



Building Excellence

Virtual Construction Specialist

Miron Construction Co., Inc., - Neenah Office

DEPARTMENT: Business Development

JOB STATUS: Full Time

FLSA STATUS: Exempt

REPORTS TO: Director of Virtual Construction

POSITIONS SUPERVISED: None

TRAVEL REQUIRED: Willingness to travel regionally on occasion

WORK SCHEDULE: 8:00AM – 5:00PM (Typical)
Nights and weekends (Occasionally)

POSITION SUMMARY:

Work with project team to manage duties related to Building Information Modeling (BIM). Support BIM workflow from preconstruction through project completion while assigned to various projects. Maintain working relationships with owners, and entire project team.

ESSENTIAL FUNCTIONS:

- Provide assistance to project team to facilitate 2D and 3D coordination.
- Coordinate 3D content modeled by others and model any content not provided but required.
- Perform 4D virtual building analysis on model working closely with scheduler, project managers, and superintendents.
- Perform and document collision detection on virtual building model as well as assist in conflict resolution.

- Perform material quantity take-off of building model for conceptual estimating purposes.
- Manage model changes through design updates and as-built conditions.
- Assist marketing personnel with materials for presentations.

POSITION QUALIFICATIONS:

- Minimum two-year degree in architecture or construction sciences field.
- Two years of experience on commercial projects preferred.

SKILLS AND ABILITIES:

Computer skills:

- Completely proficient with Autodesk Revit Architecture, AutoCAD, Autodesk Design Review, Microsoft Word, Excel, and PowerPoint.
- Previous exposure to, and understanding of, Autodesk Revit MEP, Revit Structure, Autodesk Navisworks Manage, and Tekla BIMsight is preferred.

Other Requirements:

- Ability to quickly learn and analyze industry software, and adaptability to rapidly changing field.
- Comprehensive understanding of construction means and methods.
- Ability to quickly analyze, interpret and compare detailed information.
- Able to make reliable and accurate conclusions based on information gathered.
- Strong interpersonal and effective communication skills.
- Assertive and self-confident.
- Comfortable writing and presenting verbally in a manner that is relevant to the audience.
- Able to manage client expectations pro-actively.
- Ability to educate project team on software and workflows utilized throughout the construction process.

Training Requirements:

- **OSHA 30**
- **LEED Green Associate**

PHYSICAL DEMANDS:

None.

WORK ENVIRONMENT:

Office and field (job site) work environment.

- Office environment requires business casual attire.
- Field requires jeans or similar pants in good condition, collared shirt, safety toe shoes, and foul weather clothing as necessary. All other protective equipment required will be provided by Miron Construction, Inc.

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"/>	<input type="checkbox"/>	
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
Up to 100 pounds	<input checked="" type="checkbox"/>	<input 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"/>	<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.