

Welcome to the



Please Carefully Read All Instructions Before Logging Into the Survey

Logon Procedures

Your Logon ID and Password have been provided to you by the ACEC Texas and serves as a unique company identifier. If your company operates offices in more than one Texas city, you will be required to complete a salary survey for each city. However, only one benefits survey will be completed for your entire organization.

In order to logon and complete the survey, **you MUST have cookies enabled in your web browser.** The cookie utilized by the site does not collect any information related to you, your company, or your computer. The cookie is a session cookie that insures that the information you enter into the survey is stored in the correct location in the survey data base. When you log out or close your browser window the session is ended and the cookie is removed from your computer.

Using the Survey Application

Your survey responses are protected by a 256-bit secure certificate to insure that the information you enter into the survey will be encrypted and private.

As you progress through the survey, you will be provided the option to either "Save & Logoff" or "Save & Continue." If at any point during the survey you need to save the information you have entered on a page and log out of the survey you may do so.

When you return to this site, log on, and select the survey you were previously filling out and you will be positioned at the beginning of that survey to allow you to review and modify any information entered previously.

Survey Data

When inserting your employee salary information, please make sure you only enter salary information for ACTUAL employees. For each employee on your payroll as of July 1, , you would take the salary the employee earned for the month of July and multiply it by 12. If you have only one employee in a given category, enter the salary only in the "average" data field. Please make sure you convert part-time to FTE.

In entering an employee's years of experience, we are needing his/her years of experience in the given profession rather than how long he/she have been with your firm.

At the request of the American Council of Engineering Companies Texas, the salary survey has a column average billable hourly rate for several professional grades. You need to report the average hourly billable rate for all employees within that professional grade.

Printed Results: you can obtain your entered salary and benefits information, along with the associated question, at the end of each segment.

Should you have any questions on this, please call Cynthia Thomas at 972-527-7505.

Printable Version of the Survey

To aid in the completion of your survey, a printable copy of the survey can be downloaded in Adobe PDF format*.

[Click here to download.](#)

*Adobe Reader is required and can be downloaded for free at <http://get.adobe.com/reader/>

Important:

The session cookie will time out (be removed from your computer) after 2 hours of inactivity. If you must stop the survey or step away from your computer, it is recommended that you use the "Save & Logoff" button to insure that no data is lost.

Caution: Do NOT use your browser's "Back" button. Use the "Previous" and "Save & Continue" buttons at the bottom of the page.

Introduction

The position descriptions are the National ASCE performance based professional grade descriptions of nine categories. The full grade descriptions can be accessed from the [Professional Grade Description](#) link at the top of each salary survey page.

Salary Survey Positions

Engineers & Architects

Civil Engineer
Structural Engineer
Electrical Engineer
Mechanical Engineer
Geotechnical Engineer
Environmental Engineer
Traffic/Transportation Engineer
Construction Manager
Architect

Scientists & Planners

Geologist/Soil/Chemist
Hydrogeologist
Terrestrial Biologist/Wetlands
Air Quality Scientist
Economist
Planner

Land Surveyors

Instrument Person I
Instrument Person II
Field Survey Party Chief
Chief of Parties
Project Surveyor
Survey Dept. Manager
Principal Surveyor

Technicians

Engineering Tech/Designer
Environmental Technician
CADD/GIS Operator
Mapping Technician
Laboratory Technician
Field Technician/
Construction Inspection
Graphic Designer/Editor

Administrative

Office Administrator/Manager
Executive Assistant
Senior Administrative Assistant
Administrative Assistant
Financial Manager/Comptroller
Bookkeeper/Payroll/
Accounting Supervisor
Accounting/Payroll Clerk
Human Resources Manager
Computer Operator/Word Processor
Receptionist/Phone Operator
File Clerk/Records Clerk

Marketing/Public Relations

Marketing Director
Marketing Manager
Marketing Coordinator
Marketing Assistant
Business Development

IT Systems

IT Systems Manager
Computer/Network Administrator
CADD Manager
Web Developer

Management

CEO/President
CFO
Executive Vice President
Vice President
Branch Manager

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Definitions & Instructions

[Professional Grade Descriptions](#)

Current Annual Salary

- **Annual Salary:** Report annualized salary of a full-time employee without overtime, bonuses or profit-sharing using compensation as of July 1, 2019. Incentive bonus compensation is included as part of the benefits survey on page 29. Do not include data of new, departed or part-time employees unless it is adjusted to 12 months of full-time employment.
- **Minimum/Maximum/Average:** Please report actual positions, not salary ranges for prospective positions. Minimum and maximum salaries will be different only in categories where there are two or more actual positions reported. If only one position is reported in a category, that salary is the minimum, maximum and average.
- **Office/Metropolitan Area:** On each form, report only salaries paid in a single office/metropolitan area. For firms with multiple offices, please fill out a separate form for each office.

