



Building Excellence

Regional Risk Control Manager

Miron Construction Co., Inc., - Neenah Office

DEPARTMENT: Risk Control

JOB STATUS: Full Time

FLSA STATUS: Exempt

REPORTS TO: Director of Risk Control

POSITIONS SUPERVISED: None

TRAVEL REQUIRED: Yes, varies

WORK SCHEDULE: Varies

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 Accounting Professional's role and how this position contributes to Miron's **success**.*

POSITION SUMMARY:

Full-Time, Regional Risk Control Manager of Miron Construction Company, Inc. activity for a specified business region.

ESSENTIAL FUNCTIONS:

- Able to recognize site specific hazards and ensure immediate corrective action is taken
- Provide safety / risk management for operations within a specified region
- Act as safety / risk control resource to project teams
- Assist project teams with pre-planning and with developing site specific safety plans
- Document loss control issues, collection loss control data
- Identify, develop and conduct training sessions to address safety / risk needs
- Ensure uniform and consistent interpretation and enforcement of safety expectations.
- Review and monitor subcontractor safety activities
- Conduct site hazard recognition surveys, and review those conducted by others
- Escort government inspectors and insurance company representatives on site tours
- Investigate and document losses
- Assist with the development of orientation programs
- Formulate and conduct training progress and sessions
- Develop and oversee OSHA partnerships with applicable
- Assist with drug testing program when applicable
- Assist with crisis management program when applicable
- Promote SQP (Safety, Quality, Production) culture
- Promote Speak Up, Listen Up, Recognize It.
- Interact effectively with Miron's Claims Management team
- Conduct or assist with air sampling / monitoring

POSITION QUALIFICATIONS:

- This position requires a 4-year degree in Safety/Occupational Health/Construction or similar field, with 5+ years related experience or equivalent combinations of training and related experience (related experience may be accepted in lieu of college degree)
- Strong interpersonal and communication skills required
- Strong work ethic and commitment to risk control required
- The ability to recognize hazardous situations and implement corrective measure is essential
- Must be detail oriented, have strong organizational skills, and the ability to communicate with multiple types of people
- Strong teamwork orientation
- Positive attitude and professional customer service skills
- A valid driver's license is required

SKILLS AND ABILITIES:

Computer skills:

- Basic computer skills required, to include Microsoft Office Suite and email capability.

OTHER REQUIREMENTS:

- Must pass basic background / driving history screening and drug test.

PHYSICAL DEMANDS:

See below

WORK ENVIRONMENT:

Construction Site (85%) and office setting (15%)

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 Affirmative Action 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 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.

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