



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 31, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 1, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, September 15, 2017**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's current Illinois Surveyor-in-Training 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.

LS I (2 pos)

Surveyor
Region 5/District 9/Program Development
Highway Project Implementation
Carbondale

Attachments
42199

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 **Friday, September 15, 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 current Illinois Surveyor-in-Training 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:	Land Surveyor I (2 Positions)	Salary:	\$3,605 - \$3,985*
Position Title:	Surveyor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW801-23-59-301-50-01	IPR#:	42199

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 5 / District 9 / Bureau of Program Development / 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for collecting survey data while serving as a member of a survey crew. S/He assists in obtaining field survey data by operating and reading state-of-the-art electronic survey instruments used in conducting route, bridge, hydraulic and property surveys. S/He maintains a high level of efficiency in the day to day operations of the field crew.

Special Qualifications:

Required:

- Current Illinois Surveyor-in-Training license
- Valid driver's license
- Extensive districtwide travel and occasional statewide travel which may include overnight stays; and occasional overtime
- Physically demanding outdoor work in a variety of conditions and weather, including, but not limited to, active construction sites and roadways open to traffic
- Ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants

Desired:

- Working knowledge of the principles and practices of land surveying; knowledge of surveying standards and/or plats and plans preparation, and modern survey equipment and methods
- Ability to perform third or higher order survey work and to make technical computations and estimates
- Basic ability to prepare right-of-way plats and plans using Computer Aided Design and Drafting (CADD) workstations
- Knowledge of Microsoft Office Software and the Global Positioning System

Shift/Remarks:

40 hrs/week, 10 hour days (from March-November, weather permitting), 6:00 am – 4:30 pm (1/2 hour lunch)
40 hrs week, 8 hour days (from December-February, weather permitting), 7:00 am – 3:30 pm (1/2 hour 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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2017	POSITION:	Surveyor
APPROVED BY:	<u>Jeffrey Keirn</u>	OFFICE:	OHPI, Region 5/District 9, Program Development
CODE:	PW801-23-59-301-50-01	REPORTS TO:	Senior Survey Crew Chief

Position Purpose

This position is accountable for collecting survey data while serving as a member of a survey crew. S/he assists in obtaining field survey data by operating and reading state of the art electronic survey instruments used in conducting route, bridge, hydraulic and property surveys. Additionally, S/he is responsible for maintaining a high level of efficiency in the day to day operations of the field crew as well as other duties as assigned.

Dimensions

Number of Surveys:	10 - 40 surveys of .5 mile to 20 miles
Value of Design Contracts:	\$50,000 to \$20 Million
Survey Equipment Value	\$25,000 to \$75,000

Nature and Scope

This position reports to the Senior Survey Crew Chief. There are no permanently assigned positions.

This position, under the direction of the Senior Survey Crew Chief, functions as a member and sometimes supervisor of a survey crew and furnishes surveying services for project reports, design plans, land acquisition, location of right of way lines, centerline staking and other survey needs. 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 provides a basis for critical decisions for design plans, land acquisition, construction and maintenance operations.

Typical problems encountered include obtaining approval of landowners for surveys conducted on private property; insuring 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, while simultaneously maintaining a cordial relationship among the other crew members as they perform their assigned tasks.

The incumbent is personally responsible for operating and maintaining highly complicated electronic surveying and computing instruments; establishing proposed 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. The incumbent is also responsible for placement of targets as control points for aerial photography for the purpose of making aerial surveys and locates and establishes new alignments on the ground.

This position receives assignments from and operates under the general direction of the Senior Survey Crew Chief 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 Senior Survey Crew Chief for resolution. This position requires a Surveyor in Training License; valid driver's license; extensive travel within the District and occasional outside the District, which could include overnight stays; limited overtime during evenings and weekends; ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants; and to perform physically demanding outdoor work in a variety of conditions and weather (hot, cold, wet, windy, muddy), including but not limited to, active construction sites and roadways open to traffic.

This position has regular contact with the Bureau of Program Development personnel regarding survey requirements and techniques and maintains frequent contact with the Bureaus of Operations and Project Implementation regarding surveys. External contacts include property owners to obtain permission to access property, county engineers, 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. Collects and processes accurate and timely land survey data obtained through the use of electronic surveying equipment.
2. Locates and sets new alignments and right-of-way positions.
3. Places and recovers aerial survey targets. Collects and processes photogrammetric control data through the use of GPS instruments and computer software.
4. Obtains topographic and planimetric data for preparing plans, reports, right-of-way plats and legal descriptions.
5. Cleans, repairs and maintains surveying instrumentation and equipment.
6. Analyzes and interprets land surveying records and data. Assists with preparation of right-of-way plats, parcel sketches and legal descriptions.
7. Performs other duties as assigned.
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.