

2026
CONSTRUCTION SUPPORT STAFF
SALARY SURVEY

ABC121

Please complete all 11 items

1. Types of construction performed:
(check all that apply)

- | | |
|-----------------------------------|--|
| ☐ Building | ☐ Industrial |
| ☐ Highway | ☐ Municipal Utilities |
| ☐ Heavy | ☐ Residential |
| ☐ Foreign | |

2. Type of contractor (check all that apply)

- ☐ General Contractor
☐ Electrical Contractor
☐ Construction Manager
☐ Mechanical Contractor
☐ Design/Build
☐ Other Specialty Contractor _____

3. Contract bid type (based on revenue volume)

- _____ % Cost Plus (any type)
 _____ % Firm Price
 (do not split 50% - 50%)

4. Total revenue last fiscal year
(U.S. operations only)

- ☐ Up to 5 million
☐ 5 mil to 25 mil
☐ 25 mil to 100 mil
☐ 100 mil to 250 mil
☐ 250 mil to 500 mil
☐ Over 500 million

5. Total number of non-manual employees
as of 9-1-26: _____

6. Regions in which company works:
(check only those sections that generated revenue
noted in Item #4)

- ☐ Region 1 – CT, MA, ME, NH, RI, VT
☐ Region 2 – NJ, NY
☐ Region 3 – DE, MD, PA, VA, WV, DC
☐ Region 4 – AL, FL, GA, KY, MS, NC, SC, TN
☐ Region 5 – IL, IN, MI, MN, OH, WI
☐ Region 6 – AR, LA, NM, OK, TX
☐ Region 7 – IA, KS, MO, NE
☐ Region 8 – CO, MT, ND, SD, UT, WY
☐ Region 9 – AZ, CA, HI, NV
☐ Region 10 – AK, ID, OR, WA
 – or –
☐ All Regions

7. Time of the year salary structure updated or annual
increase percentage determined:

_____ Month

8. Do you have an established salary structure?

- ☐ Yes ☐ No

If yes, what percentage will you escalate the salary
ranges?

_____ %

9. Anticipated annual salary increase for 2026
(average):

_____ %

10. Actual annual salary increase for 2025 (average):

_____ %

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 \$170.00/copy.
☐ Participant order, Book & Flash Drive, send _____ copies at \$235.00/copy.
☐ Non-participant order, Book, send _____ copies at \$610.00/copy.
☐ Non-participant order, Book & Flash Drive, send _____ copies at \$705.00/copy.

Enclosed is our check no. _____

Send to the attention of: _____

Please respond to all positions applicable to your firm. (Report all information effective September, 2026)

POSITION	TYPICAL YEARS OF EXPERIENCE	NO. OF EMPL'S	AVG. ANNUAL BASE SALARY	AVG. ANNUAL * CASH BONUS & PROFIT SHARING
Accounting Clerk I	0-1			
Accounting Clerk II	2-4			
Accounting Clerk III	5+			
Accounts Payable Clerk I	1-2			
Accounts Payable Clerk II	3-5			
Accounts Receivable Clerk I	1-2			
Accounts Receivable Clerk II	3-5			
Accounts Payable/Rec. Supervisor	6+			
Payroll Clerk I	1-2			
Payroll Clerk II	3-5			
Payroll Supervisor	6+			
Billing Clerk	1			
Office Manager, Home Office	5+			
Mailroom Clerk	0-1			
Data Entry Clerk	1			
General Clerk I	0-1			
General Clerk II	2-4			
General Clerk III	5+			
Switchboard/Receptionist	0-1			
Administrative Assist./Secretary I	1			
Administrative Assist./Secretary II	2-4			
Administrative Assist./Secretary III	5+			
Administrative Assist./Sec. to CEO	5+			