Positions Reported

Actual number of positions reported.

Average Years of Experience

The number of years experience, post-Bachelors Degree, of the positions in the category.

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TEXAS CEC SALARY & BENEFITS SURVEY

Professional Grade Descriptions

GRADE	Professional-I/II	Professional-III	Professional-IV	Professional-V
General Characteristics	This is the entry level for professional work.	Independently evaluates, selects, and applies standard techniques, procedures, and criteria, using judgment in making minor adaptations and modifications.	Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria.	Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of her/his field and disciplines.
Direction Received	Receives close supervision on new aspects of assignments.	Receives instructions on specific assignment objectives, complex features, and possible solutions.	Independently performs most assignments with instructions as to the general results expected.	Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters.
Typical Duties & Responsibilities	Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced professional.	Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features.	Plans, schedules, conducts or coordinates detailed phases of the professional work in a part of a major project or in a total project of moderate scope.	One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs a large and important project or a number of small projects with many complex features. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. (3) As staff specialist, usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment, or a program function.
Responsibility for Direction of Others	May be assisted by a few aides or technicians.	May supervise or coordinate the work of others who assist in specific assignments.	May supervise or coordinate the work of other professionals who assist in specific assignments.	Supervises, coordinates, and reviews the work of a small staff of professionals.
Typical Position Titles	Staff or Junior Engineer/Scientist	Engineer/Scientist	Engineer/Scientist	Senior Engineer/Scientist
Education	Bachelor's Degree			

Registration Status	Certified Engineer/Scientist in Training	Registered Professional Engineer/Scientist	
Typical Professional Attainments	Member of Professional and Technical Societies	Member of Professional Society; Member of Technical Society.	Member of Professional Society; Member of Technical Society; Publishes professional papers.

GRADE	Professional-VI	Professional-VII	Professional-VIII	Professional-IX
General Characteristics	Plans and develops projects concerned with unique or controversial problems which have an important effect on major organization programs.	Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive professional activities.	Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive professional and related activities of the company.	A professional at this level is either: (1) in charge of programs so extensive and complex as to require staff and resources of sizable magnitude; or (2) is an individual researcher or consultant who is a national and/or international authority and leader.
Direction Received	Supervision received is essentially administrative.	Supervision received is essentially administrative.	Receives general administrative direction.	
Typical Duties & Responsibilities	One or more of the following: (1) In a supervisory capacity (a) plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance, or (b) is responsible for the entire program of her/his profession of an organization when the program is of limited complexity and scope. (2) As individual researcher or worker conceives, plans, and conducts research in problem areas of considerable scope and complexity. (3) As a staff specialist serves as the technical specialist.	One or both of the following: (1) In a supervisory capacity is responsible for an important segment of the professional program of an organization. Generally requires several subordinate organizational segments or teams. Recommends facilities, personnel, and funds required to carry out programs. (2) As individual researcher and consultant is a recognized leader and authority in her/his organization in a broad area of specialization or in a narrow but intensely specialized field. Selects research problems to further the organization's objectives.	One or both of the following: (1) In a supervisory capacity is responsible for an important segment or a very extensive and highly diversified program. (2) As individual researcher and consultant, formulates and guides the attack on problems of exceptional difficulty and marked importance to the organization or industry.	
Responsibility for Direction of Others	Plans, organizes, and supervises the work of a staff of professionals and technicians.	Directs several subordinate supervisors or team leaders, some of whom are in positions comparable to Professional VI.	Supervises several subordinate supervisors or team leaders.	

Typical Position Titles	Senior or Principal Engineer/Scientist	Principal Engineer/Scientist, Department Manager, Director or Assistant Director of Research, Consultant, Professor, Distinguished Professor or Department Head.	Chief Engineer, Bureau Engineer/Scientist, Director of Research, Department Head or Dean, County Engineer , Senior Advisor, Senior Consultant.	Director of Engineering, General Manager, Vice President, President, Partner, Dean, Director of Public Works
Education	Bachelor's Degree			
Registration Status	Registered Professional Engineer/Scientist			
Typical Professional Attainments	Member of Professional Society; Member of Technical Society; Publishes professional papers.			

