

Basic maintenance Tasks

15%

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.

Miscellaneous

5%

Performs basic operator's maintenance of equipment to include cleaning.

NOTE: This position description 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 agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of primary school required
- b. Prior Work Experience: One year gardening or grounds maintenance experience 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 II (Rudimentary) speaking/ reading Spanish is required.
- e. Job Knowledge: Must have good knowledge of care and maintenance of plants, flowers and lawns common to the local area. Must know how to drive utility vehicles. Must know basic landscaping. Must know how to use gardening and landscaping equipment. Must know basic maintenance for gardening equipment. Knowledge of organic and non-organic fertilizers, insecticides and their application. Experience in chemical spraying is required. Must know how to use walk behind and riding mowers as well as weed eaters.
- f. Skills and Abilities: Must be creative when doing landscaping. Must be able to recognize various diseases, fungus and plagues that effect local vegetation and ability to recommend treatments. Must be able to stand or walk for long periods of times. 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 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: work under supervision of cemetery of 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 instruction 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: