

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

| | | |
|---|---|---------------------|
| 1. Post <p style="text-align: center;">ABIDJAN</p> | 2. Agency <p style="text-align: center;">STATE</p> | 3a. Position Number |
|---|---|---------------------|

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) New ICASS position

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|--------------------------------|-------|----------|----------------------|
| a. Post Classification Authority | Custodian, FSN-1305 | 1 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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|---|---------------------|
| 6. Post Title Position (If different from official title) <p style="text-align: center;">Janitor</p> | 7. Name of Employee |
|---|---------------------|

| | |
|--|---|
| 8. Office/Section <p style="text-align: center;">Facilities Maintenance</p> | a. First Subdivision <p style="text-align: center;">Administration</p> |
| b. Second Subdivision <p style="text-align: center;">Facilities Maintenance</p> | c. Third Subdivision |

| | |
|---|--|
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |
| _____ Typed Name and Signature of Employee Date (mm-dd-yyyy) | _____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy) |

| | |
|--|--|
| 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. | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |
| _____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy) | _____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy) |

13. Basic Function Of Position

 General janitorial functions within the U.S. Mission.

14. Major Duties and Responsibilities 100 % of Time

Performs all types of janitorial duties to include weeping, mopping of floors, cleaning of windows, cleaning of bathrooms, cleaning and polishing of furniture, etc.; moving of furniture; messenger services; some gardening.; cleaning of the exterior of buildings and other duties as may be assigned. Uses mops, brooms ansother various hand tools in the execution of his functions. May be assigned to work in any section within the mission where a janitor is required.

Undertake other duties as directed by the GSO

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15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required.

b. Prior Work Experience

Minimum of one year work experience as Janitor or Laborer is required.

c. Post Entry Training

None

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level I English and French (Rudimentary) Speaking/Writing is required.

e. Job Knowledge

General familiarity with the janitorial trade is required.

f. Skills and Abilities

Must be physically fit to perform arduous tasks. Glass cleaning and polishing abilities are required.

16. Position Element

a. Supervision Received

Daily close supervision from the Charforce supervisor.

b. Supervision Exercised

Casual janitors for specific projects.

c. Available Guidelines

Basic verbal instructions from supervisor.

d. Exercise of Judgment

Must be able to identify safe heights and weights for which assistance is required to carry out the work.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contact with FSNs and American employees.

g. Time Expected to Reach Full Performance Level

One month.