



**Land Surveyor IV (1 Position)  
Chief of Plats and Plans**

<b>IPR Number:</b>	<b>43186</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW804-23-55-301-10-01</b>	<b>Shift:</b>	<b>7:00 am – 3:30 pm</b>
<b>Opening Date:</b>	<b>May 3, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>May 16, 2019</b>	<b>Salary:</b>	<b>\$5,015 – \$7,085*</b>

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

Office of Highways Project Implementation / Bureau of Program Development / Region 3 / District 5 / 13473 IL Highway 133, Paris, Illinois

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**Position Purpose:**

This position is accountable for supervising all staff engaged in preparing right-of-way plans, plats, legal descriptions, condemnation exhibits, and for reviewing plats and legal descriptions submitted by consultants.

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**Qualifications:**

**Position Requirements:**

- Six years of experience in the practice of land surveying
- Current registration as a licensed Professional Land Surveyor
- Valid driver's license

**Position Desirables:**

- Ability to supervise staff engaged in field or office surveying functions
  - Ability to perform difficult technical research work and to make comprehensive recommendations on surveying problems
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**How to Apply/Remarks:**

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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

**NOTE:** A copy of each applicant's ACTIVE Illinois Professional Land Surveyor License must accompany application for this position.

**Only education/coursework listed within the application will be considered for determining eligibility for this position.**

NOTE: Please be advised that if a high volume of applications is 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.

\*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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	April 18, 2019	<b>WORKING TITLE:</b>	Chief of Plats and Plans
<b>POSITION CLASSIFICATION:</b>	Land Surveyor IV	<b>OFFICE/BUREAU:</b>	OHPI/Program Development
<b>POSITION NUMBER:</b>	PW804-23-55-301-10-01	<b>REGION/DISTRICT:</b>	Region 3/District 5

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***Position Purpose***

This position is accountable for supervising all staff engaged in preparing right-of-way plans, plats, legal descriptions, condemnation exhibits, and for reviewing plats and legal descriptions submitted by consultants.

***Dimensions***

Direct Staff:	2
Indirect Staff:	1-3
Annual Right-of-way Parcels:	100-300
Annual Right-of-way Acquisition:	\$500,000 to \$1,500,000

***Nature and Scope***

This position reports to the Land Acquisition Engineer. Reporting to this position are the Senior Plats and Plans Surveyor, and the Plats and Plans Technicians.

This position schedules the necessary property and title research required for right-of-way acquisition in the state Land Acquisition Program to ensure that plats and legal documents are expedited in such a manner that appraisal and negotiations can proceed as needed for necessary utility adjustment and/or targeted construction timetables. She/he reviews title reports, right-of-way plans, construction plans, and other documents to fully understand existing legal land descriptions to develop the plats and legal documents for parcel acquisition, and reviews the documents to ensure the accuracy, completeness and legal acceptability of the statutory plats.

Typical problems involve the design and development of right-of-way plans, plats and legal descriptions which often are complicated by conflicting ownership and title evidence of record. The incumbent uses professional judgment in determining the proper limits of area to be acquired. The greatest challenge of this position is to provide protection to the private citizen as property owner and to the department as well by ensuring that highway improvements are constructed on land owned by the state.

The incumbent establishes work schedules and allocates resources required to complete assigned projects and monitors the progress of the plats and plans work. She/he reviews all documents prepared under her/his supervision. The incumbent monitors and reviews the work of consulting engineering firms retained by the department for the preparation of right-of-way plans, plats, and legal descriptions. She/he prepares and/or supervises the preparation of other right-of-way related documents such as federal participation programming requests for authorization for preliminary right-of-way requirements, ownership, title evidence, and field survey data as submitted by the district Chief of Surveys and certifies plats prepared by the department. This position handles inquiries and complaints from land owners, attorneys, other land surveyors and agencies pertaining to legal documents and the technical aspect of right-of-way plans. The incumbent maintains complete files and records of parcels of property in the form of plats, legal documents and agreements involved in each purchase.

The incumbent accomplishes these accountabilities with the assistance of Plats and Plans Surveyors and Technicians who design and draw right-of-way plans and plats, draft legal descriptions and documents, furnish field land survey information and computerize data for area determination and property lines.

This position works within the guidelines provided by the Land Acquisition Manual, Federal Highway Program Manual, Highway Design Manual, Road and Bridge Laws and the Illinois Revised Statutes. The incumbent has considerable latitude regarding survey interpretations, plats and plans preparation and staff training. Problems beyond the authority of the incumbent, such as arbitrary survey interpretations and plat preparation in areas of uncertain property rights and/or ownership, will be referred to the Land Acquisition engineer along with recommendations. This position is unique in that it requires the incumbent to be an Illinois Professional Land Surveyor.

The incumbent works closely with personnel of the central Bureau of Land Acquisition as to policy, clarification and advice. She/he also works very closely with the Studies and Plans Section as well as the Programming Section of the Bureau of Program Development; the Construction Section of the Bureau of Program Implementation; and the Maintenance Section of the Bureau of Operations for status of past, present, and future right-of-way plats and legal documents involving state right-of-way. She/he maintains liaison with consultant engineering firms retained by the department for interpretation of policies and to provide advice or consultation, and to review consultant work or plats and plans. Daily contact is also necessary with public officials, developers, property owners, consultant engineers, other state agencies and the Federal Highway Administration.

The effectiveness of this position is measured by the degree of accuracy and conformance to requirements established for professional Land Surveyors as well as the reasonable ability to expedite appraisal and negotiation schedules in such a manner that needed land is available for necessary utility adjustment and/or targeted construction timetables.

**Principal Accountabilities**

1. Plans, coordinates, directs and supervises all right-of-way design activities to prepare plans, plats, legal descriptions and related documents necessary for the acquisition of right-of-way.
2. Reviews all work to ensure that it is complete and accurate, and that it meets scheduling specifications.
3. Signs and seals plats developed by the Department.
4. Ensures that all work by staff consultants is accurate and in conformance with standard specifications, policies and professional surveying practices.
5. Directs the research of ownership and title records, and maintains a permanent library of all warranty deeds, easements and title policies.
6. Trains and evaluates staff.
7. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
Land Surveyor III	PW803-23-55-301-10-01	Senior Plats & Plans Surveyor	1
Engineering Technician III	PW013-23-55-301-10-01	Senior Plats & Plans Technician	2

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer VI

Working Title: Land Acquisition Engineer

Position Number: PW116-23-55-301-00-01

**Position Requirements**

- Six years of experience in the practice of land surveying
- Current registration as a licensed Professional Land Surveyor
- Valid driver's license

**Position Desirables**

- Ability to supervise staff engaged in field or office surveying functions
- Ability to perform difficult technical research work and to make comprehensive recommendations on surveying problems

**Agency Approvals**

  
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Bureau Chief of Personnel Management

  
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Secretary, Department of Transportation