes his/her accountabilities with a staff of two land surveyors and two engineering technicians, who prepare right of way plans, plats, legal descriptions, court exhibits and related material. Also, they perform computations using conventional methods and computer usage and furnish field land survey information. A seasonal staff of three to four engineering technicians are utilized in various aspects of land surveying work necessary to complete all responsibilities for acquisition of right of way.

The incumbent is required to exercise considerable independent judgment in evaluating title evidence and portraying and describing parcels to be acquired. He/She also has complete freedom in scheduling and assigning of workloads and is responsible for timely completion of his/her work. The incumbent is relied on to keep current with the changes in Illinois Revised Statutes pertaining to land surveying for the bureau. The work of this position is broadly governed by Illinois Federal Statutes and by Municipal and County ordinances and resolutions with much freedom for personal and professional interpretation. For effective performance, the incumbent must have knowledge of highway programming, design, and construction practices.

The incumbent works closely with personnel of the Central Bureau of Land Acquisition as to policy clarification and advice. The district bureaus of Program Development, Project Implementation and Operations contact this position for the status of past, present and future right of way plats and plans and legal documents as needed. He/She maintains liaison with consulting surveying firms, title companies, utility engineers, land surveyors, land owners, attorneys, real estate appraisers, and county and local officials in resolving problems related to right of way requirements, recording of deeds, accuracy of plats and descriptions, and the requirements of appraisals and negotiations. The effectiveness of this position is measured by the complete and accurate completion of right of way plats and plans, legal descriptions so as to permit the acquisition of right of way in accordance with established schedules.

### ***Principal Accountabilities***

1. Ensures timely completion of accurate parcel plats, plans and legal descriptions.
2. Directs, coordinates, and reviews the work product completed by consulting surveyors.
3. Directs the research of ownership and title records and maintains permanent storage systems of accumulated data and history files for future land ownership references to assure clear and good title for all right of way acquisition.
4. Recommends revisions in construction plans to facilitate parcel descriptions and acquisition.
5. Ensures currency and accuracy of existing right of way strip maps.
6. Develops alternate solutions to complex survey and parcel description problems.

7. Reviews title commitments and resolves conflicting legal descriptions.
8. Monitors preparation of Warranty, Quitclaim, Trustee, and Special Deeds.
9. Prepares and certifies plats and U.S. Public Land Survey Monument Records and submits them for recording with proper authorities to comply with requirements prescribed by law.
10. Directs survey parties in methods and procedures in conducting land surveys.
11. Trains, counsels, motivates and evaluates subordinate staff to improve proficiency and production.
12. Ensures that subordinate staff performs duties in accordance with Departmental safety code.
13. Performs other duties as assigned.
14. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
15. Travel is required.