POSITION	TYPICAL YEARS OF EXPERIENCE	NO. OF EMPL'S	AVG. ANNUAL BASE SALARY	AVG. ANNUAL * CASH BONUS & PROFIT SHARING
Administrative Supervisor	5+			
HR/Personnel Assistant	2			
Benefits Coordinator	2			
Insurance Coordinator	2			
Purchasing Assistant	2			
Receiving Clerk	1			
Marketing Assistant	2			
Driver/Runner	0-1			
Tool Room/Parts Attendant	1			
Yard Assistant	2			
Shop/Yard Foreman	5+			
Dispatcher	1-2			
Lead Dispatcher	3+			
Service Manager	5+			
Project Coordinator	2			
Engineering Technician I	0-4			
Engineering Technician II	5+			
CAD Drafter I	0-4			
CAD Drafter II	5+			
BIM Modeler/Technician	3+			
BIM Specialist I	0-4			
BIM Specialist II	5+			
BIM Manager	7+			

If you hired a college graduate (Bachelor's Degree – no or limited experience) within the past 6 months, please indicate the hire-in rate below.

Construction Mgmt Graduate				
Civil Engineering Graduate				
Architectural Graduate				

Electrical Engineering Graduate				
Mechanical Engineering Graduate				
Accounting Graduate				

*No Deferred or Overtime Compensation

Return to: PAS, 75 E. Henry Street, Saline, MI 48176 or FAX to 734-429-8507

RETURN BY: October 5, 2026

POSITION DESCRIPTIONS

**Please Read Description Carefully,
as Job Titles Differ Between Companies**

ACCOUNTING RELATED POSITIONS

Accounting Clerk I – Under immediate supervision computes, matches, balances, verifies, posts and summarizes routine documents. Reviews invoices, bills, vouchers, or other documents for corrections before entering into records. Entry level position in the accounting department normally requiring 0 years of experience.

Accounting Clerk II – Performs variety of accounting clerical tasks. Assists in the preparation and reconciliation of various reports. Checks documentation for accuracy, cost code, and verification of transaction entries. Requires 2 to 4 years of experience.

Accounting Clerk III – Performs a variety of non-routine accounting clerical tasks. Summarizes and posts data to journals, ledgers, and accounts. Reconciles bank accounts; checks, journal entries, and other accounting records, and verifies. Senior level clerical position in the accounting department requiring 5 or more years of related experience.

Accounts Payable Clerk I – Performs routine accounting practices to process accounts payable. Receive and match invoices to purchase orders, requisitions, and receiving documentation. Responsible for checking accuracy, scheduling for payment, generating checks, and processing for payment. Requires 1 to 2 years of general accounting experience.

Accounts Payable Clerk II – Performs advanced accounting practices to process accounts payable. Processes invoices by matching to purchase orders, requisitions, scheduling for payment, applying cost coding, generating checks, and posting. Investigates and resolves questions or discrepancies with vendors and subs. Requires 3 to 5 years of accounts payable experience.

Accounts Receivable Clerk I – Performs routine accounting practices to process accounts receivable. Receives payments, check accuracy, prepare bank deposits, performs reconciliations, and post to journals/ledgers. Follows established procedures for processing receipts, cash etc. Requires 1 to 2 years of general accounting experience.

Accounts Receivable Clerk II – Performs advanced accounting practices to process accounts receivable. May receive payments, check accuracy, prepare bank deposits, apply cost coding, and post to journals/ledgers. Investigates and resolves questions or discrepancies with customers. Requires 3 to 5 years of accounts receivable experience.

Accounts Payable / Receivables Supervisor – Supervises the accounts payable and/or accounts receivable process within the company's established procedures. Directs invoice processing and verification, preparation of checks or direct payments, receipt of payments, etc. Requires 6 or more years of AP/AR experience.

General Clerk II – Performs standardized, moderately complex clerical functions requiring some independent judgment. May be responsible for distributing mail, preparing routine correspondence, compiling & verifying data, sorting, filing, photocopying and faxing, answering phones, etc. Intermediate level position requiring 2 to 4 years general office experience.

