Land Surveyor III (1 position)
Senior Plats & Plans Surveyor

IPR Number: 43633
Position Number: PW803-23-57-301-10-01
Opening Date: July 24, 2019
Closing Date: August 6, 2019

Union Position: ☑ Yes ☐ No
Shift: 8:00 am – 4:30 pm

Office/Central Bureau/District/Work Address:
Office of Highways & Project Implementation / Bureau of Program Development / Region 4 / District 7 / 400 W. Wabash Avenue, Effingham, IL

Position Purpose:
This position is accountable for interpreting title and survey data and assists in the design and preparation of right-of-way plats and plans and legal descriptions. S/He assists in the coordination of the preparation of such plats, plans and descriptions as prepared by consultants to facilitate the timely acquisition of required rights-of-way. The incumbent is also responsible for overseeing and cataloging in-house historical data.

Qualifications:

Position Requirements:
- Current registration as a licensed Professional Land Surveyor in Illinois
- Four years of experience in the practice of land surveying
- Valid driver’s license
- Districtwide travel

Position Desirables:
- Working knowledge of the principles and practices of land surveying
- Considerable knowledge of surveying standards and/or plats and plans preparation
- Considerable knowledge of modern survey equipment and methods
- Ability to supervise staff engaged in either field or office surveying functions
- Considerable knowledge of Computer Aided Design and Drafting (CADD) workstations
- Knowledge of the Global Positioning System

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

This position is subject to the Revolving Door Prohibition policy.
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 and experience listed within the application will be considered for determining eligibility for this position.

NOTE: A copy of each applicant’s ACTIVE Illinois Professional Land Surveyor 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

DATE: April 12, 2019  WORKING TITLE: Senior Plats & Plans Surveyor
POSITION CLASSIFICATION: Land Surveyor III  OFFICE/BUREAU: OHPI/Program Development
POSITION NUMBER: PW803-23-57-301-10-01  REGION/DISTRICT: Region 4/District 7

Position Purpose

This position is accountable for interpreting title and survey data and assists in the design and preparation of right-of-way plats and plans and legal descriptions. S/He assists in the coordination of the preparation of such plats, plans and descriptions as prepared by consultants to facilitate the timely acquisition of required rights-of-way. The incumbent is also responsible for overseeing and cataloging in-house historical data.

Dimensions

Plats and Plans: 500 to 1,000 legal descriptions
Cost of rights-of-way acquired through use of district plats & plans: $2 to $3 million per year

Nature and Scope

This position reports to the Chief of Plats and Plans. This position has no direct subordinates, but technical employees are temporarily assigned on a project by project basis.

This position has a direct influence in ensuring that obligated construction funds are not lost by providing the timely completion of high standard legal right-of-way documents. The incumbent assists in mitigating litigation costs through proper evaluation of all title evidence. S/He assists in the designing of plans to provide the most economical right-of-way and has responsibility for seeing that the more complex right-of-way plats, premise plats, easement plats, court exhibits, and legal descriptions are prepared completely, accurately and in accordance with predetermined priorities.

Typical problems involve the design and development of right-of-way plans, plats and legal descriptions which often are extremely complicated because of conflicting ownership and title evidence of record. The greatest challenge of this position is to provide protection to the Illinois Department of Transportation (IDOT) by ensuring that highway improvements are constructed on land owned by IDOT.

The incumbent interprets complex legal descriptions of land from title reports and determines the location of the property. S/He also investigates discrepancies in title descriptions and is responsible for the drafting of court exhibits for condemnation cases, including research and assembling of support information. The incumbent analyzes and correlates right-of-way requirements, ownership and title evidence and field survey data. S/He authenticates the locations of property lines and record monuments. S/He advises survey parties regarding land survey requirements and suggests methods of obtaining information for the preparation of the legal documents. This position investigates discrepancies in title descriptions and assists in supervising the drafting of court exhibits for condemnation cases, including research and assembling of support information.

The work of this position is broadly governed by Illinois and federal statutes and by municipal and county ordinances and resolutions. The incumbent has wide latitude for personal and professional interpretation. S/He is constrained by departmental rules and regulations.
The incumbent has daily contact with personnel of the district Land Acquisition section regarding policy, clarification, and advice, and the district Bureaus of Program Development, Project Implementation and Operations regarding the status of past, present and future right-of-way plats and plans and legal documents as needed. The incumbent also communicates with local surveyors and consultants in researching boundary lines and right-of-way issues.

The performance of the incumbent is measured by the ability to meet predetermined work schedules and ability to search for any and all stored historical data required.

**Principal Accountabilities**

1. Performs complex right-of-way design activities as necessary for the preparation of plans, plats, legal descriptions and related documents necessary for the acquisition of rights-of-way.
2. Reviews the right-of-way documents prepared by staff and consulting engineering firms retained by the Department.
3. Completes research of ownership and title records, maintain an index and permanent storage systems on the personal computer of accumulated data and historical files.
4. Furnishes the Survey Section with necessary coordinates to accomplish surveys and to furnish coordinates and staking plans to consultants as required.
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**

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**Supervisor of this position**

Immediate Supervisor Position Classification: Land Surveyor IV
Working Title: Chief of Plats & Plans
Position Number: PW804-23-57-301-10-01

**Position Requirements**

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**Position Desirables**

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- Knowledge of the Global Positioning System
Agency Approvals

Becky Koehler
Bureau Chief of Personnel Management

Secretary, Department of Transportation