

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST PORT OF SPAIN	2. AGENCY Department of State	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITION AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

- a. Reclassification of duties: This position replaces
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) **New Incumbent**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyy)
a. Post Classification Authority	Gardener, 1310	FSN-02		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Gardener	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION American Embassy, Port of Spain	a. First Subdivision Management Section
b. Second Division General Services Section	c. Third Subdivision

9. This is a complete and accurate description of the duties and Responsibilities of my position. _____ Typed Name and Signature of Employee Date (mm-dd-yyy)	10. This is a complete and accurate description of the duties and Responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date (mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance With appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Performs duties as gardener in connection with gardening labour services on the Embassy functional compound and at Embassy residences and can be rotated or reassigned at these various properties. Responsible for weeding, planting, pruning and watering as well as the general maintenance and appearance of the grounds, garden and buildings. Striving to create a pleasant environment that is safe and secure for both the occupant and visitor.

14. MAJOR DUTIES AND RESPONSIBILITIES

General duties:

%of Time
65% of time

- Care for all plants, flowers, grass and trees on the Embassy grounds, Administrative offices and Embassy residences grounds.

- Irrigate all foliage on Embassy grounds and inside the Chancery and Administrative office buildings.
- Sweeps and cleans debris from walkways, driveways and from security equipment.
- Clearing rubbish and litter away from the grounds
- Cleans dust and sand from the parking areas.
- Cleans and removes leaves and debris from roofs, gutters and down spouts.
- Fumigates and disinfects plants for pest and disease.
- Mows the lawn to maintain a healthy height of grass.
- Ensure that all garden equipment is correctly maintained and serviced.
- Provide escort services for cleared contractors.

20% of time

Responsible for preparing soil and plants for planting. Performs transplanting of lawn, shrubs, trees, vegetable plants, flowering plants, perennials and annual flowers. Cultivates, fertilizes, waters, fumigates and prunes plants on the compound. Performs the planting of potted plants and flowers for indoor display.

10% of time

Responsible for the laying down of paving and concrete slabs to create walkways. Also may sometimes undertake the basic servicing and repair of all garden machinery. Maybe required to assist technician/custodian as a helper in executing some tasks. Must become involved in compost making and utilizing recyclable organic material.

All other duties as assigned

5% of time

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of elementary school is required.
- b. Prior Work Experience
Six months to one year of gardening experience is required.
- c. Post Entry Training
Working three months along with an experienced gardener.
- d. Language Proficiency: list both English and host country language(s) proficiency requirements by level (II,III) and specialization (sp./read):
Level I English ability (rudimentary) is required.
- e. Job Knowledge's:

A good working knowledge of how to plant and care for plants and flowers typical of the area is required.
- f. Skills and Abilities

Ability to plant and maintain lawns and gardens. Must be capable of performing physical work, which includes lifting of objects up to 70 lbs in accordance with 15 FAM 952.

16. POSITION ELEMENTS

- a) Supervision Received:
Supervision received from Maintenance Supervisor
- b) Supervision Exercised:
.NONE

- c) Available Guidelines:
Maintenance Supervisor
"FSN Handbook, and Post Safety Procedures and Regulations"

- d) Exercise Of Judgment:
"Responsible for awareness and adherence to Post's Safety Procedures and Regulations."
Some judgment is exercised in planting, fertilizing, etc.

- e) Authority to Make Commitments:
N/A

- f) Natural, Level, and Purpose of Contacts:
None

- g) Time expected to Reach Full Performance Level
Two (2) weeks.