MEMORANDUM

DATE: March 2, 2020
TO: Public Gas System Managers
FROM: Dave Schryver, President & CEO
RE: 2020 Salary Survey of Public Gas Systems

APGA is conducting our newly formatted biennial salary survey on both management and non-management personnel working for public gas systems.

We need your help and encourage you to complete the survey online at http://2020salarysurvey.questionpro.com

If you would prefer to fill out a paper copy of the survey you may download it here: https://www.apga.org/resources/salarysurvey. Please return it to our office no later than Friday, April 17. The success of this survey is dependent on the number of responses we receive, so your assistance in taking time to complete this survey is greatly appreciated. The results of the survey will be tabulated based on size of gas systems.

A list of position descriptions is available online at the above link. Not all positions included on this survey may match yours exactly since each system has different job titles for different functions. Therefore, you must evaluate where your system’s job positions fit into these categories. Please use the actual salary as of January 1, 2020.

All information received will be kept confidential. No individual salary information will be shared with others.

✓ Participating APGA members will receive a free copy of the survey results.
✓ Non-Participating APGA members can purchase a copy for $150.
✓ Participating Non-members can purchase a copy for $250.
✓ Non-Participating, Non-members may purchase the results for $500.00.

Please return your completed survey to APGA before April 17, 2020. If you have any questions, don’t hesitate to give us a call at (202) 464-2742 or email Simon Cook at scook@apga.org
Disclaimer

The APGA Salary Survey is a valuable tool and provided at no cost to participating APGA members. APGA did not retain a professional third-party to seek, obtain and verify the data. APGA does not follow-up with members to verify for accuracy.

The data requested by APGA and submitted by members is subsequently incorporated into a spreadsheet that can be utilized in a number of ways. The results of this survey, which relies upon the voluntary submissions from members, simply represents the average salaries reported by those members who chose to participate.

Sample sizes are limited and, in some cases, may not be statistically significant. While not recommended to be the primary source for making staffing or personnel decisions, the APGA Salary Survey is an important tool for members to use to determine if they are in the market or if a more accurate salary survey may be needed.
1. **GAS UTILITY MANAGEMENT***
Acts as the Chief Executive over gas operations. Comparable titles are: Utility Director, General Manager, City Administrator, President, etc. Responsible for total management, staffing, budgets, administration and operations of the entire enterprise. Coordinates between governing boards, other departments, customers, employees and the general public. Usually reports to a Board of Directors, Council or Chairman. Performs public relations as needed.

*NOTE: This position should work at least 50% on gas management issues or so note.*

2. **GAS OPERATIONS MANAGEMENT**
Acts as second in command, usually under a position noted above. Comparable titles are: Gas Operations Manager/Director, Superintendent of Gas, etc. Responsible for work involving a wide scope of assignments and requires seasoned judgment in making decisions of appreciable difficulty. Handles personnel problems of the system, supervises estimates, specifications and designs, including the scheduling of work within the divisions. Assumes full responsibility for all work performed under his or her supervision.

3. **FIELD MANAGEMENT**
   - **Gas Supervisor/Foreman:** Handles and oversees distribution, maintenance, service, installation, and construction personnel; directs and controls manpower and equipment use related to construction and maintenance jobs, including transportation and operation equipment requests, tools and materials; insures safe work practices; responds to all emergency situations.
   - **Engineering Manager:** Responsible for the total engineering functions of the utility. Manages civil, mechanical and electrical engineering functions plus drafting operations and survey crews. Maintains contact with all state and federal agencies. Secures or assists in securing all necessary permits. Guarantees compliance with DOT and PSC. Performs analysis for system designs.
   - **Engineer:** Reports to the Engineering Manager. Responsible for carrying out engineering functions of the utility.

4. **ADMINISTRATION**
   - **Office/Administrative Manager:** Other comparable title: City Clerk. Responsible for payroll functions, some financial records and personnel records. Supervises all business office personnel including data processing, cashiers, communications, accounts receivable, accounts payable.
   - **Customer Service Supervisor/Manager:** Administers activities requiring regular and direct contact with customers and/or prospective customers. Keeps management advised of and is responsive to consumer utility needs. Directs the promotion and publicity of utility services and energy conservation activities.
   - **Gas Supply Manager:** Supervise the purchase and/or dispatch of natural gas supplies.
   - **Financial Manager/Director:** Responsible for the overall financial management of all segments of the utility operation. Directs the utility’s financial policies and plans, accounting practices and fiscal controls. Also responsible for the preparation of the utility’s financial statements. Assists in long and short term utility strategic and financial planning. Maintains existing and establishes new relationships with banks and investment firms. Advises members of top management regarding financial matters.
   - **Marketing & Sales/Public Affairs Manager:** Responsible for marketing and/or sales activities, and public relations and community relations activities.
**APGA NATURAL GAS MANAGEMENT SALARY SURVEY (as of January 1, 2020)**

