

2022
CONSTRUCTION/CONSTRUCTION MANAGEMENT
STAFF SALARY SURVEY

Please save and email to Barb@wageandsalary.com

If you do not receive a confirmation email, please call us at 800-553-4655.

AGC 23

Please complete all 11 items

If submitting electronically, your email address: _____

<p>1. Types of construction performed: (check all that apply)</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Building</td><td><input type="checkbox"/> Industrial</td></tr><tr><td><input type="checkbox"/> Highway</td><td><input type="checkbox"/> Municipal Utilities</td></tr><tr><td><input type="checkbox"/> Heavy</td><td><input type="checkbox"/> Residential</td></tr><tr><td colspan="2" style="text-align: center;"><input type="checkbox"/> Foreign</td></tr></table> <p>2. Type of contractor (check all that apply)</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> General Contractor</td></tr><tr><td><input type="checkbox"/> Electrical Contractor</td></tr><tr><td><input type="checkbox"/> Construction Manager</td></tr><tr><td><input type="checkbox"/> Mechanical Contractor</td></tr><tr><td><input type="checkbox"/> Design/Build</td></tr><tr><td><input type="checkbox"/> Other Specialty Contractor _____</td></tr></table> <p>3. Contract bid type (based on revenue volume)</p> <p>_____ % Cost Plus (any type)</p> <p>_____ % Firm Price (do not split 50% - 50%)</p> <p>4. Total revenue last fiscal year (U.S. operations only)</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Up to 5 million</td></tr><tr><td><input type="checkbox"/> 5 mil to 25 mil</td></tr><tr><td><input type="checkbox"/> 25 mil to 100 mil</td></tr><tr><td><input type="checkbox"/> 100 mil to 250 mil</td></tr><tr><td><input type="checkbox"/> 250 mil to 500 mil</td></tr><tr><td><input type="checkbox"/> Over 500 million</td></tr></table> <p>5. Total number of non-manual employees as of 2-1-22: _____</p>	<input type="checkbox"/> Building	<input type="checkbox"/> Industrial	<input type="checkbox"/> Highway	<input type="checkbox"/> Municipal Utilities	<input type="checkbox"/> Heavy	<input type="checkbox"/> Residential	<input type="checkbox"/> Foreign		<input type="checkbox"/> General Contractor	<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Construction Manager	<input type="checkbox"/> Mechanical Contractor	<input type="checkbox"/> Design/Build	<input type="checkbox"/> Other Specialty Contractor _____	<input type="checkbox"/> Up to 5 million	<input type="checkbox"/> 5 mil to 25 mil	<input type="checkbox"/> 25 mil to 100 mil	<input type="checkbox"/> 100 mil to 250 mil	<input type="checkbox"/> 250 mil to 500 mil	<input type="checkbox"/> Over 500 million	<p>6. Regions in which company works: (check only those sections that generated revenue noted in Item #4)</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Region 1 – CT, MA, ME, NH, RI, VT</td></tr><tr><td><input type="checkbox"/> Region 2 – NJ, NY</td></tr><tr><td><input type="checkbox"/> Region 3 – DE, MD, PA, VA, WV, DC</td></tr><tr><td><input type="checkbox"/> Region 4 – AL, FL, GA, KY, MS, NC, SC, TN</td></tr><tr><td><input type="checkbox"/> Region 5 – IL, IN, MI, MN, OH, WI</td></tr><tr><td><input type="checkbox"/> Region 6 – AR, LA, NM, OK, TX</td></tr><tr><td><input type="checkbox"/> Region 7 – IA, KS, MO, NE</td></tr><tr><td><input type="checkbox"/> Region 8 – CO, MT, ND, SD, UT, WY</td></tr><tr><td><input type="checkbox"/> Region 9 – AZ, CA, HI, NV</td></tr><tr><td><input type="checkbox"/> Region 10 – AK, ID, OR, WA</td></tr><tr><td colspan="2" style="text-align: center;">– or –</td></tr><tr><td colspan="2" style="text-align: center;"><input type="checkbox"/> All Regions</td></tr></table> <p>7. Time of the year salary structure updated or annual increase percentage determined: _____ Month</p> <p>8. Do you have an established salary structure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what percentage will you escalate the salary ranges? _____ %</p> <p>9. Anticipated annual salary increase for 2022 (average): % _____</p> <p>10. Actual annual salary increase for 2021 (average): _____ %</p>	<input type="checkbox"/> Region 1 – CT, MA, ME, NH, RI, VT	<input type="checkbox"/> Region 2 – NJ, NY	<input type="checkbox"/> Region 3 – DE, MD, PA, VA, WV, DC	<input type="checkbox"/> Region 4 – AL, FL, GA, KY, MS, NC, SC, TN	<input type="checkbox"/> Region 5 – IL, IN, MI, MN, OH, WI	<input type="checkbox"/> Region 6 – AR, LA, NM, OK, TX	<input type="checkbox"/> Region 7 – IA, KS, MO, NE	<input type="checkbox"/> Region 8 – CO, MT, ND, SD, UT, WY	<input type="checkbox"/> Region 9 – AZ, CA, HI, NV	<input type="checkbox"/> Region 10 – AK, ID, OR, WA	– or –		<input type="checkbox"/> All Regions	
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CONFIDENTIAL RESPONSE – Company names will be listed as participants only, not associated with any specific salary or demographic data.

