



Building Excellence

Estimator

Miron Construction Co., Inc., - Neenah Office

DEPARTMENT: Estimating

JOB STATUS: Full Time

FLSA STATUS: Exempt

REPORTS TO: Estimating Manager / Director of Hard Bid Estimating

POSITIONS SUPERVISED: None

TRAVEL REQUIRED: Minimal

WORK SCHEDULE: Day Shift

SUCCESS:

*At the heart of Miron Construction Co., Inc., is our ability to cultivate and maintain long term relationships with our clients. The keys to Miron's **success** in this arena include:*

- *Making a personal connection with the client, based on their drivers and goals*
- *Having a clear understanding of client expectations, and consistently attempting to exceed them*
- *Producing a quality, long lasting product*
- *Elevating the people we work with and creating a team atmosphere*
- *Making a fair profit in an ethical manner*

*Detailed below are Miron's expectations of the Estimator role and how this position contributes to Miron's **success**.*

POSITION SUMMARY:

The Estimator position at Miron is an entry level position to introduce employees to the Miron culture, providing them with the foundation to be successful within the department. An Estimator will typically be responsible for estimating approximately 35 to 55 projects a year with a maximum value of approximately 5 million dollars depending on difficulty of the project. The expectation of an Estimator is to gain enough knowledge and experience during their tenure as an Estimator to have the ability to:

- understand the Miron C5 process,
- understand Miron construction building practices,
- start to incorporate those construction building practices into the estimate,
- understand a complete set of construction documents,
- understand Miron estimating programs and software,
- demonstrate the commitment to learn, and demonstrate the passion to be a valuable contributor to the Miron estimating team.

ESSENTIAL FUNCTIONS:

- Soliciting subcontractors for projects
- Quantity takeoff on projects
- Subcontractor contact and verification
- Subcontractor scope review
- Creating and fulfilling the final bid day solution

POSITION QUALIFICATIONS:

- Affinity for and talent within mathematics
- Bachelor's Degree in a Construction-related field, or a combination of training and experience that provides sufficient construction knowledge to perform essential functions
- Ability to quickly analyze, interpret and compare detailed and often inadequately defined information
- Ability to make reliable and accurate conclusions based on information gathered
- Strong interpersonal skills and good communication
- Assertive and self confident
- Comfortable presenting verbally and in writing and presenting in a manner that is relevant to the audience and able to manage client expectations pro-actively

SKILLS AND ABILITIES:

- High level of proficiency with Microsoft Word and Excel
- High level of proficiency with PDFs and On-screen takeoff
- High level of organizational skills

Other Requirements:

- Must obtain LEED Green Associate accreditation within one year of hire
- Must complete OSHA 30 Hour safety training within one year of hire

PHYSICAL DEMANDS:

See below

WORK ENVIRONMENT:

Primarily an office environment, with periodic visits to manufacturing sites or other construction related sites.

NOTE:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and / or assign tasks for the employee to perform as the Company may deem appropriate.

I have carefully read the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

Employee Signature

Date

Executive Committee Member Signature

Date

Miron Construction Company, Inc. is an Equal Opportunity Employer

ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

Documenting Physical Demands in a job description ensures ADA compliance.

This form should be maintained in your Department file.

PHYSICAL DEMANDS:

Be sure to specify significant Physical Demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.

	Amount of Time			
		<i>Under</i>	<i>To</i>	<i>Over</i>
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes.

	Amount of Time			
		<i>Under</i>	<i>To</i>	<i>Over</i>
	None	1/3	2/3	2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)

- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify below the essential job duties that require the physical demands indicated above.

Office environment that requires reading of construction plans and documents.

Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position.