



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 29, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 30, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, September 13, 2017**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer 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.

CE VI Land Acquisition Engineer
Region 2/District 2/Program Development
Highways Project Implementation
Dixon

Attachments
42198

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 by **Wednesday, September 13, 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 Engineer 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

Classification:	Civil Engineer VI	Salary:	\$6,945 - \$8,983*
Position Title:	Land Acquisition Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-52-301-00-01	IPR#:	42198

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 2/Bureau of Program Development/819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for providing overall direction for district land acquisition activities including acquisition of necessary rights-of-way required to successfully complete the District Highway Construction Program; managing state-owned property; administering the State Relocation Program; monitoring the local agency acquisitions; and directing district highway and land surveys.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Frequent statewide travel

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Comprehensive knowledge of the modern methods and practices of directing highway and land surveys
- Ability to promote, establish, and maintain harmonious relationships with staff and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 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**

DATE:	August 7, 2017	POSITION:	Land Acquisition Engineer
APPROVED BY:	<i>Kevin Marchek</i>	OFFICE:	OHPI/Region2/District 2 Bureau of Program Development
CODE:	PW116-23-52-301-00-01	REPORTS TO:	Program Development Engineer

Position Purpose

This position is accountable for providing overall direction for district land acquisition activities including acquisition of necessary rights-of-way required to successfully complete the District Highway Construction Program; for managing state-owned property; for administering the State Relocation Program; for monitoring the local agency acquisitions; and for directing district highway and land surveys.

Dimensions

Staff:	Directly: 6; Indirectly: 15-30
Construction Program:	\$25 - \$135 Million
Acquisition Program:	\$.75 to \$10 Million
Parcels Acquired Annually:	Approximately 150 to 750
Rent income:	Up to \$20,000 Annually

Nature and Scope

This position reports to the Program Development Engineer. Reporting to this position are the Appraisal and Property Manager, Plats and Plans and Condemnation Managers, Chief of Surveys, and an Executive Secretary.

This position is responsible for ensuring that those citizens who are displaced or affected by the state receive just compensation for their property while equally ensuring that the state does not overcompensate for its acquisitions. It supervises those involved in the management of state-owned property and ensures that all surveys are completed in a timely manner, including geodetic, topographic, highway and land surveys for the design of highway plans, and control for aerial surveys. The incumbent operates in an engineering environment and must therefore combine engineering, real estate, and management judgment to make sound decisions on land acquisition matters.

Typical problems are of a technical nature and concern such areas as complex appraisals, complex title problems, engineering, and surveying problems, and human relations problems involved in negotiations. The greatest challenge is to acquire land in accordance with pre-determined time schedules, established policies, and laws with a minimum amount of public dissatisfaction.

The incumbent personally performs such duties as consulting with attorneys, court officers, county and state officials; writing and reviewing various types of agreements; initiating and answering correspondence; providing district technical expertise; researching agreements and documents to answer real property questions both in-house and for the public; establishing staff priorities; attending pre-trial conferences, developing trial strategy; monitoring work to ensure it is on schedule; monitoring the section budget; making recommendations on new land acquisition policies; and ensuring that staff members consider the possibility and impact of hazardous waste and asbestos on real estate to be acquired. The incumbent participates in planning and scheduling the District Annual Construction Program and attends public hearings and informational meetings as a departmental representative to the general public on these matters. S/he finalizes negotiations for the more complex land acquisitions if problems arise.

The incumbent accomplishes goals through the following:

Appraisals and Property Management Manager who provides appraisal services, acquires right-of-way by voluntary conveyance from landowners, assists landowners and tenants in relocation, and manages state-owned property.

Plats and Plans Manager who prepares, reviews for accuracy, and maintains all plans, plats, legal descriptions, and associated documents used for district right-of-way appraisal and acquisition.

Condemnation Manager who acquires land through eminent domain proceeding; provides engineering expertise in acquisition activities; provides general acquisition activities; provides general acquisition services; and supervises data input and retrieval utilizing the Land Acquisition system.

Chief of Surveys who plans, organizes, coordinates, and directs activities required when undertaking highway and land surveys necessary for location and design studies, contract plan preparation, and land acquisition required for transportation facilities.

The incumbent has broad latitude for supervising all section functions. Superiors are consulted to discuss administrative and court settlements and whether to appeal unfavorable verdicts. The incumbent has authority to recommend personnel and salary changes. The position operates under departmental policy, eminent domain laws, and various statutes.

Internal contacts include daily contact with district management for the purpose of exchanging information and coordinating activities with the Central Bureau of Land Acquisition for providing or obtaining information. Externally, the incumbent is in frequent contact with local government officials to assist with right-of-way problems; county records, abstractors, and title companies; court officials, special assistants for legal assistance; the Federal Highway Administration; and the Attorney General's Office for assistance with more complex problems. Real estate brokers, professional appraisers, surveyors, and acquisition firms are frequently employed to provide services. Frequent travel is required within the state, and a valid driver's license is required.

The effectiveness of this position is measured by the orderly accomplishment of the district acquisition program. The incumbent must meet the district schedule while providing utmost consideration for the people affected. Failure to meet all federal and legal requirements could result in loss of all federal participation in the total project costs.

Principal Accountabilities

1. Plans, organizes, and directs the work of the section to acquire the necessary right-of-way to meet pre-determined letting schedules.
2. Accomplishes timely completion of eminent domain action through liaison with attorneys and court officials. Ensures that all highway and land surveys are completed on schedule.
3. Ensures that equitable administrative settlements are considered prior to condemnation actions.
4. Ensures that all highway and land surveys are completed on schedule.

5. Ensures that state-owned property is properly managed.
6. Ensures the equitable administration of the district relocation program.
7. Trains, motivates, and evaluates staff and ensures compliance with departmental policies, procedures, and safety rules.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.