11. Prepared By: _____ Phone No.: _____
Company: _____
Mailing Address: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Survey Order Information Participant order – Book, send _____ copies at \$150.00/copy.
 Participant order – Book & CD, send _____ copies at \$215.00/copy.
 Non-participant order – Book, send _____ copies at \$560.00/copy.
 Non-participant order – Book & CD, send _____ copies at \$655.00/copy.

Enclosed is our check no. _____

Send to the attention of: _____



**CONSTRUCTION/CONSTRUCTION MANAGEMENT
2022 STAFF SALARY SURVEY**

RETURN BY:
February 25, 2022

Please respond to all positions applicable to your firm. (Report all information effective February, 2022)

POSITION	NO. OF EMPL'S	AVG. ANNUAL BASE SALARY	ACTUAL SALARY RANGE		AVG. ANNUAL* CASH BONUS & PROFIT SHARING
			Low	High	
Assistant Superintendent					
Superintendent					
Project Superintendent					
Project Mgr./Estimator					
Construction Manager					
Project Manager					
Senior Project Manager					
Field Engineer I					
Field Engineer II					
Chief Field Engineer					
Project Engineer I					
Project Engineer II					
Senior Project Engineer					
Estimator I					
Estimator II					
Senior Estimator					
Chief Estimator					
Cost Engineer I					
Cost Engineer II					
Sr. Cost Engineer					
Cost Engineering Mgr.					
Scheduling Engineer I					
Scheduling Engineer II					
Sr. Scheduling Engineer					
Scheduling Manager					
Contract Administrator I					
Contract Administrator II					
Senior Contract Admin.					
Contracts Manager					

POSITION	NO. OF EMPL'S	AVG. ANNUAL BASE SALARY	ACTUAL SALARY RANGE		AVG. ANNUAL* CASH BONUS & PROFIT SHARING
			Low	High	
Network Administrator					
Programmer/Analyst					
Buyer					
Purchasing Agent					
Warehouse Supervisor					
Materials Manager					
Equipment Maintenance Sup.					
Equipment Manager					
QC Specialist					
QC Manager					
Administrative Manager					
Risk Manager					
Accountant I					
Accountant II					
Accounting Supervisor					
Accounting Manager					
Office Manager I					
Office Manager II					
Assistant Safety Dir.					
Safety Director					
HR/Personnel Recruiter					
HR/Personnel Specialist					
HR/Personnel Supervisor					
HR/Personnel Mgr.					
Marketing Coordinator					
Sales Representative					
Senior Sales Representative					
Business Development Mgr.					
Business Development Dir.					

