

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO.
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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. Reclassification 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	GARDENER	2		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision FACILITIES MAINTENANCE OFFICE
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b. Second Subdivision GENERAL SERVICES OFFICE	c. Third Subdivision N/A
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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.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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.
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_____ Typed Name and Signature of American Supervisor Date (mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
Assigned to Facilities Maintenance section responsible for grounds maintenance and performing other semi skilled domestic works as assigned.

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

Does general gardening in all vacant Mission residential properties works includes mowing lawn, raking, sweeping and dusting walkways/ pavements, breaking and preparing flower/seedling gardens, weeding flower beds, trimming overgrowth, shrubs and planting flower /trees seedlings, watering lawn and flower beds, applying approved fertilizers and herbicides for proper pest control, setting up nursery flower beds and organic compost manure facilities etc. Incumbent establishes vegetable gardens in consultation with the resident occupant or Supervisor in regards to garden designs, seeds quality, planting materials selection and general plant maintenance i.e. to ensure seedlings and plants are placed correctly as to their needs; sunshine, fertilizer and water provision etc

65%

Performs miscellaneous works which include general domestic pet care i.e. feeding, watering, cleaning and disinfecting kenos, pens etc Assists to move, load, unload, parcels, tools and equipment. Reports any domestic equipment damage, water leakages, pest infestation problems to resident occupant or Maintenance Supervisor, maintains tools, equipment, fertilizer and chemicals in good condition including general housekeeping of storage space and work areas.

30%

Independently determines minor gardening problems and takes corrective action i.e. weed and pest control, emergency tree pruning and harvesting. May support tasks as assigned which include incidental driving duties to transport tools, equipment, fertilizers and manure soils, planting material from nursery or department stores and other duties as assigned by occupant/Maintenance Supervisor.

5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of elementary school is required. Some vocational training is desirable.
- b. Prior Work Experience
Two years gardening experience is required
- c. Post Entry Training
On the job
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level I English ability (Limited) is required.
- e. Knowledge
Working knowledge of how to plant (silviculture) and care for plants and flowers (floriculture) are required.
- f. Skills and Abilities
Ability to perform basic tasks, manual duties, and proper handling and use of basic hand tools/ equipment and planting materials. . Must hold valid Ugandan drivers license.

16. POSITION ELEMENTS

- a. Supervision Received

Considerable supervision, review and assistance received from residential American occupants and Facilities Maintenance Supervisors.

From Garden Maintenance Supervisor and American FM Supervisor.

b. Available Guidelines

Post safety policy and direct instructions from American occupant and spouse..

c. Exercise of Judgment

Judgment in planting, weeding, general maintenance of plants and work plan for keeping gardens and grounds neat and clean.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

A GSO workers, security guards and resident occupants.

f. Supervision Exercised

N/A

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks.