

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A526

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 No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Reviewed to confirm accuracy before the advertisement.

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Custodian, FSN-1305

1

GLA

04/22/04

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

Management Section

a. First Subdivision

General Services Office

b. Second Subdivision

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-yy)

Typed Name and Signature of Supervisor Date(mm-dd-yy)

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 the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

William A. Hunt

03/15/2011

Typed Name and Signature of Section Chief or
Agency Head

Date(mm-dd-yy)

Benjamin J. Mills

03/15/2011

Typed Name and Signature of Admin or Human
Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Performs various cleaning and custodian duties in the Embassy.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

85% - Cleans Embassy Sites and various locations as directed by supervisor. Receives cleaning supplies from warehouse by submitting expendable supply requests.

10% - Assists with a variety of cleaning duties in preparation for receptions, picnics or official functions.

5% - Performs other duties, as assigned

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education:** Completion of secondary school.

b. **Prior Work Experience:** Not required.

c. **Post Entry Training:** OJT

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

Level I (rudimentary) English, Level III (working knowledge) Russian and Turkmen

e. **Job Knowledge:** Must have basic knowledge of cleaning materials, devices (including vacuum cleaners), supplies and how to use them.

f. **Skills, and Abilities:**

Ability to complete assigned tasks with accuracy and in timely manner, with minimum supervision. No physical limitations impeding performance of manual labor and use of household cleaning detergents.

16. POSITION ELEMENTS

a. **Supervision Received:** From the Realty Assistant.

b. **Supervision Exercised:** None.

c. **Available Guidelines:** Oral instructions. Instructions and manuals attached to cleaning supplies and devices.

d. **Exercise of Judgment:** Must have the ability to resolve basic problems relative to working independently, and schedule work in the most efficient manner.

e. **Authority to Make Commitments:** None

f. **Nature, Level, and Purpose of Contacts:** Casual daily contact with all members of the Embassy staff.

g. **Time Expected to Reach Full Performance Level:** one month.