



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 31, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 15, 2018**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE 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 II

Survey Crew Chief
Region 5/District 8/Program Development
Highways Project Implementation
Collinsville

Attachments
42439

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 **Thursday, February 15, 2018**, 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 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 II	Salary:	\$4,435 - \$6,098*
Position Title:	Survey Crew Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW802-23-58-303-40-01	IPR#:	42439

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is responsible for directing and coordinating the activities of a survey crew engaged in collecting data for the purpose of preparing plans for roads, bridges and culverts and land acquisition plats and documents. This position directs the activities of a survey crew in the collection of data for surveys utilizing state of the art, highly sophisticated equipment to obtain extremely accurate measurements.

Special Qualifications:

Required

- Valid driver's license
- Surveyor-in-Training license

Desired:

- Two years' experience in the practice of land surveying
- Working knowledge of the principles and practices of land surveying
- Skill in the use of surveying field and office instruments
- Ability to analyze and interpret land surveying and/or hydrographic data
- Ability to perform third or higher order survey work and to make relatively difficult technical computations and estimates
- Knowledge of mathematics, survey computer programs and survey computations applicable to the work
- Ability to prepare right-of-way plats and plans using Computer Aided Design and Drafting (CADD) workstations
- Knowledge of the Global Positioning System
- Ability to make complete field surveys or right-of-way plats and plans
- Ability to train and direct staff

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 2015	POSITION:	Survey Crew Chief
APPROVED BY:	Kirk Brown _____	OFFICE/DIVISION:	Highways Project Implementation/ District 8/Program Development
CODE:	PW802-23-58-303-40-01	REPORTS TO:	Chief of Surveys

POSITION PURPOSE

This position is responsible for directing and coordinating the activities of a survey crew engaged in collecting data for the purpose of preparing plans for roads, bridges and culverts and land acquisition plats and documents.

DIMENSIONS

Number of Surveys:	50 to 100 surveys of .5 mile to 20 miles in length
Value of Design contracts:	\$50,000 to \$20 million
Maintains survey equipment	Value \$25,000 to \$75,000

NATURE AND SCOPE

This position reports to the Senior Survey Crew Chief, or in his /her absence, to the Chief of Surveys.

This position directs the activities of a survey crew in the collection of data for surveys which could greatly affect objectives established by other sections and design squads. The incumbent utilizes state of the art, highly sophisticated equipment to obtain extremely accurate measurements. It is essential that these measurements and documentation be accurate to avoid costly errors or unnecessary delays. In addition, with the advancement of computer surveying, the incumbent must keep abreast of the changes and enhancements of computer surveying and computer aided drafting. The incumbent also assists in the training and direction of survey crew members to ensure accurate readings and measurements.

Typical problems encountered by the incumbent include maintaining project work schedules and minimizing delays. The incumbent is required to maintain a cohesive survey crew that must work in close proximity and within a wide variety of environmental and traffic conditions. The greatest challenge to this position is to obtain consistently accurate measurements and alignments in a timely manner and in accordance with accepted surveying principles, while motivating crew members to perform efficiently.

The incumbent must review all proposed survey projects assigned, coordinate and explain methodology to crew members, instruct crew members in the use and care of sophisticated survey equipment, and ensure that all needed data has been collected and recorded. The incumbent is personally responsible for staking existing and proposed centerlines of highways, staking right of way, maintaining field notes and survey records and preparing computations and sketches related to the project. The incumbent maintains a Geodetic file.

The incumbent has general latitude in accomplishing responsibilities. This position operates within Departmental policies and established surveying principles. The incumbent has authority to direct the activities of the survey crew and assign tasks to crew members and approves all labor reporting times.

This position has regular contact with the Bureau of Program Development to obtain necessary survey information and with the Bureaus of Operations and Project Implementation regarding interpretation of recorded survey data. External contacts include land owners, private surveyors, county superintendents and city engineers for the purpose of obtaining information to proceed with survey assignments.

Performance of this position can best be evaluated by the incumbent's ability to accurately and efficiently gather required survey data while developing a crew of motivated and trained members.

PRINCIPAL ACCOUNTABILITIES

1. Obtains accurate survey measurements in a timely manner to ensure there is no delay in the completion of projects.
2. Collects accurate and meaningful survey data obtained through the use of surveying equipment.
3. Performs calculations and preparation of preliminary drafts showing topographic features.
4. Trains survey crew personnel in the use and maintenance of equipment and instruments.
5. Responsible for the administration of the survey crew's performance evaluation process.
6. Assures that all work activities are completed with due consideration to safety issues and proper utilization of available equipment.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.