

PYRAMID CONTRACTING

SUPERINTENDENT

FLSA Classification: Exempt

Reports To: Appointed by Business Unit Leader

Business Unit: Field Operations

POSITION SUMMARY

The Superintendent provides overall leadership, management, and supervision of all field construction operations at Pyramid Contracting. Working in close partnership with the Project Manager, the Superintendent is accountable for safety, schedule, quality, and project profitability on the jobsite. This role is the primary field leader — coordinating all trade partners, self-perform workforce, and inspection agencies to deliver projects in accordance with contract requirements.

Superintendent I is expected to independently manage projects up to approximately \$20M and may oversee a defined portion of a larger, more complex project. Superintendent II is capable of managing projects up to approximately \$40M and is expected to operate with greater autonomy, public presence, and senior leadership responsibilities.

ESSENTIAL FUNCTIONS

Safety

- Develop, implement, maintain, and enforce a project site-specific safety program in compliance with local, state, and federal law and Pyramid requirements.
- Conduct daily site inspections and enforce safety standards at all times.
- Lead weekly Toolbox Talks with all active trades; conduct Safety Stand-Down training as needed.
- Conduct weekly site safety inspections in Procore.
- Coordinate with any assigned Safety Manager to develop site-specific orientation documentation.
- Participate in thorough investigations of all incidents — injuries, property damage, near misses, and behavioral issues.

Scheduling & Logistics

- Assist preconstruction and project management in developing the initial project schedule.
- Develop a detailed overall project schedule with project management and subcontractors; implement and communicate to all team members.
- Prepare and maintain short-term look-ahead schedules and update the master schedule at minimum monthly.
- Develop and manage site logistics, staging, phasing, and temporary facilities plans.

- Record historical schedule and logistics data for future project use.

Procurement & Buyout

- Actively participate in the procurement and buyout process.
- Review all purchase orders and subcontracts to verify complete scope coverage before distribution.
- Ensure an accurate and current procurement log is maintained.

Quality Control

- Develop, maintain, and enforce a quality workmanship program with all trade partners.
- Implement and maintain the project Quality Control Program, including pre-installation meetings and visual and document inspections of work in place.
- Develop and execute the punch list completion plan; monitor and coordinate all work through required inspections.
- Conduct internal punch list process before inviting owner and design team.

Cost Management & Reporting

- Manage and control project costs within assigned budget, including General Conditions.
- Monitor weekly labor costs against budget and review with project management as required.
- Maintain and control equipment rentals, tools, and expendables against budget through control logs.
- Identify potential budget problems early and work with project management to develop contingency plans.
- Review, approve, and code subcontractor and vendor payment applications and invoices.
- Participate in the issuance and accuracy of monthly progress reports, payment applications, and internal cost analysis.

Coordination & Communication

- Oversee coordination of all trade partners — scheduling, conflict resolution, and sequencing.
- Lead subcontractor coordination, scheduling, safety, and project meetings; document outcomes.
- Participate in Owner/Architect/Contractor (OAC) meetings and represent Pyramid professionally.
- Communicate with owners and design professionals on field issues; exercise judgment on when to involve project management.
- Develop and maintain relationships with city, local agencies, and utility representatives.

Document Control & Field Technology

- Possess comprehensive working knowledge of all plans, specifications, owner contract, subcontracts, purchase orders, submittals, and project correspondence.

- Perform qualitative reviews of contract documents to identify conflicts and interpretation issues; issue RFIs as required.
- Maintain complete daily reports, payroll, quantity reporting, timesheets, RFIs, and incident records in Procore.
- Proficiently use Procore for daily logs, drawings, observations, inspections, photos, punch lists, meeting minutes, schedules, specs, and submittals.
- Manage building inspection process from permit through final sign-off.

Leadership & Team Development

- Supervise, develop, and mentor Assistant Superintendents, Foremen, Field Engineers, and Interns.
- Provide technical assistance to project team members and trade partners.
- Actively participate in and lead internal company initiatives and focus teams.
- Assist in recruiting talent, particularly Superintendent candidates and field leadership.
- Support preconstruction efforts including scheduling input, estimating reviews, and interviews as needed.

COMPETENCIES

- Proven jobsite leadership — ability to direct owners, designers, Pyramid personnel, and trade partners.
- Decisive judgment — makes critical field calls clearly and confidently.
- Detail-oriented and highly organized — manages multiple scopes, deadlines, and teams simultaneously.
- Problem-solving — resolves complex field conflicts, coordination issues, and schedule challenges.
- Relationship builder — develops trust with project teammates, trade partners, clients, and inspectors.
- Flexible and adaptable — accepts and manages change effectively.
- Clear communicator — both written and verbal, including formal meeting facilitation.
- Proficiency with scheduling software (Microsoft Project or equivalent).
- Proficiency with Procore project management platform.
- Working knowledge of BIM technologies (Navisworks, BIM 360/Autodesk Build) preferred.
- Understanding of local building codes, ADA requirements, and construction means and methods.

SUPERVISORY RESPONSIBILITY

The Superintendent carries direct supervisory responsibility for all field staff on the assigned project, including Assistant Superintendents, Foremen, Field Engineers, and Interns. This role also participates in the development of Project Managers and Assistant Project Managers as part of Pyramid's commitment to growing project leadership talent from within.

WORK ENVIRONMENT

The Superintendent works primarily in an active construction site environment. Duties regularly include exposure to outdoor weather conditions — including extreme heat and cold — along with wet and humid conditions, moving mechanical parts, elevated work areas, fumes, airborne particles, and construction noise. Occasional exposure to electrical hazards and vibration. This is a field-based role; limited time is spent in a project office or trailer.

PHYSICAL DEMANDS

This role requires sustained physical activity throughout the workday on active construction sites. The Superintendent must be able to walk over varied terrain; climb ladders, stairs, and scaffolding; stoop, bend, crouch, and lift. Lifting requirements range from minimal loads to heavy materials, with assistance available for heavy lifts. Inspection activities require the ability to access all areas of an active project for the duration of construction.

TRAVEL

Regular travel between project sites, Pyramid offices, and vendor or subcontractor locations is required. This role may involve occasional regional travel for project assignments or company meetings. A valid state-issued driver's license, satisfactory motor vehicle record, and adherence to Pyramid's Driving and Vehicle Policy are required. Overnight or weekend travel is minimal but possible.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Construction Management, Civil Engineering, or a related field — or equivalent demonstrated field experience.
- Superintendent I: Minimum 5–7 years of experience at the Assistant Superintendent level or equivalent; capable of independently managing projects from approximately \$5M to \$20M.
- Superintendent II: Minimum 7–9 years of experience at the Superintendent I level or equivalent; capable of managing projects from approximately \$20M to \$40M.
- Experience managing projects from ground-up on five or more projects as lead Superintendent.
- OSHA 30-Hour Construction certification required.
- Demonstrated proficiency in scheduling software and Procore.
- Proven record of strong safety culture leadership on the jobsite.
- Thorough understanding of construction means and methods across all major scopes of work.

BENEFITS

Pyramid Contracting offers a competitive total compensation package. Benefits include:

- Medical, dental, and vision insurance.
- 401(k) retirement plan with company match.

- Paid time off and company holidays.
- Career advancement and professional development support.
- Performance feedback and transparent growth pathways.
- Community involvement and team-building opportunities.

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.