*No Deferred or Overtime Compensation



2022 CONSTRUCTION/CONSTRUCTION MANAGEMENT STAFF SALARY SURVEY

40th Annual Salary Survey of The Contractors Operational Personnel

INSTRUCTIONS FOR COMPLETING THE **PAS** CONSTRUCTION/CONSTRUCTION MANAGEMENT SALARY SURVEY:

1. This questionnaire has been designed to collect direct compensation data for professionals in the construction industry. While not all positions will be applicable to every company, we ask that you complete the information for those positions relevant to your firm.
2. Please review the instructions and the position descriptions shown in this booklet before planning to fill in any data.
3. Whenever possible, duplicate the survey questionnaire and report all divisions and/or projects (located out of state) separately. Do not report on non-construction affiliates.
4. Please complete each item with the position line for which you are responding. If an item is “zero”, indicate –0–, do not leave an item blank.
5. The survey has been designed for ease of completion, so we ask that you spend the time necessary to provide complete and accurate information.

SPECIAL NOTE: When reporting salary information for the Quality Control job family, please indicate next to the salary figure an “N” for all Nuclear Quality Control positions. If necessary, duplicate the response form for reporting purposes.

RETURN BY: February 25, 2022

PAS – Personnel Administration Services, Inc.
75 E. Henry Street
Saline, Michigan 48176
(734) 429-1199
FAX (734) 429-8507
Survey@PAS1.com

POSITION DESCRIPTIONS

Please read descriptions carefully, as job titles differ between companies.

PROJECT SUPERVISION

Assistant Superintendent – Assists in coordination of contractors or supervision of crafts within a particular construction work (discipline) area. Observes and interfaces with contractors or trades to monitor work performance, progress, and productivity of crafts. Provides liaison between field engineers and contractors or crafts to insure construction complies with drawings and specifications.

Superintendent – Coordinates, plans and supervises Assistant Superintendents, Contractors and/or craft activities in a particular work (discipline) area. Maintains liaison with other departments to insure all required materials, equipment and inspections support the project schedule. Coordinates plans and specifications with Field/Design Engineers, clarifying discrepancies.

Project Superintendent – Oversees total construction effort to insure project is constructed in accordance with design, budget and schedule. May supervise and coordinate various contractors to insure their contracts are complied with or may supervise and coordinate individual trades. On smaller projects, may be “first in command.” On medium/large size projects, reports to Construction Manager.

Project Manager/Estimator – Oversees the entire project from bid preparation through final acceptance by client. Responsible for the development of initial sales, client proposal, project estimate, contract administration, scheduling and costing, supervision of project, and quality control. Position has direct profit and loss responsibilities for assigned projects.

Construction Manager – Usually top on-site position on medium size project. Provides overall administrative and technical direction, enforces company and project policies, main client interface, and insures project is constructed in accordance with design, budget and schedule through subordinate managers and supervisors.

Project Manager – Provides overall management direction to multiple projects, establishes project objectives and policies, maintains liaison with prime client contracts, and monitors construction and financial activities through administrative direction of on-site Construction Manager. May be top on-site manager on large, extensive projects.

Senior Project Manager – Highest level project manager responsible for overall direction of the largest revenue projects of the company. Establishes project objectives and policies, maintains liaison with prime client contracts, and monitors construction and financial activities through on-site PM's or construction managers. Position normally requires a minimum of fifteen years of project management experience.

ENGINEERING

Field Engineer I – Provides technical information to company supervisor and contractors to insure construction work complies with all engineering standards, codes, specifications and design instructions. Establishes exterior-interior grade and working lines for contractors or crafts. Assists in the evaluation of potential dimensions and other field problems, referring them to Project Engineer. Position normally requires a 4-year degree and 0-1 year of experience.

Field Engineer II – Reviews, analyzes and resolves field construction problems, discrepancies or interferences with A/E, owner and/or contractor. Provides interpretation of plans, detail sheets, and specifications for contractors or craft supervision. May establish exterior-interior grade and working lines for contractors or crafts. Position normally requires 2-4 years of construction engineering/layout experience.

