



**Building Excellence**

Miron Construction Co., Inc., - Neenah Office

## ***Project Manager***

DEPARTMENT: Operations / Project Management

JOB STATUS: Full Time

FLSA STATUS: Exempt

REPORTS TO: Project Executive

POSITIONS SUPERVISED: None

TRAVEL REQUIRED: Yes, to specific job sites as necessary

### **SUCCESS:**

*At the heart of Miron Construction Company, 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 Manager role and how this position contributes to Miron's **success**.*

### **POSITION SUMMARY:**

This leadership position brings value to Miron by providing direct management of construction projects. This includes dealing with construction / building issues, purchasing materials, creating / following schedules and careful monitoring of and

reporting on financial issues related to projects. Ultimately Project Managers will deliver projects in accordance with established company policies and procedures.

Project Managers are accountable for project success on all projects they manage.

**Core Competencies:**

***Relationship Building:***

Acknowledge and appreciate field personnel

Visit assigned job sites at least once per week

Ensure the project appropriately addresses the client's business drivers

Build a project that will satisfy the client for at least 15 years and beyond

Develop and promote communication with appropriate parties including clients, architects/engineers, subcontractors, suppliers, corporate supervisors/management, superintendents, craftspeople, and co-workers

Facilitate positive relationship with Superintendent, Project Coordinator and Project Executive

Cultivate long term relationships associated with the project

***Construction Management:***

Conduct successful buyout process (being aware of scope evaluations, cost efficiencies, risks)

Review of Constructability Issues & Past Practice Improvements

Review Owner Contracts

- Receipt from Owner
- Terms and Conditions

Issue Subcontractor/Supplier Contracts

- Receipt of Sub Contract
- Terms and Conditions
- Special Conditions
- Timely Issuance
- Properly Executed

Constantly analyze progress of the project

Review general project site order and cleanliness, including trailers

Monitor quality issues

- Throughout construction
- Punch list completion
- Warranty follow-up

Closely monitor subcontractor performance

Confirm contract, insurance certificate, and lien waiver documents are current for sub contractors and suppliers

Analyze self-perform activities for each job assigned

Actively participate in pursuit of both hard-bid and negotiated projects

Orchestrate the pre-construction process, including:

- Scheduling/Sequencing
- Budgeting and Cost Control
- Meetings
- Coordination with designers
- Constructability reviews
- Scope identification & Development of Bid Packages
- Permitting process
- Subcontractor qualification

***Financial Management:***

Set up cost codes and schedule of values

Regularly review and analyze job cost and production

Address cost concerns (labor, materials, subcontractors/suppliers, equipment)

Participate in a monthly job cost review with Project Executive

Prepare bi-monthly job costing report and present to executive group

Create / Oversee payment applications; demanding timely and accurate processing

Closely monitor cashflow

Review / Process subcontractor and supplier billings

Review retainage reductions and release

Process Workflow in a timely manner

Price change orders with uniformity and timeliness

Approve change orders and issuance of contract revisions to subcontractors/suppliers

Subcontractor / sub tier follow up

***Risk Mitigation:***

Responsible for safety on all assigned projects

Ensure that each employee assigned to a job site understands risk concepts and follows Miron risk control policies

Identify and address risk issues at the various stages of design/construction

Perform weekly risk analysis and complete weekly observation reports

Attend monthly and quarterly stand down meetings

***Schedule Management:***

Create project schedule

Review equipment utilization and efficiency with project team

Monitor overall progress and ability to meet milestones and/or completion, documenting and communicating potential problems immediately

Perform accurate monthly schedule updates

Develop look-ahead schedules that are focused on the correct activities and functional areas

**POSITION QUALIFICATIONS:**

- ❖ Experience managing construction projects of various sizes and complexities
- ❖ Thorough understanding of Miron Construction Company, Inc. and its Project Management computer system, reporting structure, workflow, project scheduling, contracts and other project related processes
- ❖ Demonstrated ability to manage all financial aspect of projects
- ❖ Ability to present a positive Miron image, to relate well with owners and clients
- ❖ OSHA 30 certified

- ❖ LEED accredited (Green Associate or Accredited Professional with a specialty)
- ❖ CPR / First Aid certified

**SKILLS AND ABILITIES:**

- ❖ Communication skills, able to carefully listen to client and subcontractor concerns, distill out issues and provide coherent feedback in a timely manner
- ❖ Presentation skills, able to provide information to groups in a way that is interesting and respectful,
- ❖ Facilitation skills, able to lead meetings that have productive outcomes
- ❖ Problem solving skills, able to understand the root cause of problems, develop meaningful solutions, ensure the solution is implemented and evaluated
- ❖ Analytical skills, able to comprehend complex details of a project and fit those details into the larger theme of project success
- ❖ Computer skills, proficient in the use of a PC, Microsoft Office Suite (Word, Excel, etc.), Miron's email application and Miron's construction management / financial reporting software.

***Other Requirements:***

- ❖ Strictly adheres to Risk Management policies
- ❖ Practices safe driving at all times
- ❖ Understands construction schedules
- ❖ Develops positive relationships with architects, engineers, subcontractors, superintendents and labor force
- ❖ Works closely with Warehouse Operations professionals to address equipment coordination across projects
- ❖ Prioritizes tasks and follows issues through to completion

**PHYSICAL DEMANDS:**

***See below***

**WORK ENVIRONMENT:**

Primarily an office environment, with frequent visits to 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**

**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**

*Under To Over*

	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 type="checkbox"/>	<input checked="" 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			
	None	Under 1/3	To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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.**

Examining construction documents, inspecting construction sites.

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