PLEASE REPORT ALL SALARIES AS ANNUAL ($XX,XXX.00) – NOT HOURLY

<table>
<thead>
<tr>
<th>2020 Actual Salary</th>
</tr>
</thead>
</table>

**Gas Utility Management***
(e.g. Utility Director, General Manager,
City Administrator, President, etc.)

**Gas Operations Management**
(e.g. Gas Operations Manager,
Superintendent of Gas, etc.)

**Field Management**
Gas Supervisor/Foreman
Engineering Manager
Engineer

**Administration**
Office/Administrative Manager
Customer Service Supervisor/Manager
Gas Supply Manager
Financial Manager/Director
Marketing & Sales/Public Affairs Manager

*Top position should work at least 50% on gas management or so note

Please continue to next page…
Locator: Position responsible for performing gas line locates

Leak Detection: Position responsible for annual leak survey

Measurement Technician: Position responsible for basic metering and regulation, also installs, checks and tests meters.

Gas Technician/Emergency Responder: Performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of natural gas lines

Admin/Clerk/Secretary: Performs administrative and clerical work in support of the office

Customer Service Representative/Service Dispatcher: Position responsible for handling customer inquiries relating to billing, general services, and may involve heavy public contact, and/or responsible for dispatching calls to technicians

Meter Reader: Reads and reports monthly meter readings

Welder: Position responsible for performing welding work in accordance with API 1104

Fitter: Assists welder or prepares pipe sections and fittings

Equipment Operator: Position responsible for running backhoe, trencher, dump truck, etc.

Laborer: Position responsible for the most basic of tasks with little to no OQ qualifications completed, usually performing labor work and manual functions of main and service line installations.

Crew Leader: Position responsible for 3 to 4 man crew, however, still performs a significant amount of labor but is the field decision maker on daily work scope as assigned.

(Engineering/GIS) Technician: Prepare construction drawings, permit applications, easements drawings using customer requirements and guidelines to facilitate construction

Corrosion Specialist (Cathodic Protection): Position responsible for soil readings, anode installation and other entry-level corrosion related activities.

Servicer: Position responsible for code-review of gas piping within a residence or business and also performs re-lights of equipment

Gas Volume Definitions

Therm: Equals 100,000 Btu

Decatherm (Dth): Equals 1,000,000 Btu (or 1 MMBtu)

MMcf: Million Cubic Feet

Annual to Hourly Calculation –

Annual Salary/12 months per year = X

X/20 working days in the month = Y

Y/8 hours per day = Hourly salary rate
**APGA NATURAL GAS NON-MANAGEMENT SALARY SURVEY (as of January 1, 2020)**

*_PLEASE REPORT ALL SALARIES AS HOURLY – NOT ANNUAL_

<table>
<thead>
<tr>
<th><strong>Gas Distribution</strong></th>
<th><strong>2020 Actual Salary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Locator</td>
<td></td>
</tr>
<tr>
<td>Leak Detection</td>
<td></td>
</tr>
<tr>
<td>Measurement Technician</td>
<td></td>
</tr>
<tr>
<td>Gas Technician/Emergency Responder</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Service/Admin</strong></th>
<th><strong>2020 Actual Salary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Clerk/Secretary</td>
<td></td>
</tr>
<tr>
<td>Customer Service Representative and/or Dispatcher</td>
<td></td>
</tr>
<tr>
<td>Meter Reader</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Construction</strong></th>
<th><strong>2020 Actual Salary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitter</td>
<td></td>
</tr>
<tr>
<td>Welder</td>
<td></td>
</tr>
<tr>
<td>Equipment Operator</td>
<td></td>
</tr>
<tr>
<td>Laborer</td>
<td></td>
</tr>
<tr>
<td>Crew Leader</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Engineering</strong></th>
<th><strong>2020 Actual Salary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Engineering/GIS) Technician</td>
<td></td>
</tr>
<tr>
<td>Corrosion Specialist</td>
<td></td>
</tr>
<tr>
<td>Servicer</td>
<td></td>
</tr>
</tbody>
</table>

### General Information (Required)

- **System Name:**
- **Address (Street, City, State, Zip):**
- **Prepared By:**
- **Email:**
- **Utilities in System:**
  - [ ] Natural Gas
  - [ ] Electric
  - [ ] Sewer
  - [ ] Water
  - [ ] Propane
- **Total Customers:**
- **Natural Gas Only Customers:**
- **Total Employees:**
- **Natural Gas Only Employees:**
- **Natural Gas Only – Total Revenue:** $ ________________

### APGA Members
- Participating members will receive a free copy of the survey results. Non-Participating members can purchase the results for $150.

### Non-Members
- Participating non-members can receive a copy of the survey results for $250. Non-participating, non-members may purchase a copy of the survey results for $500.

Results can be purchased/downloaded at [www.apga.org](http://www.apga.org)

---

Please return before April 17, 2020 to:
APGA • 201 Massachusetts Ave. NE, Suite C-4 • Washington, D.C. 20002 • Fax: (202) 464-0246
Email: scook@apga.org