Land Surveyors

Instrument Person I

Instrument Person - Entry level position with basic knowledge of their specific jobs. 0 or more years experience.

Instrument Person II

Instrument Person - Experienced member of the crew. Normally runs equipment and does basic calculations. May fill in for the party chief. One or more years experience.

Field Survey Party Chief

Field Survey Party Chief, Computer Technician, Senior Drafter - Directs field crew, computes survey projects or produces survey drawings with minimum of supervision. Four or more years experience.

Chief of Parties

Chief of Parties, Assistant Project Manager - Review survey department and survey project managers' requests and coordinate with field crew schedules, limited coordination with clients and client representatives, project computations, performs basic survey department functions with minimum of supervision. Six or more years experience.

Project Surveyor

Project Surveyor - Licensed surveyor, coordinates with clients and client's representatives on projects, direct supervision of research, computation, field work and drafting. Stamps and signs surveys done under his direct supervision. College graduate, college credits, or equivalent with six or more years of additional experience.

Survey Department Manager

Survey Department Manager - Licensed surveyor with overall responsibility for client contact, contract negotiations, staffing, department policies, research, computation, field work and drafting. Stamps and signs surveys done under his direct supervision. College graduate or college credits with eight or more years of additional experience.

Survey Principal

Survey Principal - Set major policy decisions for operation of office, negotiates critical issues within firms and major contracts with clients, represents top level of land surveying management in office.

Technician

Technical personnel should be classified in accordance with the following three grade descriptions:

Entry Level

This category should be used for technical personnel who have 1 to 2 year's experience in the same position.

Mid Level

This category should be used for technical personnel who have from 3 to 7 year's experience in the same position.

Senior Level

This category is for technical personnel who have more than 7 year's experience in the same position.

Engineering Technician/Designer

Knowledge of codes and design and construction practices. Able to perform basic engineering design using CADD with supervision. Technical school or community college graduate. Entry level to this position would usually be preceded by experience in another technical category, e.g., CADD Operator, Field Inspector, etc.

Environmental Technician

Assists environmental scientists in the collection, analysis and documentation of data relating to one or more of the environmental sciences. Technical school or community college graduate.

CADD/GIS Operator

Experienced in one or more CADD platforms such as AutoCAD, Intergraph, etc., and able to produce engineering drawings from design information provided by engineers. Alternatively, able to create geographic information databases using a GIS platform, such as ARC/INFO. Technical school or community college graduate.

Mapping Technician

Experienced in one or more CADD and/or GIS platforms such as AutoCAD, Intergraph, ARC/INFO, etc., and able to produce base plans and maps from aerial and/or field survey data. Technical school or community college graduate.

Laboratory/Construction Materials Technician

Responsible for logging and testing concrete and soil samples, and for performing routine maintenance and calibration of testing equipment. Technical school or community college graduate.

Field Technician/Construction Inspector

Responsible for inspecting and reporting on specific aspects of construction works in progress, such as concrete pours, rebar placement, drainage pipe placement, etc. May also be responsible for inspection and sampling of construction materials as they arrive on site. Assists geotechnical engineers in the field during soils and materials investigations. Technical school or community college graduate

Graphic Designer

Able to produce graphic designs to illustrate engineering/environmental features in the form of artistic renderings, and/or computer-generated layouts. Community college graduate.

Editor

Responsible for editing technical reports, proposals, letters and other written documents. Requires high-level grammatical skills and appropriate training.

Administrative Personnel

Office Administrator/Manager

Supervises administrative staff for support of office functions. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, editing, word processing, handling incoming and outgoing mail, etc. Able to work with little or no direction. Requires good computer skills. Community college graduate with appropriate training.

Executive Assistant

Performs diversified duties for company executive(s). Handles correspondence of a complex and/or confidential nature, and assists in designated administrative details requiring initiative and judgment. Requires knowledge of company policy and organization, and good computer skills. Responsibilities may include supervision of computer operators and administrative assistants. Secretarial school graduate, or high-school graduate with appropriate training.

Senior Administrative Assistant

Works under the Office Administrator/Manager in the coordination of all administrative office functions. Supervises one or more administrative assistants. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, word processing, incoming and outgoing mail, etc. Requires good computer skills. Community college graduate with appropriate training.

Administrative Assistant

Performs routine administrative office functions under the direction of the Office Administrator/Manager and/or Senior Administrative Assistant. Responsibilities may include filing, bookkeeping, word processing, incoming and outgoing mail, etc. Requires basic computer skills. High school graduate.

Financial Manager/Comptroller

Supervises accounting staff and has responsibility for all financial matters. Responsibilities include preparation of financial statements, overhead analyses, annual tax statements and client billings; vendor payments; and the monitoring of cash accounts and accounts receivable. Applicable degree and good computer skills required.

Bookkeeper/Accounting/Payroll Supervisor

Works under Financial Manager/Comptroller. Responsible for maintaining a complete and systematic set of records of business transactions. Balances books, and prepares reports to show receipts, expenditures, accounts receivable and payable, and various other items pertinent to the operation of a business. Supervises accounting clerks. Good computer skills required. Applicable degree and/or business school training.

Accounting/Payroll Clerk

Under supervision, performs a variety of routine bookkeeping in accordance with standard office procedures. Duties may include reconciling bank accounts; posting to and balancing general and subsidiary ledgers; processing payroll; preparing draft invoices; assisting in the maintenance of accounting files; etc. Ability to use appropriate spreadsheet computer software. Business school or community college graduate.

Human Resources Manager

Person responsible for coordinating the hiring, training and retention of professional, technical, administrative and marketing personnel, including personnel benefits, EEO and continued-education programs. High school or college graduate with appropriate training.

Computer Operator/Word Processor

Ability to operate computer using appropriate word-processing software, and some of the other commonly used software programs for spreadsheets, data bases, schedules, etc. High school or community college graduate.

Receptionist/Phone Operator

Responsible for operating the telephone system, and for receiving visitors to the office and directing them to the appropriate person within the company. May do incidental word processing and routine clerical duties, as assigned. High-school graduate.

File Clerk/Records Clerk

Responsible for filing and/or maintenance of records via computer pertaining to movement and location of documents. May do other clerical work as assigned.

IT Systems Personnel

IT Systems Manager

Information systems managers direct the work of all other computer-related workers. They analyze the computer and information needs of the firm and determine personnel and equipment requirements. These managers plan and coordinate activities such as the installation and upgrading of hardware and software; programming and systems design; the development of computer networks; and the implementation of Internet and Intranet sites.

Computer/Network Administrator

Ensure that computer systems run as efficiently as possible. Depending upon the size of the computer installation, they may work with mainframes, minicomputers, or networks of personal computers. They oversee regular operations and solve problems that surface within the system, including the management of servers, data files and email systems. Assures that peripheral equipment, such as printers and tape drives, as well as the computer itself are correctly accessed and controlled. Responsible for training system users.

CADD Manager

Responsible for system management of the CADD to include installation and upgrading of system software, site modifications, controlling system operation and resources and future planning. Provides assistance and engineering support to engineers in the development and modification of engineering computer programs in both graphics (CADD) and non-graphic applications.

Web Developers

Have responsibility for day-to-day site design and creation.

Marketing/Public Relations Personnel

Marketing Director

Senior member of firm management who is responsible for all marketing activities. Establishes marketing programs, policies and procedures. Directs preparation of marketing plan and has major influence on the substance of the plan. Is empowered to make commitments on behalf of the firm. Supervises marketing staff and directs technical staff in marketing duties. Typically represents firm to clients, peer organizations and business associates.

Marketing Manager

Middle management individual who participates in long-range planning, public relations and business development strategies, initiates and maintains contacts with prospects. Oversees proposal preparation and interview presentations. Creates marketing budget and reports to corporate leadership on marketing activities. Manages marketing staff and client contact program.

Marketing Coordinator

Develops and maintains marketing information systems and records. Edits, coordinates and helps write proposals, brochures and other marketing materials. Coordinates the marketing effort to ensure timely response to proposals, etc. Primarily functions in-house under the direction of a principal, marketing director or marketing manager.

Marketing Assistant

Provides administrative support for marketing activities. Client contact restricted to updating routine file information. Maintains databases, client files project description files and mailing lists. With direction from principal or marketing management, completes government forms and assembles qualifications packages of existing marketing materials. May help research target markets and potential clients.

Business Development

This individual seeks business opportunities for the firm. Majority of time is spent outside the firm making client contacts. Responsible for developing client relationships, soliciting project opportunities. Reports on planned and executed sales activities to appropriate level of management.

