

**Land Surveyor IV
Chief of Plats and Plans**

IPR Number:	43269	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW804-23-52-301-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	February 5, 2019		Monday – Friday
Closing Date:	February 20, 2019	Salary:	\$5,015 - \$7,085*

Office/Central Bureau/District/Work Address:

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

Position Purpose:

This position is accountable for supervising a staff engaged in the preparation of right-of-way plans, plats, legal descriptions, and condemnation exhibits as well as supervising all consultant land surveying contracts conducted for the district in the preparation of plans, plats, and related documents.

Qualifications:

Position Requirements:

- Valid Illinois Land Surveyor's license
- Valid driver's license
- Some overnight travel and/or occasional overtime

Position Desirables:

- 120 hours of college in land surveying or related science with 24 hours of land surveying coursework
 - Eight years' experience in the practice of land surveying including three years of supervisory responsibility
 - Working knowledge of the principles and practices of land surveying
 - Considerable knowledge of surveying standards and/or plats and plans preparation
 - Experience and knowledge of the land acquisition process and how it relates to highway projects
 - Considerable knowledge of Computer Aided Design and Drafting (CADD)
 - Experience with Microsoft Word, Excel, Access, and GIS
 - Strong leadership and management skills
 - Good verbal and written communication skills
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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 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.

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

This position is subject to the Revolving Door Prohibition (RDP) policy.

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**

DATE:	December 20, 2018	WORKING TITLE:	Chief of Plats and Plans
POSITION CLASSIFICATION:	Land Surveyor IV	OFFICE/BUREAU:	OHPI/Bureau of Program Development
POSITION NUMBER:	PW804-23-52-301-10-01	REGION/DISTRICT:	Region 2/District 2

Position Purpose

This position is accountable for supervising a staff engaged in the preparation of right-of-way plans, plats, legal descriptions, and condemnation exhibits as well as supervising all consultant land surveying contracts conducted for the district in the preparation of plans, plats, and related documents.

Dimensions

Staff:	2-4 Direct; 1-3 Indirect
Annual Right-of-Way Acquisitions:	20-40 Projects
Right-of-Way Parcels:	100-600

Nature and Scope

This position reports to the Land Acquisition Engineer. Reporting to this position are the Senior Plats and Plans Surveyor(s) and the Plats and Plans Lead Technician.

This position has a direct influence in ensuring that obligated construction funds are not lost by providing the timely completion of high quality legal documents. The expertise of the incumbent lessens litigation costs through proper evaluation of all title evidence. The incumbent reviews and ensures the accuracy, completeness, and legal acceptability of the statutory plats and legal descriptions. He/She designs plans to provide for the adequate and economical acquisition of right-of-way.

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 areas to be acquired. The greatest challenge of this position is to provide protection to the private citizen as the property owner and to the department by ensuring that highway improvements are constructed on land owned by the state.

The incumbent establishes work schedules, allocates resources required to complete assigned projects and monitors the progress of the plats and plans work. He/She reviews all documents prepared under his/her 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. He/She 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 work, and authorization for right-of-way acquisition. The incumbent correlates right-of-way requirements, ownership, title evidence, and field survey data as submitted by the district Chief of Survey and certifies plats prepared by the department. This position handles inquiries and complaints from landowners, attorneys, other land surveyors, and agencies pertaining to legal documents and the engineering 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/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.

The incumbent works closely with personnel in the central Bureau of Land Acquisition regarding policy, clarification, and advice. He/She works very closely with Studies and Plans and Programming Sections of the district Bureau of Program Development, the Construction Section of the district Bureau of Project Implementation, and the Maintenance Section of the district Bureau of Operations for status of past, present, and future right-of-way plats and legal documents involving state right-of-way. He/She acts as a 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 the incumbent is measured by the degree of accuracy and ability to meet appraisal and negotiation schedules to ensure that construction schedules are not delayed. The ultimate measure of the incumbent's performance is the total absence of costly claims and litigation the department can be subjected to.

Principal Accountabilities

1. Plans, coordinates, directs, and supervises all rights-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 its completeness and accuracy and that it meets scheduling dates.
3. Signs and seals all plats developed by the department.
4. Ensures that all work by staff and consultants is accurate and in conformance with standard specifications, policies, and professional engineering practices.
5. Prepares authorization submittals.
6. Directs the research of ownership and title records, and maintains a permanent library of all warranty deeds, easements, and title policies.
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.

Subordinates of this position (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
Engineering Technician III	PW013-23-52-301-10-01	Plats and Plans Lead Technician	2
Land Surveyor III	PW803-23-52-301-10-01	Senior Plats and Plans Surveyor	1

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager VI

Working Title: Land Acquisition Engineer

Position Number: PW416-23-52-301-10-01

Position Requirements

- Valid Illinois Land Surveyor's license
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- Some overnight travel and/or occasional overtime

Position Desirables

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Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation