

PYRAMID CONTRACTING

ASSISTANT SUPERINTENDENT

FLSA Classification: Exempt

Reports To: Project Superintendent (assigned at discretion of Business Unit Leader)

Business Unit: Field Operations

POSITION SUMMARY

The Assistant Superintendent supports the project Superintendent and Project Manager in delivering safe, high-quality construction work on schedule and within budget. This role is responsible for coordinating the project workforce, providing direct field oversight, maintaining jobsite documentation, and developing the skills necessary to grow into a full Superintendent role. The Assistant Superintendent is a key link between field operations and project administration — expected to uphold Pyramid's standards on every project, every day.

ESSENTIAL FUNCTIONS

Field Supervision & Scheduling

- Schedule all daily, weekly, and monthly work activities in coordination with the Superintendent to meet completion milestones and budget targets.
- Provide direct oversight and direction to trade workers and subcontractors, coordinating plans, specifications, and schedules to ensure quality and on-time completion.
- Assist the Superintendent with logistics, staging, and phasing strategies for the project site.
- Develop and implement recovery strategies when schedule slippage is identified.
- Perform duties of the Superintendent in their absence as directed by the Superintendent and Project Manager.

Safety Leadership

- Champion a strong jobsite safety culture and enforce compliance with Pyramid's safety standards and all applicable OSHA regulations.
- Assist the Superintendent with all safety-related duties including project-specific safety pre-planning and site orientation.
- Conduct weekly toolbox talks with all active trades.
- Conduct safety orientation sessions for new employees and subcontractors.
- Conduct weekly jobsite safety inspections in Procore.
- Attend preconstruction safety meetings with subcontractors.
- Participate in timely and thorough investigations of all incidents including injuries, property damage, near misses, and behavioral issues.

Quality Assurance / Quality Control

- Assist with QA/QC programs including pre-installation meetings and visual and document inspections of work in place.
- Maintain and update field working drawings as changes occur.

- Become proficient in identifying and resolving clashes and conflicts in building systems without compromising the engineered basis of design.
- Recognize when design versus installation issues require an RFI and prepare or review RFIs with the Superintendent and Project Manager.
- Execute a thorough internal punch list prior to inviting the owner and design team for their review.

Documentation & Reporting

- Maintain accurate jobsite records, documents, and reports in compliance with Pyramid's standard operating procedures.
- Record daily reports including manpower counts and areas worked.
- Possess working knowledge of all plans, specifications, subcontracts, purchase orders, daily correspondence, shop drawings, and submittals.
- Document subcontractor work as needed and communicate findings to the Superintendent in a timely manner.

Subcontractor & Trade Coordination

- Coordinate plans, specifications, and schedules across all active trade partners to ensure sequencing and completion objectives are met.
- Attend and participate in weekly construction meetings as directed by the Superintendent.
- Conduct and participate in preinstallation and preconstruction meetings with subcontractors.
- Assist in scheduling building inspections and support the inspections process with local agencies.
- Develop professional working relationships with clients, subcontractors, inspection agencies, and utility representatives.

Technology & Systems

- Utilize Procore for daily logs, safety inspections, observations, photos, RFIs, submittals, punch list management, drawing control, and meeting minutes.
- Utilize scheduling software (Microsoft Project, Outbuild) to track and update project activities.
- Assist in utilizing BIM technologies for coordination and field layout when applicable.

COMPETENCIES

- Demonstrated commitment to jobsite safety — leads by example and holds others accountable.
- Working knowledge of construction means and methods across multiple scopes of work.
- Strong ability to read and interpret plans, specifications, and contract documents.
- Clear and effective communicator with field crews, subcontractors, clients, and project team members.
- Detail-oriented with the ability to manage multiple tasks simultaneously and consistently meet deadlines.
- Demonstrates flexibility and composure when conditions change.
- Problem-solver with sound judgment and a solutions-first mindset.

- Relationship-builder who earns trust with project teammates, trade partners, and owners.
- Proficient in Procore, Microsoft Office Suite, and scheduling software.

SUPERVISORY RESPONSIBILITY

The Assistant Superintendent supports the Superintendent in the daily supervision of all trade partners, consultants, and vendors on the project. This includes monitoring adequate manpower for each task and ensuring compliant, quality work. Depending on project size and complexity, the Assistant Superintendent may be assigned full supervisory responsibility for a designated portion of the project. This position also assists in the mentorship and development of Field Engineers and interns on the project team.

WORK ENVIRONMENT

The Assistant Superintendent works primarily in an active construction environment. This includes regular exposure to outdoor weather conditions including extreme heat, cold, and humidity; moving mechanical parts; elevated work areas; fumes and airborne particles; noise; and the standard hazards of a commercial construction jobsite. Protective equipment and safety protocols are required. Some office or trailer-based administrative work is expected in support of project documentation and reporting.

PHYSICAL DEMANDS

This role requires the ability to perform physical activities associated with active construction supervision over the full duration of a project. Requirements include walking over varied terrain, climbing ladders, stairs, and scaffolding, stooping, bending, and lifting. Lifting requirements range from minimal loads to occasionally heavy; assistance is available for heavier lifts. The ability to inspect work in progress throughout all stages and areas of the project is essential.

TRAVEL

This position requires regular travel between the primary jobsite, Pyramid offices, and subcontractor or supplier locations. Minimal overnight or weekend travel is expected. Driving a company-provided vehicle is required. Candidates must possess a valid state-issued driver's license, a satisfactory motor vehicle record, and must adhere to Pyramid's Vehicle and Driving Policy.

EDUCATION AND EXPERIENCE

- Minimum technical college degree or equivalent combination of education and field experience.
- Minimum 3 years of commercial construction experience; 4+ years preferred.
- Prior experience as an Assistant Superintendent or Foreman preferred.
- OSHA 30-Hour certification required (or must obtain within 30 days of hire).
- Current First Aid and CPR certifications required.

- Proficiency in Procore required; Microsoft Office Suite and scheduling software (Microsoft Project, Outbuild, or Primavera) required.

BENEFITS

Pyramid Contracting offers a competitive benefits package including:

- Medical, dental, and vision insurance
- 401(k) with company match
- Paid time off and company holidays
- Career advancement with transparent growth and compensation structure
- Performance feedback and professional development support
- Team-building events and company culture initiatives

WORK AUTHORIZATION

The employee must be authorized to work in the United States.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.