

15. Qualifications Required For Effective Performance

a. **Education**

Completion of primary school is required.

b. **Prior Work Experience**

One year gardening experience is required.

c. **Post Entry Training**

General in-house training on U.S. government owned equipment and tools and safety (SHEM) awareness seminars.

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

Level II (Limited Working Knowledge) Speaking/Reading/Writing English is required.

e. **Job Knowledge**

Incumbent must be able to use/operate all gardening trade tools and equipment including brush cutters, edgers, weed trimmers, riding and walking mowers, blowers etc., Incumbent must possess good working knowledge of care of plant life, pesticide use, weed control, tree planting, pruning, plant nursery operation and use of protective equipment. Incumbent must possess good working knowledge of the working and adjusting of irrigation systems.

f. **Skills and Abilities**

Incumbent must be able to transplant, fertilize and prune plants and hedges. Incumbent must also be able to perform moderately heavy work and lift up to 70 pounds.

16. Position Element

a. **Supervision Received**

The incumbent is directly supervised by the Landscape Foreman. May also receive instructions from the FSN and FS Facility Managers or the Management Officer.

b. **Supervision Exercised**

None.

c. **Available Guidelines**

Guidelines are provided by established trade practices, technical manuals and the internet, established written and oral instructions and procedures.

d. **Exercise of Judgment**

Determines and keep a schedule for gardening up-keep.

e. **Authority To Make Commitments**

None.

f. **Nature, Level, and Purpose of Contacts**

Contact with people in the public service such as retail stores and nurseries. Other Facilities Maintenance employees may be assigned to work with the incumbent on as-needed basis.

g. **Time Expected to Reach Full Performance Level**

6 months.

80% OF THE TIME

Gardening: Incumbent prepares soil and plants (including plants for indoor display), cultivates, fertilizes, trims, weeds, irrigates, waters, sprays, prunes and transplants shrubs, trees, hedges, grass, flowering plants, perennial and annual flowers. Incumbent also seeds, fertilizes, waters and generally maintains lawns. Incumbent rotates indoor plants on displays to allow for appropriate sunshine or watering. Gardening responsibilities extend to the outside perimeter of the compound.

Monitoring grounds: Incumbent is required to regularly report to his supervisor, the condition of the grounds, including any infestations of termites or other garden pests. Based on instructions received, incumbent will take appropriate action to address the infestations.

Preparing new garden areas: Incumbent assist in the preparing of soil, planting, cultivating, fertilizing and the arranging of new garden areas to improve the appearance of the U. S. Embassy compound and its perimeters.

Other Assigned Duties

20% OF THE TIME

The Gardener is expected to perform other duties that may be assigned from time to time. These other duties include casual labor as required by the Facilities Maintenance section, movement of furniture or supplies, trash collection, storm shutters installation, and general cleaning and setting-up for official events and other Facilities Maintenance related tasks.