Chief Field Engineer – Provides technical and administrative direction to field layout and surveying personnel, including scheduling and training of personnel, assigning work activities and monitoring performance. Insures all primary, secondary and layout control data comply with engineering standards. Issues, edits and maintains all field engineering books and records. Insures all inspections, sign-off, etc., are complete and comply with procedures.

Project Engineer I – Offers technical information to project supervisor to insure work complies with applicable codes, drawings and specifications. May coordinate change orders, expedite material and job site equipment, assist in the preparation of estimates, and compile data to assist in analyzing project progress. Inspects all work to assure compliance with plans and specifications. Position normally requires a 4-year degree and 0-1 year of experience.

Project Engineer II – Serves as project technical source, providing interpretation of plans and specifications, resolving questions and problems as they arise. Maintains a comprehensive knowledge of client requirements, construction documents, subcontracts, and purchase orders. Coordinates change orders, expedites material, prepares project estimates, maintains project cost control, initiates close-out activities, and similar functions. Position normally requires 2-4 years of project engineering experience.

Senior Project Engineer – Plans, monitors, and supervises on-site construction engineering activities for a particular project, maintaining liaison with architect/engineer and owner regarding project progress and changes. Insures project engineering activities comply with company and client requirements, providing interpretation of design and application of construction methods. Position normally requires advanced construction engineering/design experience and professional registration.

SCHEDULING

Scheduling Engineer I – Performs tasks related to the collection of schedule data required to monitor project progress. Assists in developing and monitoring schedules, reporting variances per established deadlines. Under direct supervision may draft and computerize construction schedules for small and routine projects. Position normally requires a 4-year engineering degree and 0-1 year of experience.

Scheduling Engineer II – Performs non-routine planning and scheduling assignments, which require the selection and application of scheduling principles and techniques. Supports supervision through the preparation, monitoring and updating of area schedules, assisting site management to formulate action plans to correct scheduling problems. Drafts and computerizes schedule network diagrams, monitoring and eliminating potential schedule conflicts. Position normally requires 2-4 years of construction scheduling experience.

Senior Schedule Engineer – Supervises and directs all planning and scheduling activities for a medium size project or for a portion of a large-complex project. Coordinates the preparation and issue of master schedules, problem analysis reports, variance reports, pre-op schedules/milestones, etc., through subordinate staff. Position normally requires 5-6 years of construction scheduling experience.

Scheduling Manager – Plans, develops and supervises all scheduling functions for a large-complex project or a group of medium size projects. Insures all project scheduling activities such as schedule development, up-dates, progress reporting and problem analysis comply with company and client requirements. Responsible for the development and implementation of project scheduling standards and procedures.

MIS – DATA PROCESSING

Network Administrator – Provides technical and administrative support to insure hardware and software operations run efficiently with computer network. Installs and enhances current and new revisions of the operating system and utilities. Writes/modifies application programs based on general specifications to solve various operations requirements. Provides network maintenance and repair. Provides training and consulting on the use of network hardware and related software applications.

Programmer/Analyst – Responsible for systems analysis, design, and programming in collaboration with user departments or projects. Develops and creates computer code and programming improvements for existing software. Tests and implements newly created codes and fixes into existing software. May be assigned data base administration responsibility for data base analysis, design, implementation, monitoring, and maintenance.

CONTRACT ADMINISTRATION

Contract Administrator I – Under direct technical supervision, coordinates and administers routine contract (subcontract) work using standardized and prescribed methods. Assists in preparation of bid packages, including instructions, specifications, interface requirements, etc. Administers change orders, backcharges, and reviews and justifies claims for extra compensation. Assists in the evaluation of submitted proposals for completeness, adherence to specifications and schedule. Position normally requires a 4-year degree and 0-1 year of experience.

Contract Administrator II – Performs non-routine contract administration activities which require selection and application of conventional contracting techniques and concepts. Prepares bid inquiries, including those of a more technical and specialized nature, negotiating and awarding contracts and subsequent administration of change orders, bulletins, backcharges, extras, etc. Assists in reviewing technical specifications of inquiry packages for cost, commercial and technical accuracy. Position normally requires 2-4 years of contract administration experience.

