



**Land Surveyor I (1 Position)  
Surveyor**

<b>IPR Number:</b>	<b>43276</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW801-23-57-301-50-01</b>	<b>Shift:</b>	<b>See Remarks</b>	
<b>Opening Date:</b>	<b>May 13, 2019</b>			
<b>Closing Date:</b>	<b>May 24, 2019</b>	<b>Salary:</b>	<b>\$3,605 – \$5,158*</b>	

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

Office of Highways Project Implementation / Bureau of Program Development / Region 4 / District 7 / 400 W. Wabash Ave., Effingham, IL

**Position Purpose:**

This position is accountable for assisting in obtaining field survey measurements by operating and reading instruments used in conducting route, bridge, hydraulic and property surveys.

**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Current registration as a licensed Professional Land Surveyor **OR**
  - Bachelor's degree in land surveying from an accredited college or university plus successful completion of the Fundamentals of Surveying examination or Surveyor Intern license **OR**
  - Bachelor's degree from an accredited college or university in a related science including 24 semester hours of land surveying courses plus successful completion of the Fundamentals of Surveying examination or Surveyor Intern license
- Valid driver's license
- Travel with occasional overnight stays
- Occasional overtime
- Outdoor work in a variety of conditions including, but not limited to, active construction sites, drilling sites, and roads open to traffic

**Position Desirables:**

- Knowledge of mathematics, survey computer programs and survey computations applicable to the work
- Experience with GPS collection and processing
- Understanding of GEOPAK software

**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.

**Work Schedule:**

40 hrs/week, 10 hour days (from April to November) 6:00 am - 4:30 pm, Monday – Thursday (1/2 hour lunch)  
40 hrs/week, 8 hour days (from November to April) 7:30 am - 4:00 pm, Monday - Friday (1/2 hour lunch)

**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. A copy of each applicant's ACTIVE Illinois Professional Land Surveyor or Surveyor Intern license must accompany application 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 23, 2019	<b>WORKING TITLE:</b>	Surveyor
<b>POSITION CLASSIFICATION:</b>	Land Surveyor I	<b>OFFICE/BUREAU:</b>	OHPI/Program Development
<b>POSITION NUMBER:</b>	PW801-23-57-301-50-01	<b>REGION/DISTRICT:</b>	Region 4/District 7

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***Position Purpose***

This position is accountable for assisting in obtaining field survey measurements by operating and reading instruments used in conducting route, bridge, hydraulic and property surveys.

***Dimensions***

Number of Surveys:	35 to 50 surveys of .5 mile to 20 miles in length throughout 16 counties
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. No subordinates report to this position.

Under direction of the Senior Survey Crew Chief, the position functions as a member of a survey crew and furnishes accurate data from the instrument readings. S/He works very closely with other members of the team, frequently under physically demanding conditions and must maintain a cordial and efficient relationship with the crew members.

The greatest challenge to this position is to ensure accurate instrument readings and measurements to correctly reflect the topographic features of the area surveyed. Typical problems of this position include proper maintenance and calibration of surveying instruments, obtaining accurate and properly documented survey information and maintaining cordial relationships with property owners whose land s/he must access to obtain the survey data.

The incumbent is personally responsible for recording survey data, taking instrument readings and performing calculations under general direction. This position is personally responsible for the proper operation of the surveying instruments. S/He evaluates and checks angles turned, distances measured, calculations and closures recorded in the field book by the Survey Crew Chief and ensures that the readings and calculations are recorded in an understandable manner to facilitate their use in the preparation of the plans. The incumbent locates topographic features, property lines, cross sections and right-of-way stakes as well as takes necessary instrument readings to establish and place horizontal and vertical controls along the survey lines. S/He assists in setting up and operating the total station, Global Positioning System (GPS), and level as well as maintaining the necessary survey supplies. The incumbent performs routine calculations and prepares preliminary drafts. S/He assists in searching court records for the name of owners and the property descriptions. The incumbent also assists in flagging traffic and setting barricades when survey crews are operating on or near roadways.

The incumbent completes assignments with limited latitude in accomplishing responsibilities. This position operates within departmental policies and established surveying principles. S/He refers any problems to the Survey Crew Chief for resolution or further action.

This position has regular contact with the district Bureau of Program Development to obtain necessary survey information and with the district 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 obtaining information to proceed with survey assignments.

Performance is measured by the timeliness and accuracy of survey information provided.

**Principal Accountabilities**

1. Collects accurate and meaningful survey data obtained using surveying equipment.
2. Performs routine calculations and the prepares preliminary drafts showing topographic features.
3. Sets barricades and serves as flag person for survey crews working on or near the roadway.
4. Cleans, repairs and maintains surveying equipment.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Land Surveyor III

Working Title: Senior Survey Crew Chief

Position Number: PW803-23-57-301-50-01

**Position Requirements**

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**Agency Approvals**



Bureau Chief of Personnel Management



Secretary, Department of Transportation