



**14. MAJOR DUTIES AND RESPONSIBILITIES.**

**% OF TIME**

Grounds Keeping:

Plants and maintains gardens and lawns at the U.S. Embassy Panama (chancery, annexes, CMR, DCMR and other properties). Prepares soil and plants, cultivates, and fertilizes, waters, sprays, prunes, and transplants shrubs, trees, ornamental plants and flowers. Seeds, fertilizes, waters, and generally maintains lawns.

80%

Basic maintenance Task:

Cleans and sweeps roads and walkways and trims their borders. Cleans drainage ditches and trims their borders. Collects Garbage inside the compound.

15%

Miscellaneous:

Performs other related duties as required to include basic operator's maintenance of equipment and cleaning of equipment.

5%

**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 is required.

b. Prior Work Experience:

One year experience as grounds laborer or gardener in horticulture and grounds maintenance experience are required to include experience in chemical spraying.

c. Post Entry Training:

None. During probationary period incumbent must take Safe Lifting and Carrying Practices Training. Also must receive on-the-job training to learn location of all embassy buildings and to understand general hierarchy of the embassy as well as of the Management and GSO sections.

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

Level 1 (Rudimentary) Speaking/Reading/Writing English language is required. Level III (good working knowledge) Speaking/Reading/Writing Spanish language 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 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 is required.

f. Skills and Abilities:

Must be creative when doing landscaping. Must be able to recognize various diseases, fungus and plagues that effect local vegetation. Must be able to recommend treatments. Must be able to stand or walk for long periods of times. Must be alert at all times to check that the exterior of the embassy building is clean and tidy and to make sure tree branches are trimmed to avoid that they fall and may cause damage to property or people.

**16. Position Elements**

a. Supervision Received:

Works under supervision of the FSN Engineer and on a daily basis under the guidance and instructions of the Gardener (Team Leader) position A52661.

b. Supervision Exercised:

None.

c. Available Guidelines:

US Embassy policies and procedure. GSO Safety requirements and procedures.

d. Exercise of Judgment:

Must be fair and equal in his treatment of all employees. Application of safe labor practices.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Co-workers within the section, contractors, vendors and other visitors needing escort into the building.

g. Time Expected to Reach Full Performance Level:

One year.