General Clerk III – Performs diversified office or clerical support tasks requiring previous knowledge of group, department or company procedures. May be responsible for organizing and maintaining records, compiling reports and studies, preparing correspondence, interpreting and verifying data, answering phones, etc. Senior level position requiring 5 or more years of relevant experience.

Switchboard/Receptionist – Answer and forward calls as well as greet visitors to company office. Responsible for operating switchboard, placing outgoing calls, answer incoming calls, forwarding calls, taking messages, notifying employees of visitors, and receiving packages, letters, etc. Requires 0-1 year general office experience.

Administrative Assistant / Secretary I – Provide routine administrative and secretarial support to one or more people within a specified department or project. Responsible for processing letters, reports, memos, lists, etc. May make travel arrangements and schedule meetings. Answer phones, takes and forwards messages. Requires 1 year general office and administrative experience.

Administrative Assistant / Secretary II – Provide administrative support to one or more manager. Writes reports, letters, memos, etc. for supervisor's signature. Coordinates supervisor's schedule and travel. Prepares reports for supervisor requiring analysis and comparison of data. Answers questions and follows-through on routine requests in supervisor's absence. Requires 2 to 4 years administrative experience.

Administrative Assistant / Secretary III – Provide administrative support to an executive or department head. Prepares written documents from supervisor's data. Prepare reports for supervisor requiring analysis and comparison of data. Ensures continuance of office routine in supervisor's absence and handles day-to-day administrative work supervisor doesn't have time for. Requires 5 years of administrative experience.

Administrative Assistant / Secretary to CEO – Provide administrative support the CEO or President. Responsible for preparing written documents from CEO's notes or discussions. Prepares reports, letters, and memos for CEO's signature. Maintains CEO's calendar and schedules appointments, meetings, and handles all associated arrangements. Screens all incoming communications for appropriateness and handles all routine responses or actions. Requires 5 years of administrative experience.

Administrative Supervisor – Oversees administrative support services for specific group. Responsible for coordinating administrative/clerical support staff including scheduling work, resolving problems, training employees, selecting new employees, and performance evaluations. Requires 5 years of administrative experience.

Payroll Clerk I – Performs routine practices to assist in payroll preparation. Responsible for maintaining basic payroll records such as time worked, rate changes, overtime, vacations and the like. Assist's in the processing of time cards, timekeeping activities, manual checks, bank reconciliation, and payroll balancing. Requires 1 to 2 years of general accounting experience.

Payroll Clerk II – Performs all required functions necessary to compute and prepare payrolls and associated reports. Responsible for calculating and preparing hourly and salary payroll, deductions, insurance, taxes, and other withholding. Balances and posts payroll summaries, reconciling with overall accounting records. Prepares required withholding reports, tax statements, etc. Requires 3 to 5 years of payroll experience.

Payroll Supervisor – Oversees the preparation, distribution, and reporting processes of the company's hourly/salaried payrolls for single or multiple locations. Ensures calculation of wages, overtime, and all deductions comply with federal and state laws and wage payments and other withholding payments are disbursed appropriately. Requires 6 years of payroll experience.

Billing Clerk – Performs a variety of duties involved in the billing and invoicing of customers. Responsible for compiling, and entering data from labor sheets, material sheets, truck charges, equipment charges, pricing schedules, and customer records. Prepares invoices specifying labor performed, materials purchased used, equipment used, amounts due, and credit terms. Requires 1 year of related experience.

Office Manager, Home Office – Maintains all basic accounting and administrative functions at the home office. Responsible for AP/AR, pay estimates, cost reports, new employee sign-ups, payroll, equipment rental, etc. Supervises work of administrative personnel. Multiple role position. Requires 5 years of related accounting and administrative experience.

ADMINISTRATIVE RELATED POSITIONS

Mailroom Clerk – Performs routine duties in the processing of incoming, outgoing and internal mail and parcels. Responsible for sorting and distributing incoming and internal mail. Prepares outgoing mail and completes required postal or shipper forms. Entry level position requiring 0 years experience.

