



**Building Excellence**

**MIRON CONSTRUCTION CO., INC.**

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Our first priority in the IT department at Miron Construction is a happy end user. The IT Support Technician position is the first level of support and becomes the voice and face of the IT department to our customers. Miron seeks individuals who are willing to Work Hard, Have Fun, and join our family environment.

Responsibilities include troubleshooting of all IT related equipment such as PCs, wireless handheld devices, printers and other end user devices. IT Support Technicians are also responsible for the RMA and repair process for all devices under warranty. The IT Support Technician is a member of the larger IT team within the Infrastructure team and will specifically support the Senior Technicians in daily projects and activities as directed. IT Support Technicians are also expected to participate in learning new technologies and career development opportunities as presented in an effort to progress to higher level positions within the IT network. The position will also require supporting of multiple buildings around the area. This position reports directly to the IT managers.

#### Basic Qualifications

- Understanding of basic computer/network concepts and terms
- Experience in Microsoft Office applications including but not limited to MS Word, Excel, Power Point, and Outlook
- Excellent written and verbal communication skills
- Associates degree or currently enrolled.
- Willingness to work flexible shifts and schedule including weekends and nights.
- Must be highly self-motivated and customer-centric

#### Preferred Qualifications

- Experience troubleshooting PCs and mobile devices.
- Experience troubleshooting and maintaining printers and copiers.
- Inventory management skills and document management skills.
- Basic knowledge of AD, Networking, Servers, and telephony.



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- Comfortable communicating in person and via phone with peers, managers, and vendors.
- 1-3 years of experience working in an IT environment
- Ability to manage multiple customer requests simultaneously (multi-task)
- Ability to prioritize work schedule
- Ability to travel between sites
- Ability to provide support over phone



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*Technology Support Specialist*

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

DEPARTMENT: Information Technology  
JOB STATUS: Full Time  
FLSA STATUS: Non-exempt  
REPORTS TO: Network Manager  
POSITIONS SUPERVISED: None  
TRAVEL REQUIRED: 0-5 %  
WORK SCHEDULE: Day Shift

**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 Technology Specialist's role and how this position contributes to Miron's **success**.*

**POSITION SUMMARY:**

This individual works with our IT team to provide user support and customer service on company supported computer applications and platforms as well as troubleshoot problems and advise on the appropriate action. Also responsible to provide support services for superintendents working at construction sites.

**ESSENTIAL FUNCTIONS:**

- Respond to requests for technical assistance in person, via phone, electronically, or at construction job sites
- Travel to job sites and Miron Construction offices as required to perform onsite support services
- Diagnose and resolve technical hardware and software issues
- Research questions using available information resources
- Advise user on appropriate action
- Follow standard technology support procedures
- Available to work outside of core business day in the event of system outages or upgrades
- Work with solution providers to resolve problems and issues
- Redirect problems to appropriate resource
- Identify and escalate situations requiring urgent attention
- Track and route problems and requests and document resolutions

**POSITION QUALIFICATIONS:**

- Demonstrated comfort with and professional disposition displayed with high volume of customer contact
- Demonstrated ability to achieve successful outcomes in handling difficult situations and customers
- Strong professional disposition
- Demonstrated abilities to work efficiently in a fast paced environment
- Excellent oral/written communication skills and outstanding human relation skills
- Ability to prioritize and take direction from various staff members
- Quick thinker, at ease under pressure and comfort with troubleshooting situations
- High level of organization
- Demonstrated ability to manage multiple priorities and follow through on projects to completion

**PHYSICAL DEMANDS:**

See below

**WORK ENVIRONMENT:**

Primarily an office environment, with periodic 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			
	None	Under 1/3	To 2/3	Over 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			
	None	Under 1/3	To 2/3	Over 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" 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.