

**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.**

A52639

**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  
HR Officer

Gardener/Custodian FSN-1310

02

BJM

08/24/11

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)**

DCR Gardener/Custodian

**7. NAME OF EMPLOYEE**

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.**

\_\_\_\_\_  
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 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.**

\_\_\_\_\_  
Typed Name and Signature of Section Chief or  
Agency Head\_\_\_\_\_  
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 Admin or Human  
Resources Officer\_\_\_\_\_  
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Supervised by the FMS Assistant and Facility Maintenance Specialist. The incumbent is responsible for the maintenance of the DCR residence grounds as outlined by the supervisor and Post policy and performs other property maintenance duties as directed by the supervisor. The incumbent also performs custodial duties for the DCR Annex Building and may be called upon by the supervisor to perform other duties such as assisting other GSO personnel.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

### **% OF TIME**

60% - Under the supervision of the FMS Assistant, maintains the DCR Residence grounds, including all plants and landscaping, snow and trash removal, street and parking lot sweeping, pest control checks, etc.

30% - Performs custodial duties and other property maintenance duties at the DCR Annex Building as directed by the supervisor.

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 year of experience in gardening, landscaping or agricultural professions.
- c. **Post Entry Training:** On the job training (OTJ).
- d. **Language Proficiency:** Level I (rudimentary 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. Must have basic knowledge of cleaning materials, devices (including vacuum cleaners), supplies and how to use them.
- f. **Skills, and Abilities:** Must be able to plan and execute tasks with attention to safety, neatness and efficiency. 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 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. 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:** Contacts with all levels of Mission staff, casual hire workers and drivers.
- g. **Time Expected to Reach Full Performance Level:** three months