

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.

**Landscape Manager
Physical Plant
Regular Full-Time Position
Position Number 472100**

General Description

The Landscape Manager is under general supervision of the Assistant Director of Physical Plant. The incumbent is responsible for supervising a staff in maintaining all existing planting areas, trees and shrubbery and also in creating new planting areas campus-wide.

Primary Duties and Responsibilities

- Supervise employees performing projects such as planting, mulching, germinating, seeding, budding, etc.
- Instruct employees in operation of roads and grounds equipment necessary to perform work assignments including all hand and motorized equipment; assist in operations as needed.
- Safely select and apply herbicides, pesticides and fungicides.
- Supervise/manage the pruning and care of trees and shrubs.
- Determine proper fertilizers used for trees, shrubs, flowers, etc.
- Work with the Grounds Supervisor in determining chemical applications for campus green spaces.
- Plan and prepare annual flower beds for the main campus and Emerald Hill.
- Winterize perennial beds.
- Manage landscape maintenance and greenhouse operation.
- Monitor the health of University flora.
- Prepare budgets, bids and cost estimates.
- Plan and carry out renovation/construction of landscape/grounds projects.
- Prepare material lists from plans, specifications and visual observations and participate in purchase requisition process.
- Make recommendations as to equipment and personnel requirements of the Landscaping/Horticulture Division in the Physical Plant Department.
- Cross train employees when possible into all phases of landscaping/horticulture.
- Perform daily checks and inspections of areas supported by the Landscaping/Horticulture 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 Landscaping/Horticulture 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.
- 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.

Essential Functions Continued

- 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.
- Ability to recognize occupational hazards and take appropriate safety precautions.
- Ability to evaluate situations and make decisions.
- Ability to efficiently and safely operate motorized landscaping equipment.
- Ability to manage operating budget.
- Ability to read and interpret blue prints.
- Ability to accurately identify local trees, shrubs, flowers and planting materials.
- Ability to effectively and safely apply herbicide, pesticides and fungicides.
- Ability to effectively plant trees, shrubs, flower beds, etc.

Required Minimum Qualifications

- Bachelor's degree in landscape management or related area.
- Five years of successful landscaping experience.
- Valid driver's license.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Tennessee Department of Agriculture Applicator's Certification or certification from another state preferred.

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