POSITION DESCRIPTIONS

Senior Contract Administrator – Responsible for the coordination, administration and direction of all contract administration activities for one particular project or a group of small projects. Reviews project specifications and insures contractor compliance. Prequalifies and evaluates potential bidders, issues and prepares inquiry packages, and negotiates and awards contracts. Evaluates comprehensive proposals and contracts for adherence to client and designer requirements. Position normally requires 5-6 years of contract administration experience.

Contract Manager – Administers and supervises contract administration activities through subordinate supervisors for a group of medium to large projects. May be responsible for the entire company program in medium size firms or a regional segment of work in larger firms. Insures that technical, administrative, and control objectives are obtained within the framework of established corporate policy and applicable professional standards.

ESTIMATING

Estimator I – Gathers, calculates and compiles data for use in conceptual/bid proposal estimates, preparing routine estimates under general supervision. Maintains current, accurate information on prices from suppliers and contractors through direct contact and written materials, sales brochures, price lists, etc. Position normally requires 0-2 years of construction estimating experience.

Estimator II – Prepares bid packages, conceptual estimates, analysis of subcontractor bids, etc., for projects of medium size and complexity or for one particular discipline on large, complex projects. Interfaces with owner, A/E's and contractors to provide engineering and cost data regarding project feasibility. Position normally requires 3-5 years of construction estimating experience.

Senior Estimator – Prepares and/or coordinates preparation of full estimates on large and complex work. Provides complete conceptual and final estimating input on complex CM work or complete total bid price for GC work. Deals with owners, A/E's, and contractors to resolve technical matters during negotiation and contract execution. May supervise junior staff members. Position normally requires 6-8 years of construction estimating experience.

Chief Estimator – Plans, coordinates and directs a major estimating function including administering operating budgets, staffing, work assignments, salary and performance reviews, etc. Develops and implements all department standards and procedures. Responsible for review of all final estimate packages to insure accuracy and completeness. Usually Department Head in medium size company.

COST ENGINEERING

Cost Engineer I – Performs tasks related to the collection of cost data required to monitor project budgets and progress. Assists in analyzing work progress by calculating/preparing various comparison reports, charts and tables under direct supervision. Performs cost coding activities. Assists in monitoring progress of work per cost account to assure adherence with budget. Position normally requires a 4-year engineering degree and 0-1 year of experience.

Cost Engineer II – Performs non-routine cost engineering assignments which require the selection and application of resource monitoring and control principles, techniques and technical knowledge of construction activities. Supports supervision through identifying potential cost overruns and reforecasting. Updates construction forecast to reflect updated plans and provides cost/construction data for such items as change requests, bid comparisons, etc. Position normally requires 2-4 years of cost engineering experience.

Senior Cost Engineer – Supervises and directs all cost engineering activities for a medium size project or for a portion of a large, complex project. Assists in development and implementation of project cost engineering standards and procedures. Supervises preparation of various cost reports such as percent complete, productivity analysis, manhour summaries and progress reports. Position normally requires 5-6 years of cost engineering experience.

Cost Engineering Manager – Plans, develops and supervises all cost engineering functions for a large, complex project or a group of medium size projects. Insures all project cost activities such as data collection, field estimating, productivity analysis, and budget forecasting comply with company and client requirements. Responsible for the development and implementation of project cost engineering standards and procedures.

PURCHASING

Buyer – Purchases expendable construction materials, supplies, repair parts, small tools, and administers lease and service contracts. Prepares bid inquiries and quotes, and monitors bid evaluations considering price, terms, delivery. Makes recommendations for final bid decision. Expedites awarded purchase orders.

Purchasing Agent – Administers all procurement activities for entire small to medium size firm or a segment of a larger firm. Responsible for purchasing job supplies, permanent materials, construction equipment, replacement and repair parts, lease equipment and subcontracts. Researches vendor prices, delivery dates, etc. through written bid and prepares analysis, negotiating as required. May direct the work of buyers.