Management

CEO

The CEO is responsible for day-to-day operations and policies carried out in the firm. Other comparable titles are president, chief operating officer and managing partner.

CFO

Directs all financial functions, including development and enhancement of appropriate systems for financial planning, control and accounting. The CFO will report to the CEO. Can play a key role in company leadership, as well as strategic and tactical planning. The CFO will be a seasoned financial professional with public accounting experience (audit capacity). CPA, MBA, also called Director of Finance, Vice President of Finance or Corporate Controller.

Executive Vice President

The executive vice president, the number two position, assists the CEO with overall firm responsibilities. Responsibilities are usually coordinated with the CEO with each individual having day-to-day responsibility for designated areas. This position will usually assume CEO operational responsibilities in the absence of the CEO.

Vice President

The senior vice president is typically responsible for a segment of a firm's practice, such as a discipline, geographic area or project type. This position usually reports directly to the CEO.

Branch Office Manager

The branch office manager has on-site responsibility for day-to-day operations of a firm office separate from the main office. In some firms, this title is used for the manager of a group with a particular project specialty. Alternative titles include profit center manager and division manager. Typical responsibilities include local marketing efforts, local human resource management as well as project production. Typically, the local management responsibilities are carried out in support of, and under the direction of the central office.



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Engineers and Architects

[Professional Grade Descriptions](#)

Civil Engineer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Structural Engineer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Electrical Engineer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						

Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Mechanical Engineer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Geotechnical Engineer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Construction Materials Engineer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						

Professional IX						
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Environmental Engineer **Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Traffic/Transportation Engineer **Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Construction Manager **Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Architect**Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

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Scientists & Planners

[Professional Grade Descriptions](#)

Geologist/Soil Scientists/Chemist				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Hydrogeologist				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Biologist/Wetlands Specialist				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						

Professional VII						
Professional VIII						
Professional IX						

Air Quality Scientist **Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Intentionally Blank
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Planner **Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

Economist **Annual Salary as of July 1, 2019**

	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Intentionally Blank
Professional I/II						
Professional III						
Professional IV						
Professional V						
Professional VI						
Professional VII						
Professional VIII						
Professional IX						

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Land Surveyors

[Professional Grade Descriptions](#)

	Annual Salary as of July 1, 2019				
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience
Instrument Person I					
Instrument Person II					
Field Survey Party Chief					
Chief of Parties					
Project Surveyor					
Department Manager					
Survey Principal					

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Technicians

[Professional Grade Descriptions](#)

Engineering Technician/Designer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

Environmental Technician				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

CADD/GIS Operator				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

Mapping Technician				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

Laboratory/Construction Materials Technician				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						

Mid Level						
Senior Level						

Field/Construction Materials Technician				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

Field Technician/Construction Inspector				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

Graphic Designer				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

Editor				Annual Salary as of July 1, 2019		
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience	Avg Hour Billing Rate
Entry Level						
Mid Level						
Senior Level						

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Administrative Personnel

[Professional Grade Descriptions](#)

	Annual Salary as of July 1, 2019				
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience
Office Admin. / Manager					
Executive Asst.					
Sr. Admin. Asst.					
Administrative Assistant					
Financial Mgr. / Comptroller					
Bookkeeper / Payroll Supv.					
Accounting / Payroll Clerk					
Human Resources Mgr.					
Computer Op. / Word Processor					
Receptionist / Phone Operator					
File/Records Clerk					

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IT Systems Personnel

[Professional Grade Descriptions](#)

IT Systems/Computer Personnel	Annual Salary as of July 1, 2019				
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience
IT Systems Manager					
Computer/Network Administrator					
CADD Manager					
Web Developer					

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Marketing/Public Relations Personnel

[Professional Grade Descriptions](#)

	Annual Salary as of July 1, 2019				
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience
Marketing Director					
Marketing Manager					
Marketing Coordinator					
Marketing Assistant					
Business Development					

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Management

[Professional Grade Descriptions](#)

	Annual Salary as of July 1, 2019				
	Salary Minimum	Salary Maximum	Salary Average	Positions Reported	Average Years of Experience
CEO/President					
CFO/Controller					
Executive VP					
Vice President					
Branch Manager					

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Benefits and General Information

1. Type of Service Provided

Please check below each category of services, which provide your firm's gross annual fees for services rendered.