Data Entry Clerk – Provides computer input of numerical or written data. Inputs information into computer from a variety of standard sources such as reports, charts, forms, transcription, and similar sources. Performs proofing, and verifying of information processed. Requires 1 year of related office experience.

General Clerk I – Performs routine office or clerical support tasks according to established procedures and instructions. May be responsible for sorting and filing, photocopying, faxing, collating, proofing data, answering telephone calls, running errands or similar types of work. Entry level position requiring 0-1 year general office experience.

MISCELLANEOUS ADMINISTRATIVE RELATED POSITIONS

HR/Personnel Assistant – Assists in the processing of human resource department transactions for assigned location. Responsible for preparing and/or processing all personnel transaction forms and materials. May maintain up-to-date personnel and recruitment source files. Provides administrative support for human resource area. Requires 2 years administrative experience.

Benefits Coordinator – Performs a variety of duties involved in the coordination of company's health and welfare programs. Responsible for briefing new or existing employees on all benefit plans and eligibility. Maintains records, assists employees with enrollment, and prepares documents necessary for implementing benefit coverage. Requires 2 years related experience.

Insurance Coordinator – Assists in the administration of company's bodily injury and property damage insurance claims. Responsible for processing all workers compensation claims. May be responsible for administering auto and property damage claims. Compiles, review, and submit monthly equipment reports for insurance carrier. Requires 2 years related administrative experience.

Purchasing Assistant – Assists in the administration of the purchasing for assigned location. Assists in researching equipment, material, and supply vendors and confirming pricing, terms & conditions, etc. Maintains files or keeps computerized system up to date for follow up on materials purchased, prices, inventories, promised delivery dates and delivery status. Position usually requires 2 years administrative experience.

Receiving Clerk – Receives, inspects, stores, locates and issues job material, and prepares required documentation and records. Check freight bills and purchase orders against physical shipment for numbers, damage, etc. Coordinate offloading with warehouse staff and/or job site crafts. Issue material by requisition, coordinate material removal, and ensure documentation is complete. Requires 1 year of related experience.

Marketing Assistant – Assists in the administration of marketing / business development department activities for assigned location. Maintains department records. May compile and prepare various reports for supervisor's use. May assist in the development and production of promotional literature, brochures similar materials. Requires 2 years administrative experience.

POSITION DESCRIPTIONS

WAREHOUSE AND SERVICE RELATED POSITIONS

Driver / Runner – Performs routine transportation and delivery support tasks. May be responsible for pickup, transport, and delivery of small tools, parts, miscellaneous materials, and mail. Entry level position requiring 0 years experience.

Tool Room / Parts Attendant – Receives, stores, and issues handtools, supplies, parts, and light equipment. Issues tools and equipment to workers. Maintains perpetual inventory of tools, equipment, and parts. Requisitions and receives incoming tools, parts, and equipment to replenish inventory. Repairs & maintains tools and equipment. Requires 1 or more years of relevant experience

Yard Assistant – Performs activities involved in the receiving, storing, issuing, and maintaining machines, equipment, small tools, and supplies in construction storage building or yard: Dispatches tools, equipment or materials to construction sites. May operate crane to move items in yard. May repair small tools, machines and light equipment. Requires 2 or more years of relevant experience

Shop/Yard Foreman – Coordinates the receiving, storing, issuing, documenting, and off-site shipping of construction materials and equipment. May operate crane to move items in yard. May repair tools, machines and equipment. Directs the activities of assigned yard personnel. Position usually requires 5 or more years of relevant experience.

Dispatcher – Responsible for service calls and work scheduling for repair service or installation requests. Schedules and dispatches workers, equipment, or service vehicles as requests are received. Maintains records, logs, and schedules of calls received, monitors resources and vehicles, etc. Position normally requires 1 to 2 years of industry related experience.

