

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Custodial Supervisor  
Physical Plant  
Regular Full-Time Position  
Position Number 610000**

The Custodial Supervisor is under direct supervision of the Assistant Director of Building Maintenance and Operations and is responsible for supervising two (2) shifts of custodians performing cleaning activities and related work.

**Primary Duties and Responsibilities**

- Supervise custodians in the proper performance of their duties which includes sweeping, mopping, waxing and general custodial duties.
- Provide and supervise a relocation team (truck crew) that provides support to all areas of the University.
- Responsible for providing and supervising custodial support for all routine and special University functions.
- Direct the use and maintenance of cleaning equipment and supplies.
- Responsible for issuing and receiving the custodian-assigned building keys.
- Initiate emergency work orders for necessary repairs.
- Perform daily checks and inspections of areas supported by the custodial staff.
- Participate in and provide leadership in the development of short- and long-term goals and objectives for assigned areas of responsibility.
- Actively work to improve morale and cooperation.
- Assist in the development, review and evaluation of procedures and policies for custodial services.
- Supervise subordinate employees to include preparation of performance evaluations, submission of payroll time sheet, and taking appropriate disciplinary action when needed.
- Develop and conduct effective training programs/sessions for assigned areas of responsibility for all custodians.
- Assist in the development and management of operating budgets for assigned areas.
- Meet with Deans, Directors and Division Heads to plan, schedule and provide custodial services.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to train new personnel and coordinate the efforts of a work crew.
- Ability to train new personnel and coordinate the efforts of a work crew.

### **Essential Functions Continued**

- Ability to recognize occupational hazards and take appropriate safety precautions.
- Ability to prepare accurate records and reports.
- Ability to monitor status and maintenance of cleaning equipment.
- Ability to instruct proper cleaning methods and procedures.
- Ability to recognize and initiate corrective actions for safety hazards.
- Ability to perform the physical requirements of the position.
- Ability to efficiently manage areas of assigned responsibility.
- Ability to prepare and monitor operating budgets.
- Ability to accurately prepare and maintain records and reports.
- Ability to develop and implement policies and procedures.
- Ability to develop, implement and effectively manage University resources.
- Ability to develop, monitor and attain short- and long-term goals for areas of responsibility.
- Ability to work overtime and weekends as needed.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Two years of previous custodial experience.
- Valid driver's license.
- A background check will be required of the successful applicant.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**