

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.

**Maintenance Supervisor
Physical Plant
Regular-Fulltime Position
Position Number 625010**

The Maintenance Supervisor is under the general supervision of the General Maintenance Mechanic Supervisor and is responsible for supervising a variety of skilled maintenance trade personnel such as: plumbers, carpenters, electricians, painters and HVAC mechanics. The incumbent has direct supervisory responsibility over these trades in providing building maintenance for a group of buildings in a zone.

Primary Duties and Responsibilities

- Supervise employees in accomplishing skilled tasks as plumbers, carpenters, electricians, painters and HVAC mechanics.
- Review and prioritize work orders, make work assignments, meet and coordinate with building coordinators to establish maintenance requests, inspect assigned buildings to determine maintenance needs, follow up and evaluate completed work and maintain records of maintenance on assigned buildings.
- Maintenance and repairs will include basically all fixtures and equipment found on a university campus.
- Prepare material lists from subordinates, obtain materials and resupply subordinates as needed; order materials as needed on consumable materials.
- Cross-train employees when possible into all phases of building maintenance.
- Perform daily checks and inspections of areas assigned.
- Actively work to improve morale and cooperation.
- Supervise subordinate employees to include preparation of performance evaluations and taking disciplinary action when needed.
- Maintain an emergency call-in list for all supervised personnel.
- Work as needed in all trades to effect repairs to building systems.
- Perform other job-related duties as assigned.

Essential Functions

- 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 use appropriate methods, materials, tools and equipment in maintenance work.
- Ability to recognize occupational hazards and take appropriate safety precautions.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to read blueprints, overlays and electrical diagrams.
- Ability to direct, instruct, schedule and supervise the work of all personnel assigned to the zone.

Essential Functions continued

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

Required Minimum Qualifications

- High school graduate or equivalent.
- Knowledge of plumbing, carpentry, painting, HVAC and electrical work.
- Valid driver's license.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous supervisory experience.
- Previous experience in increasingly responsible building and plant maintenance work.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS