



Building Excellence

Document Controls Administrator

Miron Construction Co., Inc., - Neenah Office

DEPARTMENT: Project Management
JOB STATUS: Full Time
FLSA STATUS: Non-exempt
REPORTS TO: Project Executive
POSITIONS SUPERVISED: None
TRAVEL REQUIRED: Minimal
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 Document Controls Administrator role and how this position contributes to Miron's **success**.*

POSITION SUMMARY: This position is primarily administrative in nature and will work with project teams to assist with the coordination of various project documents. This position requires individuals with a high propensity toward organization, focus on detail, and strong ability to multi-task.

ESSENTIAL FUNCTIONS:

Project Start Up

- Obtain Certificates of Insurance from subcontractors and work with Miron's insurance carrier for approvals
- Ensure the Builder's Risk policy is obtained
- Verify building permit is received
- Manage and maintain Procore Project Contact Directory
- Ensure all subcontractors and suppliers have a Master Agreement in place
- Prepare materials for Owner preconstruction meetings and Subcontractor preconstruction meetings
- Create submittal logs
- Assign workflow to Procore Submittal Log
- Manage and maintain drawings & specification distribution
- Oversee National Electrical Code (NFPA 70) form

Project Specific Agreements (PSA) & Project Specific Purchase Agreements (PSPA)

- Prepare master contract
- Create PSAs and PSPAs from contract information sheet
- Prepare and issue tax-exempt certificates
- Responsible for final execution and contract compliance

Construction

Requests for Information (RFIs)

- Assist Project Manager (PM) with RFIs in Procore
- Create & submit RFIs to Architect/Engineer (A/E) for projects not using Procore
 - Maintain RFI statuses
 - Log responses to RFI
 - Distribute responses

Certified Payroll

- Obtain and track Miron and subcontractor certified payroll reports
- Distribute to Owner or A/E

Submittals

- Assist PM with submittal processes in Procore
 - Verify due dates
 - Assign submittal workflow

- Responsible for ensuring submittals are received from subcontractors and suppliers per the established due dates

Insurance

- Monitor new and existing Subcontractor Certificates of Insurance for expiration dates and request renewals

Miscellaneous

- Maintain projects with an additional communication system
 - Process RFIs and Submittals (e.g. Wisbuild)
- Assist the project team with miscellaneous administrative work (e.g. creating folders, creating superintendent binders, running reports, printing large sets of drawings, etc.)

Closeout

- Responsible for the creation, submittal, and acceptance of the Operations and Maintenance Manuals (O&M) (e.g. warranty letter, extra material, asbestos letter, training)
 - Work with Owner and A/E on full acceptance of O&M Manual
- Assemble O&M manuals
- Create Miron Warranty Letter
- Track extra material
- Collect and submit Affidavits of Compliance
- Complete project completion summary
- Work with Records Manager to store paper copies of files and drawings

POSITION QUALIFICATIONS:

- Detail oriented and ability to work with great accuracy
- Diverse understanding of construction project administration
- Careful and deliberate with due dates and deadlines
- Able to work with a variety of people in a fast-paced, team-oriented environment
- Able to communicate with tact and diplomacy, both orally and in writing, using proper spelling, grammar, and punctuation
- Able to learn fast and adapt quickly
- Able to monitor several smaller projects at once and at times with minimal supervision
- Demonstrated ability to work effectively in a diverse workforce
- Time management skills, able to prioritize daily workload while planning ahead for larger projects

SKILLS AND ABILITIES:

- Proficient in the use of the Microsoft Office Suite, as well as Miron's Accounting software package and other construction-specific software products

PHYSICAL DEMANDS:

See below

WORK ENVIRONMENT:

Primarily an office environment, with periodic visits to manufacturing sites or other construction related 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.

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.

Office environment that requires extensive computer work.

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