



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Panama	2. AGENCY American Battle Monument Comm.	3a. POSITION NO. AB-7
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Gardener, 1310	FSN-2	GS	6/20/06
b. Other				
c. Proposed by Initiating Office	1310 Groundskeeper	FSN-2	BDP	01-16-13

6. POST TITLE POSITION (if different from official title) Grounds Keeper	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Corozal American Cemetery	a. First Subdivision American Battle Monument Commission
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b. Second Subdivision	c. Third Subdivision
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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-yy)	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 American Supervisor 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
Plants and maintains lawns and gardens, performs laborers tasks as required.

14. MAJOR DUTIES AND RESPONSIBILITIES **70 % OF TIME**
Grounds Keeping
The Cemetery Worker plants and maintains gardens and lawns at the Corozal American Cemetery that includes range of relatively simple gardening tasks such as mowing, trimming, cleaning, sweeping, weeding, loading, carrying, shoveling, hoeing, and raking. Prepares soil and plants, cultivates, fertilizes, waters, sprays, prunes, and transplants shrubs, trees, ornamental plants and flowers. Seeds, fertilizes, waters, and generally maintains lawns. (see continuation sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of elementary school is required.
- b. **Prior Work Experience:** One year of gardening or grounds maintenance is required.
- c. **Post Entry Training:** None
- d. **Language Proficiency: List both English and host country language (s) proficiency requirements by level (I, II) and specialization (sp/read):** Level I (Rudimentary) speaking/reading Spanish is required.
- e. **Job Knowledge:** Working knowledge of care and maintenance of plants, flowers and lawns is required. Basic knowledge of masonry and painting is required. Basic Knowledge of the use and operation of simple hand and power tools is required.
- f. **Skills and Abilities:** Be able to operate simple power tools such as small leaf blowers, or small power lawn mowers as well as operate larger equipment such as riding mowers and utility vehicles. Must be able to stand or walk for long periods of times. Must be able to recognize various diseases, fungus and plagues that effect local vegetation and bring those to the attention of his supervisor. Must have the ability to work as a member of a team. Must be able to lift heavy objects such as bags of fertilizers, grass seed, etc.

16. POSITION ELEMENTS

- a. **Supervision Received:** Works under supervision of cemetery superintendent and the senior groundskeeper.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** US Embassy and Corozal American Cemetery policies and procedure.
- d. **Exercise of Judgment:** Must be able to select the correct tools and equipment for assigned tasks. Must be able to follow safety and operators instructions while using powered equipment. Must be able to work alone with little supervision.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level and Purpose of Contacts:** None
- g. **Time Expected to Reach Full Performance Level:** One-year

Continuation...

Miscellaneous

10%

Performs handyman tasks such as welding, masonry repair and construction, basic plumbing. Performs basic operator's maintenance of equipment to include cleaning.

Basic maintenance Tasks

20%

Places, realigns and cleans the cemetery headstone. Paints existing cemetery structures and trees. Cleans and sweeps roads and walkways and trims their borders. Cleans drainage ditches and trims their borders. Collects Garbage inside the cemetery. Cleans common usage areas such as bathroom, picnic area and change of clothes area as required.

