

*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.*

**Director of Facilities Planning and Projects  
Physical Plant  
Regular Full-Time Position  
Position Number 612000**

**General Description**

The Director of Facilities Planning and Projects is the University engineer/architect providing interface with the Tennessee Board of Regents, State Architects office, state and federal agencies, City of Clarksville, local architects, construction firms and commercial suppliers of service, equipment and materials. This position is responsible to the Vice President for Finance and Administration and will assist with various administrative and management functions as required.

**Primary Duties and Responsibilities**

- Provide leadership in the development of short- and long-term goals and objectives for facility projects and campus master planning.
- Develop, review and implement departmental procedures and processes.
- Develop requests for proposals.
- Maintain the Campus Master Plan.
- Represent the university on facility matters to constituents within and outside the university community including local and state regulatory agencies.
- Provide leadership in planning and preparation of the annual capital outlay and maintenance budgets and review all technical matters with the vice president for finance and administration and the president.
- Manage operating budgets.
- Plan, design, engineer and prepare specifications for all in-house campus renovation and construction projects and evaluate contractor performance against contract requirements.
- Receive, evaluate and recommend priority to executive leadership for all major and minor campus construction and renovation projects.
- Maintain complete file of blueprints, drawings, and specifications for all buildings and mechanical equipment.
- Effectively and cooperatively interface with the Director of Physical Plant Operations to achieve shared goals and provide responsive and effective services.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently manage multiple projects simultaneously.
- Ability to effectively use written and oral communication skills.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to develop, implement and effectively manage University resources.
- Ability to develop, monitor and attain short- and long-term goals for the department.
- Ability to effectively plan and carry out renovation/construction projects and the energy conservation program.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.

### **Essential Functions continued**

- 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 maintain files accurately, in paper and in software programs.

### **Required Minimum Qualifications**

- Graduation from an accredited college or university with a bachelor's degree in engineering or architecture. Consideration will be give for a degree in a related field.
- Five years of experience as a practicing engineer or architect, preferably in design construction/renovation fields, or consideration will be given for similar experience in excess of five years.
- Demonstrated ability to work with and manage a diverse workforce.
- Strong skills in supervision and a customer service approach to management.
- Demonstrated proficiency in the use of Microsoft Word, Microsoft Excel, CAD, internet, and e-mail software.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience in a higher education setting preferred.

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