- | | | |
|---|---|--|
| <input type="checkbox"/> Civil (land/site development) | <input type="checkbox"/> Geotechnical | <input type="checkbox"/> Mechanical (machine design) |
| <input type="checkbox"/> Civil (water/wastewater) | <input type="checkbox"/> Highway/Traffic/Transportation | <input type="checkbox"/> Public Policy/Issues Management |
| <input type="checkbox"/> Construction Inspection Management | <input type="checkbox"/> Industrial | <input type="checkbox"/> Structural |
| <input type="checkbox"/> Civil (H & H) | <input type="checkbox"/> Materials | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> MEP | |

2. Number of Employees

What is the *total* number of employees in your firm located in the *World*?

- | | |
|--------------------------------|-----------------------------------|
| <input type="radio"/> Under 10 | <input type="radio"/> 100-249 |
| <input type="radio"/> 10-24 | <input type="radio"/> 250-499 |
| <input type="radio"/> 25-49 | <input type="radio"/> 500 or more |
| <input type="radio"/> 50-99 | |

3. Number of Employees

What is the *total* number of employees in your firm located in *Texas*?

- | | |
|--------------------------------|-----------------------------------|
| <input type="radio"/> Under 10 | <input type="radio"/> 100-249 |
| <input type="radio"/> 10-24 | <input type="radio"/> 250-499 |
| <input type="radio"/> 25-49 | <input type="radio"/> 500 or more |
| <input type="radio"/> 50-99 | |

4. Overtime Practices

For each employee group below, please post the appropriate *code number* for your firm's standard practice regarding compensation for overtime work - **in addition to** regular pay (**excluding** any "premium overtime" provisions - as for Sunday or holiday work).

- | | | |
|----------------------------------|-------------------------------------|---|
| 1. No overtime allowed | 3. Pay at straight time | 5. Pay or time off at time and one-half |
| 2. No additional pay or time off | 4. Pay or time off at straight time | 6. Other overtime provisions or no set rule |

Professional-level Supervisory/Managerial Personnel: _____

Professional-level Non-supervisory Personnel: _____

Technicians/Designers:

Field Staff:

Administrative Personnel:

5. Holiday Practices

*Specific Holidays Granted: Other than the basic 6 holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas), which of the following does your firm give as **paid** days off?*

- 1. President's Day
- 2. Washington's Birthday
- 3. Veteran's Day
- 4. Martin Luther King's Birthday
- 5. Day after Thanksgiving
- 6. Employee's Birthday
- 7. Good Friday
- 8. New Year's Eve (1/2 day)
- 9. Whole day before New Years Day
- 10. Christmas Eve (1/2 Day)
- 11. Whole day before Christmas
- 12. One floating day
- 13. Two floating days
- 14. Three or more floating days
- 15. One or more other holidays

Total Number of Holidays: _____

6. Employee Leave Time

A. Does your firm combine vacation and sick leave for employees?

- Yes
- No

B. *Minimum Prior Service:* What is the *minimum* length of employment required before any leave can be taken?

_____ Months

C. Please indicate the *amount of employee leave earned after the following years of employment:*

	<u>PTO</u>	<u>Vacation</u>	<u>Sick</u>	<u>Bereavement</u>
One year	Hours	Hours	Hours	Hours
Two years	Hours	Hours	Hours	Hours
Three years	Hours	Hours	Hours	Hours
Five years	Hours	Hours	Hours	Hours
Seven years	Hours	Hours	Hours	Hours
Ten years	Hours	Hours	Hours	Hours
Fifteen years	Hours	Hours	Hours	Hours
Twenty years	Hours	Hours	Hours	Hours
Twenty-five	Hours	Hours	Hours	Hours
Thirty years	Hours	Hours	Hours	Hours

D. How is year to year accumulation of leave time treated?

- | <u>PTO</u> | <u>Vacation</u> | <u>Sick</u> | <u>Bereavement</u> |
|--|--|--|--|
| <input type="radio"/> Not Allowed |
| <input type="radio"/> Unlimited | <input type="radio"/> Unlimited | <input type="radio"/> Unlimited | <input type="radio"/> Unlimited |
| <input type="radio"/> Limited to _____ Hours |

- Does your firm pay cash for unused leave? Yes No
- Does your firm have a formal "bank", allowing employees' earned time off to be transferred to another employee? Yes No
- Does your firm allow bereavement time off for extended family? Yes No
- Do you track volunteer time? Yes No
- Do you pay for volunteer time? Yes No
- Do you participate in maternity leave beyond FMLA? Yes No
- Do you participate in paternity leave beyond FMLA? Yes No
- If yes, what is covered?
- If you offer paternity leave, does it include adoption? Yes No
- Do you offer a daycare subsidy? Yes No