MATERIALS MANAGEMENT

Warehouse Supervisor – Coordinates and directs material and equipment receiving, documentation, storage, issuing, and off-site shipping activities for assigned project. Responsible for the execution of the material control system through effective warehousing activities. Monitors and records all receipts, overages, shortages, etc. through the use of manual and computerized systems.

Materials Manager – Plans, organizes, and directs all material control activities including the receiving, storage, issuing, and inventorying of all materials, supplies, construction equipment, and tools on assigned project. Insures project/company specifications and standards are adhered to. Directs the development and implementation of purchase order, inventory, and master identification systems. Usually directs Warehouse Supervisor position.

EQUIPMENT

Equipment Maintenance Supervisor – Provides direction of the day-to-day maintenance of equipment and all shop units. Responsible for tool and warranty programs, maintaining equipment maintenance schedules on all company equipment/tools and monitoring parts and supply inventories. Identifies outside shops (machine shops, hydraulic shops, etc.) to perform specialty or time effective work. Offers technical guidance in start-up of new equipment and follow-up of maintenance programs.

Equipment Manager – Plans, coordinates, and directs the operations of all equipment and maintenance personnel responsible for effective maintenance and repair programs, equipment safety programs, and equipment utilization on company projects and equipment leased to others. Acts as technical advisor on all equipment issues and assists management team with equipment budgets and potential equipment purchases. Usually directs Equipment Maintenance Supervisor position.

QUALITY CONTROL

Quality Control Specialist – Performs inspections and witness tests applicable to discipline to determine acceptability of work. Utilizes applicable procedures, codes and standards to evaluate test and inspection reports, recommending acceptance or rejection. May technically direct, instruct, and train inspectors in assigned discipline. Position requires advanced technical training and direct experience. May participate as a member of audit team.

Quality Control Manager – Plans, directs and coordinates all on-site QC activities to insure compliance with applicable company, owner, and government regulations and requirements. Establishes and conducts internal/external audits to insure quality control requirements are met. Decides acceptance or rejection of all work in process and completed work activities.

POSITION DESCRIPTIONS

ADMINISTRATION

Administrative Manager – Provides administrative direction to various field staff departments such as accounting, controls, procurement, etc. and support Project Manager in day-to-day project operations. Supervise and direct overall activities of departments assigned including planning and reviewing department activities, resolving problem areas, and coordinating manpower requirements. Assists in the development, implementation and interpretation of project procedures.

Risk Manager – Plans, coordinates, and directs the corporate control, risk funding, and insurance program to minimize losses. Analyzes and classifies risks according to frequency and potential severity, measuring financial impact of risk on company. Evaluates and selects techniques to minimize losses such as risk retention, risk transfer, etc. Administers corporate bonding and insurance programs including evaluating and selecting brokers-carriers, and negotiating insurance coverage. Investigates and participates in settlement of major loss claims.

ACCOUNTING

Accountant I – Under direction of supervisor, coordinates preparation of payroll, processing of invoices, timekeeping, maintaining equipment reports, and the like. Assists in the internal auditing of the accounting and administrative functions. Assists in the preparation of cash flow statements, general ledgers, reconciliations, etc. May supervise small clerical staff. Position normally requires a 4-year degree in accounting and 1 year experience.

Accountant II – Develops and maintains all accounting functions at a project, preparing budgets, processing invoices, maintaining general ledgers, accounting reconciliations and the like. May direct junior staff who perform these functions. Conducts internal audits to insure good accounting practices are followed on-site. Position normally requires 2-4 years of construction accounting experience.

Accounting Supervisor – Plans, monitors and supervises one or more accounting sections or activities such as payroll, accounts payable, accounts receivable, and data control. Prepares or supervises preparation of reconciliations, client invoices, ledger sheets, etc. Makes practical applications and interpretations of accounting procedures and standards for routine transactions and special or unusual situations arising within the department. Position normally requires 5-6 years of related experience.

Accounting Manager – Plans, implements and supervises all accounting functions for several small-medium size projects or one large, complex project. Provides expertise to establish accounting systems and implements accounting standards and procedures based on contract requirements. Responsible for all financial/accounting ledgers, transactions, audits, reconciliations, etc., affecting project(s). Monitors procedures and systems to insure accurate and timely transactions at the most economical cost.

