



APS Projects Supervisor

About the company

Annapolis Property Services is a specialist in long-term residential property management and is the leading residential property management company in the Annapolis area. We are privately owned and operated and with over 650 properties under management. We are committed to connecting responsible property owners with quality residents to ensure a stress-free experience. We achieve this through strong, supportive teamwork and providing the very best service and value.

Company Culture

Create a positive environment that allows team members to take initiative, learn, grow, support one another and enjoy coming to work

- Encourage independent thinking and a problem-solving
- Clear communication and responsibilities
- Look to promote from within where possible
- Acknowledge and Reward success

Senior Management Team

The current Senior Management team consists of Marco Rodrigues, Sales Director, Sanford Collins, Director of Operations and Peter Cook, President.

About the position

- This is a full-time position to work with our in-house property management and maintenance team to manage and oversee all aspects of major repairs and property improvements. Success in this role is measured by project completion quality, timeline adherence, cost control, regulatory compliance, and owner satisfaction.

Primary Responsibilities

- Management of Major Repairs and Improvements
 - Take full ownership of complex repairs (Melds) designated as Projects, managing them from initial assessment through final resolution to ensure they are properly scoped, executed, and documented.
 - Keep APS Management fully informed of steps being taken to address repairs and issues with Projects via 1) Weekly Meetings 2) Impromptu calls and discussions and 3) Property Meld documentation
 - Communicate with the appropriate APS Team Members to seek support and discuss options to resolve project issues.
 - Use Property Meld Projects Functionality to clearly document damages, assessments, owner/tenant/vendor communications, steps and progress taken from start to finish.
 - Review and understand all vendor quotes and expert reports. Understand project plans, consultant reports (e.g., mold reports) and be able to articulate findings and recommendations to property owners, vendors and APS Management

- Inspect job sites in person to provide “eyes on” detailed information to the supporting APS team members, owners and tenants. You must see every project in person, often multiple times.
- Develop and manage project timelines, proactively identifying delays and driving projects to timely completion.
- Communicate with owners; keep owners informed with regards to scope of work, pricing and timeline.
- Communicate with tenants; keep tenants informed of scheduled appointments with vendors, timeline, and how it may affect their day to day living at the property.
- Work with Owners’ insurance companies as needed to facilitate repairs and/or reimbursement for repairs related to insurance claims.

Secondary Responsibilities

- Annapolis City Inspections (ACI)
 - Attend inspections to provide access to inspector and note any violations
 - Ensure ACI violations are resolved and reported back to City as needed
- Lead Based Paint Testing & Compliance
 - Facilitate every two year Limited Lead Free paint inspections
 - Ensure inspections items are addressed by properly accredited LBP contractors
 - Clear inspection items with LBP inspectors once completed
 - Serve as backup to GC Manager for Full Risk Reduction LBP inspections and repairs
- Well Water Testing & Compliance
 - Ensure properties on well water are tested every three years as required by MDE
 - Ensure failed water test results are addressed as need to pass retesting
- Maintenance Team Support
 - Support the maintenance team by providing expert knowledge related to maintenance requests and unusual repairs
 - Backup for GC Manager for overflow and vacation. Likewise GC Manager is backup for Projects.
 - Backup for Semi-Annual Onsite Walk Throughs

Team: This role works closely with the Maintenance Coordination Manager, General Contracting Manager, Property Managers and Maintenance Technicians.

Location: The position is based in Annapolis and is expected to work primarily from the office when not in the field.

Remote: On the rare occasion when working remotely, the Project Manager should be available by phone, text, or email during office hours and should respond in a timely manner as though they were at the office.

Home office: Home office environment must be as follows:

- Reliable High speed internet (Min 100 gig)

- Quiet private environment, suitable for video chat with team members and clients, suitable lighting and reliable power supply

Hours: This is a salaried position based on a 40-hour workweek primarily Monday – Friday during regular business hours plus as-needed additional hours during evening and weekends, specifically during peak season. Additionally, will participate in the weekly Manager on Duty rotation for emergency response coverage.

REQUIREMENTS

Attitude: Must work with other co-workers and tenants harmoniously. Must be likable, outgoing and willing; self-motivated, punctual, responsible and accountable, honest and dependable

Travel: Must have valid driver’s license in good standing

Attire: Annapolis business casual, shorts and polo shirts in summer, jeans, and fleece in winter plus company uniform provided

Supervision: Reports to the Director of Operations

Systems: Strong proficiency in project documentation systems (e.g., Property Meld), email communication, and digital file management is required.

QUALIFICATIONS

Education: High School Degree

Experience: 3 - 5 years prior experience managing residential renovation, repair, or capital improvement projects within a property management, general contracting, remediation, or insurance adjusting environment is required, with direct responsibility for scope development, vendor coordination, and client communication.

Background: Must have a clean criminal background

BENEFITS

Employment type: Full-time salaried position

Compensation: TBD, combination of base salary and bonus

Paid time off: 10 Paid days time off increasing by one additional day for every year worked up to 20 days.

Holidays: Paid time off for 6 major holidays, plus one floating holiday per year to be used towards any holiday, or day after, not included as a company holiday (eg, Presidents Day, day after Thanksgiving, etc.).

Health Care: APS funds 90% of the standard company health insurance plan. Eligibility begins after 90 days of employment.

Retirement: 401K Available (up to 4% company match). Eligible after 1-year anniversary

Phone: Company smartphone provided

Transportation: Company vehicle provided and available for commuting to and from work