7. Tax-Advantage Programs

Please indicate whether your firm offers (*yes*) or does not have (*no*) your employees the following pretax advantaged programs and/or additional firm contributions:

	Firm Offers		Firm Contributes	
Employee contributions to medical premiums	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Healthcare Flexible Spending Account	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Limited Flexible Spending Account	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Dependent Care Flexible Spending Account	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Transportation-related programs - van pools, parking, etc.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

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Benefits and General Information

8. Special Work Expenses

For each type of special work expense, please post the *code number* for your firm's policy regarding paying for or reimbursing each special work expense for each type of employee.

- | | |
|--|---------------------------------------|
| 0. Does not pay for or reimburse for this cost | 3. Pays 51 - 99% of the cost involved |
| 1. Pays a fixed dollar amount | 4. Pays 100% of the cost involved |
| 2. Pays 50% or less of the cost involved | |

	Supervisory/ Managerial Personnel	Non-Supervisory Professional Personnel	Technicians/ Designers	Field Staff	Marketing/ Administrative Personnel
Vehicle furnished/Vehicle Allowance					
Professional licensing fees					
Association/professional society dues					
Conference travel/per diem					
Conference registration fees					
Cell phone furnished/compensation					
Jury duty compensation					

9. Tuition Reimbursement

Tuition Reimbursement. Please post the code number for your firm's policy regarding paying for or reimbursing the cost of tuition for job- related courses for each type of employee.

- | | | |
|----------------------------------|--------------------------|------------------------------------|
| 0. Firm pays nothing | 2. Pays 50 - 99% tuition | 4. Pays fixed amount up to \$2,500 |
| 1. Percent based on course grade | 3. Pays 100% of tuition | 5. Pays fixed amount over \$2,500 |

Supervisory/Managerial Personnel: _____

Non-Supervisory Professional Personnel: _____

Technicians/Designers: _____

Field Staff: _____

Administrative Personnel: _____

Do you pay for non-job related tuition expenses? Yes No

10. Military Leave

Do you provide compensation/benefits for employees on military leave that is above and beyond that required by law?

- Yes No

If yes, *describe:*

11. Dress Code

Do you have a dress code?

- Yes No

If so, is it:

- Professional Dress at All Times (Except Field Visits, Casual Days)
 Professional Casual
 Casual

Do you have a day set aside for casual wear?

- Yes No

12. Work Schedule

Do you have an alternative work schedule (other than five standard eight-hour days)?

- Yes No

If so, please indicate all that are offered:

- Flex Time
 4 ½ day work week
 9 80s
 Other *Describe:*

13. Review Process

Do you have a formal review process?

- Yes No

How often is it given?

- Annually
 Other *Describe:*

14. Service Awards/Ceremonies

Do you have a program of service or achievement awards?

- Yes No

Is it based on:

- Length of service
 Achievement
 Accomplishments beyond the scope of job
 Other *Describe:*

Awards include:

- Money
 Travel/Trips
 Gift certificates
 Standardized gift for all employees reaching a certain milestone
 Choice of gifts for reaching a certain milestone
 Other *Describe:*

15. Wellness/Fitness Programs

A. Does your firm have a formal wellness program? (If No, go to 16)

- Yes No

A1. If your firm has a formal wellness program, is it linked to employee participation linked to employee discounts for medical insurance premiums?

- Yes No

A2. If yes, what is the annualized dollar value of the employee's discounted wellness premium?

- \$500 or less
 \$501 to \$1,000
 \$1,001 to \$2,000
 \$2,001 or more

B. Does your firm have an employee fitness program?

- Yes No

Does it include:

- Contract with a gym
 Reimbursement with a cap
 100% reimbursement
 Other *Describe:*

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Benefits and General Information

16. Retirement Plan Practices

Do you offer a formal retirement/savings plan to your employees?

- Yes
 No *(If no, skip to question 17)*

When is an employee eligible to participate in a retirement plan?

What percentage of your eligible employees are enrolled in a retirement plan?

Do you offer auto enrollment in retirement plan?

- No
 Yes If yes, what %?

(Please complete the following table for the type(s) of plan(s) you offer your employees.)

