



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post	2. Agency	3a. Position Number <b>C52050</b>
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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) Hiring purpose

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	GARDENER,FSN-1310	2		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <b>AMEMBASSY,ABIDJAN</b>	a. First Subdivision
b. Second Subdivision <b>GSO CUSTOMER SERVICE</b>	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

Cultivates and maintains gardens and lawns for the US Mission.

14. Major Duties and Responsibilities 100 % of Time

Plant and maintain gardens and lawns at the embassy, residences of the principal officials, other US Government owned or leased buildings and those of associated agencies; prepare soils and plants, cultivate, trans plant, fertilize, water, prune shrubs,trees flowers and plants, vegetables, perennial and annual plants; May be called upon to display, arrange pots of flowers indoors as well as outdoors; develop greenhouse plant culture for reuse; recommending removal of sick and dying plants, trees and branches. Maintain lawns and other open spaces within the mission where required; remove refuse and debris from work areas and representational quarters; spray yards and enclosures for ticks and bugs, ants, termites and other pests; performing other gardening works and those directed by the customer service as may be required. 100%

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15. Qualifications Required For Effective Performance

- a. Education  
Completion of elementary school is required.
  
- b. Prior Work Experience  
Minimum three (3) years of gardening experience is required.
  
- c. Post Entry Training  
Training on the safe use of pesticides.
  
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
French Level 2 Limited knowledge writing/speaking and English Level 1 Rudimentary Speaking required.
  
- e. Job Knowledge  
Good working knowledge of how to plant/ transplant shrubs, flowers etc. Maintenance of gardens and lawns using garden scissors a must; familiarization with tropical flowers and plants suitable to Abidjan's climate.
  
- f. Skills and Abilities  
Must be physically fit to perform arduous tasks; ability to work independently; use of lawn mower an advantage.

16. Position Element

- a. Supervision Received  
Receives close supervision from FSN supervisors and American occupant at the residence where work is to be done.
  
- b. Supervision Exercised  
casual gardeners for specific projects.
  
- c. Available Guidelines  
Basic verbal instructions from supervisor and the customer service.
  
- d. Exercise of Judgment  
Judgement on the cause of action in the treatment of gardens, and choice of fertilizer or insecticide.
  
- e. Authority to Make Commitments  
None
  
- f. Nature, Level, and Purpose of Contacts  
Daily contact with the supervisors, USG employees at assigned residences.
  
- g. Time Expected to Reach Full Performance Level  
operational upon entry