

*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.*

**Shop/Laboratory Technician  
Ft. Campbell Center  
Regular Full-Time Position  
Position Number 294010**

**General Description**

The primary assignment of the Shop/Laboratory Technician will be to support the Automotive Technology program and other programs as may be assigned by maintaining facilities, equipment and inventory for the areas. The Shop/Laboratory Technician will be directed by the Executive Director, APSU Center at Fort Campbell; for duties in a particular laboratory area. The Director will coordinate with the Program Manager or Department Chair, as applicable, for the job tasks to be performed.

**Primary Duties and Responsibilities**

**Automotive Technology**

- Inspect automotive program facilities for cleanliness, organization, equipment condition, supplies, environment and ventilation, and tool inventory.
- Clean and maintain facilities in a condition suitable for the college environment; organize facilities to meet the needs of students and instructors.
- Perform daily check of equipment to ensure proper operation. Repair equipment as needed; if not able to do so, report problem to supervisor.
- Check supply and tool inventory each day, inform the supervisor of any supplies which are needed and of any tool inventories each day, inform supervisor of any needs or discrepancies.
- Place work orders with the facility engineers; follow through until the repair is complete.
- Ensure Environmental Protection Agency rules and guidelines are met in the storage and disposition of materials and supplies.
- Perform other job-related duties as assigned.

**Other Laboratories**

- Inspect labs for Engineering Technology, Electronics Technology, and Culinary Arts/Food Service for cleanliness and organization at least once per week.
- Clean and maintain facilities in a condition suitable for the college environment.
- Assist with supplies and inventory control; assist with annual inventory check.
- Work with department office to place work orders; follow through to ensure that work is done.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to effectively use equipment for the training automotive students - hydraulic jacks, engine analyzer, metal lathe, welding machines, etc.
- Ability to make accurate mathematical computations as related to inventory and repair techniques.
- Ability to inspect facilities.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to perform daily check of equipment and make minor repairs on equipment.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

### **Minimum Qualifications**

- High school graduate or equivalent.
- One year of experience in servicing mechanical equipment.
- Basic mechanical, electrical, and carpentry skills.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience with electronics and hydraulic systems, and knowledge of Fort Campbell highly preferred.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**