Offered of Plan(s)	Does the Company Make Contributions	Indicate Company Contribution Formula (e.g. 50% up to 6%)	What is the Vesting Schedule? (e.g. 5-year graded vesting)
<input type="checkbox"/> Profit-Sharing	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> Profit-Sharing w/401(k)	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> 401(K)	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> SEP	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> IRA	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> Defined Benefit	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> Deferred Compensation	<input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> Other, Including ESOP	<input type="radio"/> Yes <input type="radio"/> No		

If a 401(k) is offered, do you have an hour restriction to be eligible for 401k? Yes No

17. Insurance Practices

A. Coverage

(Insert the appropriate code number for insurance benefits)

- | | | |
|--|--|---|
| 1. Firm does not provide this coverage | 3. Firm pays 50% or less of the insurance premium. | 5. Firm pays 100% of the insurance premium. |
| 2. Firm provides this coverage but pays none of the insurance premium. | 4. Firm pays 50-99% of the insurance premium. | |

Short Term Disability (not worker's comp.) _____

Long Term Disability (generally over 180 days)employee _____

Dental insurance for employee _____

Dental insurance for employee's family _____

Prescription drug insurance for employee
Prescription drug insurance for employee's family
Vision care insurance for employee
Vision care insurance for employee's family
Life insurance for employee

B. Additional Coverage Information

Short term disability benefits commence on day after the disability date

Long term disability benefits commence on day after the disability date

Do you offer long term care for employees? Yes No

If yes, is it voluntary? Yes No

Do you offer long term care for employee's parents? Yes No

If yes, is it voluntary? Yes No

Do you offer a monetary benefit to employees, under age 26, who decline insurance benefit?

Yes No

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Benefits and General Information

17. Insurance Practices **Continued**

C. How many medical insurance plan options does your firm offer its employees?

How many hours worked before an employee is eligible for medical and dental benefits?

Intern PT FT

D. Does your plan options include a spousal surcharge provision?

Yes No

E. Does your plan options include a lifestyle (e.g., smoking) surcharge?

Yes No

F. Does your firm offer an HSA/HRA?

Yes No

If yes, do you make an annual contribution to an employee's HSA/HRA?

Yes No

If yes, how much per employee?

Instructions for Questions 17G through 17J: Please enter detailed information on your company's medical insurance plan. If your company offers more than one plan, please enter information on your company's two most popular plans. **Please do NOT enter anything (e.g., 0) if the coverage is not offered.** When entering information for "employee +", please enter combined information (e.g., employee plus spouse cost).

G. Please indicate the actual dollar amount an employee pays each month for the following medical insurance coverage

Medical Plan 1				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				
Employee + Family				

Medical Plan 2 (if offered)				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				

Employee + Family

H. Please indicate the employee in-network deductible, per year, for the following medical insurance coverage

Medical Plan 1				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				
Employee + Family				

Medical Plan 2 (if offered)				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				
Employee + Family				

I. Please indicate the maximum employee in-network, out-of-pocket dollar expenses, per year, for the following medical insurance coverage

Medical Plan 1				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				
Employee + Family				

Medical Plan 2 (if offered)				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				
Employee + Family				

J. Please indicate your firm's percent of contribution for the following medical insurance coverage

Medical Plan 1				
Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				

Employee + One
Employee + Family

Medical Plan 2 (if offered)

Coverage	HDHP	PPO	HMO	Other
Employee				
Employee + Spouse				
Employee + Child				
Employee + One				
Employee + Family				

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Benefits Summary

18. Average Salary Adjustments Across All Positions

What was your average salary adjustment for calendar year 2018? _____ %

What is your estimate of the average salary adjustment anticipated to be given calendar year 2020? _____ %

19. Bonus Plan Practices (Includes Incentive pay and Cash Profit Sharing)

Do you have an incentive cash bonus compensation program? Yes No

If yes, what percentage of employees are on an incentive compensation plan? _____ %

Do you link incentive bonus to a review/IPP?: Yes No

Do you consider bonuses: Annually On a discretionary basis

Please check below the factors used to determine amount of bonus pay.

- Project Profitability
- Company Profitability
- Return on Investment for Owners. (what % ROI was achieved)
- Professional Development
- Individual Performance
- Team Performance
- Client Satisfaction
- Evaluation by Management
- Other _____

Indicate the approximate percentage of bonus pay to base annual salary, by group, for 2018.

Majority Owners/Shareholders: _____ %

Professional-level Supervisor/Manager: _____ %

Professional-level Non-supervisor: _____ %

Technicians/Designers: _____ %

Field Staff: _____ %

Administrative Personnel: _____ %

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