

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.

**Grounds Supervisor
Physical Plant
Regular Full-Time Position
Position Number 696010**

General Description

The Grounds Supervisor is under general supervision of the Assistant Director for Physical Plant Operations

Primary Duties and Responsibilities

- Supervise all personnel assigned to the Grounds Division in the Physical Plant Department.
- Supervise the grounds workers in the execution of scheduled and routine projects.
- Assure that grounds equipment is maintained and ready for use.
- Responsible for normal maintenance of approximately 160 acres of grounds.
- Instruct personnel in proper use of tools and equipment.
- Deliver and distribute equipment and supplies to personnel.
- Maintain campus to standards established for the Grounds Division.
- Make recommendations as to equipment and personnel requirements of the grounds in the Physical Plant Department.
- Cross-train employees when possible, into all phases of grounds maintenance.
- Counsel and make written evaluation of employees.
- Perform other work as directed to include overtime as needed.
- Perform daily checks and inspections of areas supported by the Grounds Division.
- 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 the Grounds Division.
- Supervise subordinate employees to include preparation of performance evaluations, submission of payroll time sheets and taking appropriate disciplinary action when needed.
- Develop and conduct effective training programs/sessions for assigned areas of responsibility for all Grounds Division.
- Supervise the trash removal from all campus containers.
- Supervise the maintenance of motor pool and Physical Plant vehicles.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- 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.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Knowledge of methods, materials, tools and practices used in grounds maintenance activities.
- Ability to recognize occupational hazards and take appropriate safety precautions.
- Ability to direct, instruct, schedule and supervise the work of grounds employees.

Essential Functions Continued

- Ability to use and maintain a variety of hand tools, power tools and other related equipment.
- Ability to follow instructions.

Required Minimum Qualifications

- High school graduate or equivalent.
- Valid driver's license
- Previous supervisory experience
- Two years previous experience in grounds maintenance or a related field.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience in the use of farm type tractors and associated equipment highly preferred.

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