OFFICE MANAGEMENT

Office Manager I – Develops and maintains all accounting and administrative functions at a project including the preparation of payroll, accounts payable, equipment rental, expendable material purchases, and receiving. May be responsible for preparing pay estimates, cost reports, monitoring subcontractor costs, new employee sign ups, and the preparation of backcharges. Multiple role position.

Office Manager II – Plans and directs all administrative and accounting functions on assigned project including personnel, expendable material purchasing, cost control, receiving, and the like. Directs and/or prepares payroll, accounts payable, reconciliations, backcharges, and field invoices. May direct office administrative staff.

SAFETY

Assistant Safety Director – Assists in the overall administration of project safety, accident and fire protection programs to maintain safe work environment. Conducts work area surveillance inspections, air sampling tests, employee-contractor safety training programs, and the like. Accompanies safety, health and insurance inspectors on walk-through tours. Documents all accidents, safety violations, unsafe conditions, etc. Position normally requires a 4-year safety/occupational health degree and 2-4 years of related experience.

Safety Director – Plans, implements and supervises all project safety, accident and fire protection programs for a large, complex project or through "assistant safety directors" on a group of medium size projects. Analyzes need, and determines specifications for protective safety equipment, materials and gear. Directs work area surveillance inspections and controls hazardous working conditions or unsafe employee activities. Audits documentation to insure all required records and reports are complete, accurate and submitted per established procedures.

HUMAN RESOURCES

HR/Personnel Recruiter – Coordinates and administers site or office recruiting activities including advertising, screening resumes, interviews, employment testing, and the like. Maintains files of available applicants for supervision, technical, clerical, and craft positions. Compiles and maintains EEO/AA data on applicants and new hires as necessary.

HR/Personnel Specialist – Provides expertise in one or more areas of the personnel function through the application of advanced techniques, principles, and practices. Areas of specialty may be wage and salary administration, benefits administration, recruitment/employment, training and development, labor relations, EEO/AAP administration, etc. May research, develop, and update personnel programs and policies for related specialty.

HR/Personnel Supervisor – Plans and directs the activities of one or more personnel functions such as compensation, recruiting, training, etc. within the home office. Assists in the administration of department activities, providing technical direction in functional areas of expertise. May serve as Field Personnel Manager providing the development and implementation of all personnel programs for assigned project.

Human Resources/Personnel Manager – Plans, develops, and supervises all human resource functions including administering operating budgets, staffing, work assignments, salary and performance reviews, etc. Develops and implements all department standards and procedures providing administrative and technical direction on all personnel programs. Usually serves as corporate Department Head.

BUSINESS DEVELOPMENT

Marketing Coordinator – Provides support to the business development department by organizing marketing projects and coordinating staff assignments. Gathers and analyzes statistical data relevant to target segments to ascertain market size, growth patterns, potential, financial condition, etc. May analyze and assist in the preparation of proposals.

Sales Representative – Under general supervision, promotes and sells construction services. Reviews blueprints, plans, and other customer documents to develop cost quotations and sales/service contracts. May present to client the skills, resources, and capabilities of the firm.

Senior Sales Representative – Plans and promotes sale of construction services for a specifically assigned market segment. Identifies and develops client contacts regarding potential new work through research, cold calls, promotional literature, etc. In conjunction with estimating and management, provides necessary information to close sale with client.

Business Development Manager – Performs business development and marketing activities, including planning and strategy, for a specifically assigned market segment. Researches and develops client contact to identify and prioritize potential customers. Assists in developing objectives and strategies in support of overall corporate business development goals. Prepares qualification statements and assists in formal marketing presentations.

Business Development Director – Plans, develops and supervises business development and marketing efforts at the corporate level. Develops objectives and strategies in support of overall corporate business development goals. Reviews, approves and monitors execution of action plans prepared by subordinate managers or specialists. Participates as a member of all corporate planning activities. May perform and direct research-analysis to identify potential markets.