Lead Dispatcher – Responsible for administration of all service calls and work scheduling for repair service or installation requests. Either directly or through subordinates, schedules and routes workers, equipment, and service vehicles as requests for service are received. May supervise and coordinate work activities of other Dispatchers. Requires a minimum of 3 years of related experience.

Service Manager – Responsible for the management of the service department. Plans and schedules jobs based on complexity, maintaining the efficient use and allocation of resources. Requires 5 years of related experience, including at least 1 year of supervisory experience.

PROJECT AND DESIGN RELATED POSITIONS

Project Coordinator – Provides administrative support to Project Manager(s). Attends project meetings and performs administrative tasks associated with change orders, expediting, shop drawing acquisition and review, contact with subcontractors, contract revisions and documentation. Position requires a minimum of 2 years related experience.

Engineering Technician I – Assists in field and office engineering and technical activities by providing drafting, surveying, estimating (takeoff), calculations, material control and other technical duties as assigned.. May act as rod assistant, instrument assistant, or construction inspector. Requires 0 - 4 years of relevant experience.

Engineering Technician II – Performs non-routine assignments in field and office engineering / technical activities. Calculates design data; prepare detailed specifications, parts/material lists, estimates, and procedures. May direct lower level technicians. May act as an instrument assistant, party chief, or construction inspector. Requires 5 or more years of relevant experience.

CAD Drafter I – Prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for construction purposes, according to specified dimensions. Experience in 3D modeling may be necessary. Requires 0 - 4 years of relevant experience.

CAD Drafter II – Operates all CAD system equipment, exercising considerable skill in the use of graphics commands to develop drawings. Prepares clear, complete, and accurate working plans. Analyzes sketches, notes, and other input material to determine best approach to complete drawings. Experience in 3D modeling may be necessary. Requires 5 or more years of relevant experience.

BIM Modeler/Technician – In support of BIM Specialists, monitors design detail for company management, operational personnel, and client to support sustainable design, clash detection, provide construction planning and costs, and establish layout & fabrication drawings. Under guidance of BIM Specialist, ensures compliance with standards, codes, and specifications. Knowledge of BIM related platforms such as Revit, AutoCAD MEP, ADT, Navisworks, etc. and experience in 3D, 4D and 5D modeling are essential. Requires 2 year construction related degree and a minimum of 3 years of relevant experience.

BIM Specialist I – Analyzes design for assigned architectural, structural and MEP conversions to create workable models and ensure constructability. Checks for quality and accuracy of models, extracts quantities, clash detection and resolution, analyzes scheduling and cost, resolves workforce conflicts, and creates documentation and representations. Must be able to translate 2D drawings and specifications into a complete 3D/4D/5D Building Information Models for preconstruction and construction activities. Must have knowledge of BIM related platforms such as AutoCad, Architectural Desktop, Revit, Bentley, Archicad/Constructor, 3D Studio Max, and the like. Requires 4 year related degree and 0 - 4 years of relevant experience.

BIM Specialist II – Acts as key technical and implementation source of BIM for assigned projects and maintains effective relationships with design, project, and client teams. Provides guidance to schedulers, estimators and project managers on the added cost to meet goals for project BIM implementation. Requires an advanced knowledge of 3D/4D/5D BIM and of appropriate platforms such as AutoCad, Architectural Desktop, Revit, AutoCAD MEP, etc. May direct the activities of other BIM Specialists. Requires degree and 5 or more years of relevant experience.

BIM Manager – Provides overall direction of BIM activities in assigned areas including BIM implementation, integration, development, maintenance, training, design interface, design quality and identification of potential liabilities and/or concerns May supervise BIM Specialists. Creates and manages standard operating procedures and processes. Authorizes access to appropriate data and coordinates efforts with personnel in other departments, project managers, outside design firms, and client representatives. Requires degree and 7 or more years of relevant experience.