

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.

**Director
Physical Plant Operations
Regular Full-Time Position
Position Number 614000**

General Description

Under general direction of the Vice President for Finance and Administration, the Director coordinates, supervises and directs the following maintenance improvement and operational activities within the Physical Plant: building maintenance, power plant operation, custodial services, roads and grounds maintenance, landscaping, environmental health and safety inventory control, supply and shipping/ receiving.

Primary Duties and Responsibilities

- Provide leadership in the development of short- and long-term goals and objectives for physical plant operations.
- Administer the APPA Strategic Assessment Model (SAM) or similar assessment tool to benchmark processes and provide peer comparisons for continuous improvement.
- Develop, review and implement departmental procedures and processes.
- Plan, schedule, prioritize and monitor activities of assigned personnel within the Physical Plant.
- Establish work priorities including the preparation of detail work schedules.
- Evaluate efficiency and effectiveness of departmental operations and revise as necessary to meet established goals and objectives.
- Provide general supervision to ensure work quality and timely delivery of service.
- Develop strategies to enhance employee productivity and morale.
- Manage all physical plant operating budgets.
- Provide leadership for the best utilization of physical plant resources.
- Provide leadership over the University's sustainability programs.
- Receive, investigate and timely respond to complaints concerning physical plant operations.
- Monitor outsourced physical plant operations for adherence to contract provisions.
- Effectively and cooperatively interface with the Director of Facilities Planning and Projects to achieve shared goals and provide responsive and efficient services.
- Administer all applicable Tennessee Board of Regents and University policies and procedures.
- Perform other job-related duties as assigned.

Knowledge, Skills and Abilities

- Ability to efficiently manage multiple projects simultaneously.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to effectively use written and oral communication skills.
- Ability to lead and motivate a diverse staff.
- Ability to prepare and monitor operating budgets.
- Ability to accurately prepare and maintain records and reports.
- Ability to develop and implement departmental procedures.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to develop, implement and effectively manage University resources.

Knowledge, Skills and Abilities continued

- Ability to develop, monitor and attain short- and long-term goals for the department.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
- Ability to maintain confidentiality of records and information.

Required Minimum Qualifications

- Bachelor's degree in engineering or architecture from a regionally accredited college or university.
- Five years experience as a practicing engineer or architect, preferably in design construction, maintenance fields, utility operations and maintenance, budgeting, long-range planning and personnel staffing.
- Knowledge of fire safety, life safety, electrical codes and OSHA/TOSHA standards as they relate to the maintenance field.
- Demonstrated ability to work with and manage a diverse workforce.
- Strong skills in supervision and a customer service approach to management.
- Computer proficiency in the use of Microsoft Word, Microsoft Excel, internet and e-mail software.
- A background check and official transcript will be required of the successful applicant.

Additional Preferred Qualifications

- Additional formal training/experience in Business Administration particularly in the areas of organization, management, finance, accounting and computer systems/operations.
- Knowledge of and experience with an automated work order system such as TMA (The Maintenance Authority).
- Knowledge of and experience with SungardHE Banner.
- Previous work experience in a higher education setting.

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