

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.

**Assistant Director for Physical Plant Operations
Regular Full-Time Position
Position Number 412000**

General Description

The Assistant Director for Physical Plant Operations reports to the Director of the Physical Plant and will manage the daily operations of the Physical Plant staff, coordinate, plan and manage all Physical Plant activities and formulate program goals and objectives. The primary responsibility of this position is to insure that the University's physical property (consisting of approximately 60+ buildings and 175 acres) is well maintained to appropriate standards and that the University has an effective maintenance and improvement program in place. The incumbent may also assist in the planning, prioritizing and supervision of some facility renovation and construction projects. The incumbent is responsible for the management/supervision of the Building Maintenance Division, Grounds Care Division, the Custodial Division and the Power Plant Division.

Primary Duties and Responsibilities

- Provide administrative and general supervision for the Building Maintenance and Repair Division, the Grounds Care Division, the Custodial Division and the Power Plant Division.
- Inspect, evaluate, plan, estimate cost, prioritize and manage/supervise the services provided by the Building Maintenance and Repair Division, the Grounds Care Division, the Custodial Division and the Power Plant Division.
- Assist and advise in the preparation and implementation of facility renovation and construction projects.
- Prepare and submit plans, programs and projects for campus grounds improvements/beautification and building improvements.
- Develop and manage the budgets for all divisions under the management/supervision of this position.
- Prepare/assist in review of specifications, bills of material, equipment selection and participate in the purchasing/bid process.
- Develop and implement a preventative maintenance program.
- Maintain cost and estimate records.
- Direct and coordinate maintenance shops on multi-trade projects.
- Respond to emergencies on a 24-hour basis.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently use methods, materials and equipment in the maintenance, operation and repair of buildings and grounds including all utilities, services and equipment.
- Ability to effectively apply management principles and techniques.
- Knowledge of relevant state and federal laws, statutes and regulations.
- Knowledge of materials and methods of building construction, grounds care, HVAC/power plant and custodial services.
- Ability to use appropriate preventative maintenance techniques.
- Ability to communicate effectively and appropriately.
- Ability to read and interpret blueprints and specifications.
- Ability to plan, supervise and inspect building repair and maintenance work, grounds care, custodial services and power plant services.
- Working knowledge of the following trades: carpentry, plumbing, electrical, grounds care, custodial care and power plant services.

Essential Functions continued

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- 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.
- Ability to efficiently manage all divisions managed/supervised by this position.
- Ability to use the principles and processes of maintenance.
- Ability to develop, monitor and attain short-and long-term goals.
- Ability to prepare and manage operating budgets.

Required Minimum Qualifications

- Bachelor's degree.
- Three years of experience in Physical Plant Operations.
- Ten years of successful experience in physical plant operations or related field may be substituted for the degree requirement.
- Two years of supervisory responsibilities over trades workers, contractors or skilled maintenance specialists.
- Valid driver's license.
- A background check will be required of the successful applicant.

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