**U. S. Department of State**

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

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

<table>
<thead>
<tr>
<th>1. Post</th>
<th>2. Agency</th>
<th>3a. Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUJA, NIGERIA</td>
<td>STATE</td>
<td></td>
</tr>
</tbody>
</table>

3b. Subject to identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

- [ ] Yes [ ] No

If yes, please provide position number: A52752 and A52012

4. Reason for Submission

- [ ] a. Redescription of duties: this position replaces

  (Position Number) ___________ , (Title) _______________ (Series) ___________ (Grade)

- [ ] b. New Position Additional positions added based on existing, classified and approved jobs.

- [ ] c. Other (explain) ___________________________________________________________________

5. Classification Action

<table>
<thead>
<tr>
<th>Position Title and Series Code</th>
<th>Grade</th>
<th>Initials</th>
<th>Date (mm-dd-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARDENER (1310)</td>
<td>FSN-02</td>
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</table>

6. Post Title Position (If different from official title)

GARDENER

<table>
<thead>
<tr>
<th>8. Office/Section</th>
<th>a. First Subdivision</th>
<th>b. Second Subdivision</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAC</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>c. Third Subdivision</th>
</tr>
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<tbody>
<tr>
<td>N/A</td>
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</table>

9. This is a complete and accurate description of the duties and responsibilities of my position.

______________
Printed Name of Employee

Date (mm-dd-yyyy)

Employee Signature

10. This is a complete and accurate description of the duties and responsibilities of this position.

______________
Printed Name of Supervisor

Date (mm-dd-yyyy)

Supervisor Signature

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.

______________
Printed Name of Chief or Agency Head

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

______________
Printed Name of Admin or HR Officer

Date (mm-dd-yyyy)

13. Basic Function of Position

The incumbent is assigned to the Facility Management (FAC) as a gardener to perform gardening work on the Embassy Compound and all USG leased/owned properties. S/he is responsible for weeding, planting, pruning and watering, as well as the general maintenance and appearance of grounds and gardens at all of the USG compounds.
14. Major Duties and Responsibilities

Performs duties as gardener at the Embassy and other USG owned/leased compounds and residences. Summary of general duties is listed below:

Gardening: (100%)

1. Maintaining and developing the garden at USG owned and leased properties which include the CMR, DCMR, Embassy grounds and residential and non-residential compounds. This will include cutting of grass, emptying trash bins, weed control, and raking leaves, sweeping sidewalks and roads.
2. Executes small-scale landscaping operations and maintains grounds and landscapes of the Embassy and other USG owned/leased compounds/residences.
3. Plants new grass, brushes, flowers, and various plants, etc.
4. Plant and transplant flowers, shrubs, trees, lawns, and cultivates them, using gardening tools and gardening power-operated equipment.
5. Plants new lawns, maintains and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location.
6. Mows and trims lawns.
7. Trims shrubs, prune trees and hedges.
8. Maintains plant tub baskets.
9. Cleans grounds, using rakes, brooms, gardening tools, water hoses, etc.
10. Spray and disinfects plants, trees and shrubs for pests and disease.
11. Maintains and services all gardening equipment.
12. Clean residential roof top gutters.
13. Inspect grounds and report deficiencies to supervisor.

**Note: This position description in no way states or implies that these are the only duties to be performed by the 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
   Minimum of two (2) years of gardening maintenance experience required.

c. Post Entry Training
   On the job training on the use of related equipment.

d. Language Proficiency: List both English and host country languages(a) proficiency requirements by level (II, III) and specialization (sp/read).
   Level II (Limited — speaking) is required.

e. Job Knowledge
   Must be able to understand the concept of gardening maintenance and equipment. Must understand host country horticulture environment.

f. Skills and Abilities
   Must be able to lift up to 10kg and have the ability to undertake manual labor. Must be able to use a wide range of gardening equipment and powered hand tools.
16. Position Element
   a. Supervision Received
      Supposed by the FAC Janitorial/Gardening Supervisor.
   b. Supervision Exercised
      None.
   c. Available Guidelines
      Oral and written instructions from the Facilities Management Janitorial/Gardening Supervisor. Management
      notices, policies, gardening standards and Facilities Section Standard Operating Procedures.
   d. Exercise of Judgment
      Use safe working practices. Be conscious of Post security regulations. Basic decisions related to gardening.
   e. Authority to Make Commitments
      None
   f. Nature, Level, and Purpose of Contacts
      Incumbent will come into contact with all levels of Embassy officials and family members while carrying out
      their duties.
   g. Time expected to Reach Full Performance Level
      6 months.