



**Building Excellence**

## ***Project Management Intern***

**Miron Construction Co., Inc., - Neenah Office**

DEPARTMENT: Project Management  
JOB STATUS: Full Time  
FLSA STATUS: Non-exempt (hourly)  
REPORTS TO: Project Executive  
POSITIONS SUPERVISED: None  
TRAVEL REQUIRED: 0-5 %  
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 Project Management Intern role and how this position contributes to Miron's **success**.*

**POSITION SUMMARY:**

The Project Management Intern will support Miron Project Managers, Superintendents and Project Executives as they monitor and control cost, schedule and quality for construction projects. The intern will observe and monitor Miron and subcontractor field work, verify schedule updates and attend weekly internal and external project meetings. This is an educational position, intended to provide broad exposure to the construction industry, including field operations, scheduling, cost accounting, meeting management and general project leadership. Interns will also be expected to develop formal goals for the internship and formally present those goals to senior Miron leadership.

**POSITION QUALIFICATIONS:**

Interns should be college students working toward a degree in construction management, civil or mechanical engineering or a closely related field.

Other relevant qualifications:

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Some experience with Bluebeam is desirable

Writing ability, strong organizational skills and ability to handle multiple tasks

Ability to handle tight deadlines

Quick self-starter, team-oriented, positive attitude, and able to work with different personalities and professional styles

Accurate and consistent with amazing attention to detail

**PHYSICAL DEMANDS:**

See below

**WORK ENVIRONMENT:**

Primarily an office environment, with frequent exposure to active construction 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.

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Employee Signature

Date

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Executive Committee Member Signature

Date

***Miron Construction Company, Inc. is an Equal Opportunity Employer***

### **ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST**

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

	<b>Amount of Time</b>			
	<b>None</b>	<b><i>Under</i></b>	<b><i>To</i></b>	<b><i>Over</i></b>
		<b>1/3</b>	<b>2/3</b>	<b>2/3</b>
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.

	<b>Amount of Time</b>			
	<b>None</b>	<b><i>Under</i></b>	<b><i>To</i></b>	<b><i>Over</i></b>
		<b>1/3</b>	<b>2/3</b>	<b>2/3</b>
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               

*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.**

Combination of office and construction site environments.

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