



## 5. Qualifications Required For Effective Performance

### a. Education

Completion of primary school is required.

### b. Prior Work Experience

A minimum of six months gardening experience is required.

### c. Post Entry Training

General in-house training on U.S. government owned equipment and tools and safety (SHEM) awareness seminars.

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

Level II (Limited Working Knowledge) Speaking/Reading/Writing English is required.

### e. Job Knowledge

Incumbent must be able to use/operate all gardening trade tools and equipment including brush cutters, edgers, weed trimmers, riding and walking mowers, blowers etc., Incumbent must possess good working knowledge of care of plant life, pesticide use, weed control, tree planting, pruning, plant nursery operation and use of protective/safety equipment. Incumbent must possess good working knowledge of the working and adjusting of irrigation systems.

### f. Skills and Abilities

Incumbent must be able to transplant, fertilize and prune plants and hedges. Incumbent must also be able to perform moderately heavy work and lift up to 70 pounds. Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out.

## 16. Position Element

### a. Supervision Received

The incumbent is directly supervised by the Landscape Foreman. May also receive instructions from the FSN and FS Facility Managers or the Management Officer.

### b. Supervision Exercised

None

### c. Available Guidelines

Guidelines are provided by established trade practices, technical manuals and the internet, established written and oral instructions and procedures.

### d. Exercise of Judgment

Determines and keep a schedule for gardening up-keep.

### e. Authority To Make Commitments

None.

### f. Nature, Level, and Purpose of Contacts

Contact with people in the public service such as retail stores and nurseries. Other Facilities Maintenance employees may be assigned to work with the incumbent on as-needed basis.

### g. Time Expected to Reach Full Performance Level

6 months

## 14. Major Duties and Responsibilities (Continue)

### 80% OF THE TIME

**Gardening:** Incumbent prepares soil and plants (including plants for indoor display), cultivates, fertilizes, trims, weeds, irrigates, waters, sprays, prunes and transplants shrubs, trees, hedges, grass, flowering plants, perennial and annual flowers. Incumbent also seeds, fertilizes, waters and generally maintains lawns. Incumbent rotates indoor plants on displays to allow for appropriate sunshine or watering. Gardening responsibilities extend to the outside perimeters of the compounds (both office and residential compounds).

**Monitoring grounds:** Incumbent is required to regularly report to his supervisor, the condition of the grounds (office and residential), including any infestations of termites or other garden pests. Based on instructions received, incumbent will take appropriate action to address the infestations.

**Preparing new garden areas:** Incumbent assist in the preparing of soil, planting, cultivating, fertilizing and the arranging of new garden areas to improve the appearance of the U. S. Mission and residential compounds and its perimeters.

### Other Assigned Duties

### 20% OF THE TIME

The Gardener is expected to perform other duties that may be assigned from time to time. These other duties include casual labor as required by the Facilities Maintenance section, movement of furniture or supplies, trash collection, storm shutters installation, and general cleaning and setting-up for official events and other Facilities Maintenance related tasks.

Keeps adequate stock of gardening supplies; ensures gardening equipment are kept clean and in good condition. Ensures safe storage of gardening equipment at the end of the day.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.