

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.

**Utility Worker/Driver
Shipping and Receiving
Physical Plant
Position Number 633010**

General Description

The Utility Worker/Driver is under general supervision and in delivers UPS, freight, RPS, Federal Express and vendor materials to University departments.

Primary Duties and Responsibilities

- Deliver all packages to the proper departments.
- Assure all packages are signed for as they are delivered.
- Receive packages when necessary.
- Make daily mail run - deliver mail from the Post Office to the Library, return any packages from the Library to the Post Office.
- Pick up packages and deliver to shipping and receiving area for return packages.
- Perform duties of the Shipping and Receiving Clerks in their absences.
- Issue supplies and part to Custodial, Maintenance, Power Plant and Road and Grounds personnel.
- Deliver cases of copy paper, staples and toner as requested on work orders.
- 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 drive a light motor vehicle and effectively operate warehouse equipment--forklift, dolly, hand-dolly--to perform duties.
- Ability to move and lift heavy packages on a continuous basis.
- Ability to deliver packages and mail to the appropriate areas in a timely manner.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Experience in shipping and receiving highly preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS