

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A52661
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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 1

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 HRO	Laborer (Team Leader)-1305	FSN-2	MAM	12/11/08
b. Other				
c. Proposed by Initiating Office GSO	Laborer, FSN-1305	FSN-1		

6. POST TITLE POSITION (if different from official title) Laborer (Team Leader)	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision General Services Office	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.
<p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p style="text-align: center;">JOSE CABALLERO</p> <p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.
<p style="text-align: center;">STEVEN KISLING</p> <p>_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p style="text-align: center;">MARK X. PERRY</p> <p>_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION
Performs laborer duties such as gardening, manual property duties and escort duties at the Ambassador's residence and other properties as necessary (DCR, Chancery and Annexes when required). This position reports to the Facility/Maintenance Supervisor. Acts as the leader of the EMR gardener crew. Must be able to drive when required. Responsible for supplies, materials and equipment inventory.

14. MAJOR DUTIES AND RESPONSIBILITIES **70 % OF TIME**

1- Provides labor for exterior cleaning and gardening. Performs mowing, ranking, cutting branches and planting as directed. Gives daily guidance and instructions to three laborers assigned at the CMR. Responsible for the control and use of materials, supplies and equipment inventory.	20%
2- Performs unskilled manual labors tasks as necessary.	5%
3- Escorts uncleared contractors, vendors, and other visitors as directed by supervisor	5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of elementary school is required.
- b. Prior Work Experience:
One year experience as grounds laborer or gardener is required.
- c. Post Entry Training:
None. During probationary period incumbent must take Safe Lifting and Carrying Practices Training. Also, must receive on-the-job training to learn location of all embassy buildings and to understand general hierarchy of the embassy as well as of the Management and GSO sections.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level I (rudimentary) Speaking/Reading English is required. Level III (good working knowledge) Speaking/Reading Spanish is required.
- e. Job Knowledges:
Must know general plant care for the region. Must know basic landscaping. Must know how to use gardening and landscaping equipment. Must know basic maintenance for gardening equipment.
- f. Skills, and Abilities:
Must be creative when doing landscaping. Must be on guard when doing escorting services to assure that visitors go where they are supposed to go and leave the building once they have finished any business they are doing with the Embassy. Must be alert at all times to check that the exterior of embassy building is clean and tidy and to make sure tree branches are trimmed to avoid that they fall and may cause damage to property or people. Must be able to drive safely when required. Must possess a Panamanian valid driver's license.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the Facility/Maint. Supervisor.
- b. Supervision Exercised:
Will give daily guidance and instructions to three laborer positions assigned at the CMR. (A52657, 52658 and 52659)
- c. Available Guidelines:
Facility Safety requirements and procedures.
- d. Exercise of Judgment:
Application of safe labor practices.
- e. Authority to Make Commitments:
None.
- f. Nature, Level, and Purpose of Contacts:
Contractors, vendors and other visitors needing escort into the building.
- g. Time Expected to Reach Full Performance Level:

One year.