

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.**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) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
Management Officer

Gardener FSN-1310

02

GLA

01/20/05

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

Facilities Maintenance Unit

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 Supervisor05/24/2011
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.**_____
Typed Name and Signature of Section Chief or
Agency Head05/24/2011
Date(mm-dd-yy)_____
Typed Name and Signature of Admin or Human
Resources Officer05/24/2011
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Supervised by the FMS Assistant and Facility Maintenance Specialist. Responsible for the maintenance of the Embassy and Compound grounds as outlined by supervisor and Post policy. Performs other property maintenance duties as directed by supervisor. May be called upon by supervisor to perform other duties as assisting other GSO personnel.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

70% - Under supervision of the FMS Assistant, maintains Embassy and Residence grounds, including all plants and landscaping.

20% - Performs other property maintenance duties as directed by supervisor such as, snow and trash removal, street and parking lot sweeping, termite infestation checks, etc.

10% - Assists GSO personnel in the performance of their duties.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of secondary school is required.
- b. **Prior Work Experience:** One to two years of experience in gardening, landscaping or agricultural professions.
- c. **Post Entry Training:** On the job training (OTJ).
- d. **Language Proficiency:** Level II (limited knowledge) of English at or before conclusion of probationary period. Level III(good working knowledge) of Russian or Turkmen.
- e. **Job Knowledge:** At or before conclusion of probationary period, must have a good working knowledge of gardening methods and tools, planting seasons and basic landscaping.
- f. **Skills, and Abilities:** Must be able to plan and execute tasks with attention to safety, neatness and efficiency.

16. POSITION ELEMENTS

- a. **Supervision Received:** From FMS Assistant.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Instructions derived from supervisor, GSO, Post policy, GSO Standard Operating Procedures and FAM regulations.
- d. **Exercise of Judgment:** Must use initiative and good judgment in fulfilling duties. Must immediately advise supervisor of any problems such as lack of water, plant damage, termite infestations, etc.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level, and Purpose of Contacts:** Contacts with all levels of Mission staff, casual hire workers and drivers.
- g. **Time Expected to Reach Full Performance Level:** Six months