

## **3 FAH-2 H-400 Appendix J 1300**

### **FSN-1300 LABOR, CUSTODIAL, AND GARDENING GROUP**

*(TL:FSNH-14; 10-22-93)*

This group includes all positions the duties of which are to supervise or perform manual labor work involved in unskilled laborer, custodial, or gardener work.

The group includes the following series:

Labor and Custodial Series	FSN-1305
Gardener Series	FSN-1310

## **FSN-1305 LABOR and CUSTODIAL SERIES**

This series includes all positions the duties of which are to supervise or perform unskilled laborer and custodial work.

This series includes:

Custodian Foreman	FSN-1305-2
Custodian	FSN-1305-1
Laborer	FSN-1305-1

## **FSN-1305-2 INTERAGENCY POSITION CLASSIFICATION STANDARDS**

**GROUP:** Laborer, Custodial, and Gardening  
**TITLE:** Custodian Foreman

**SERIES:** Labor and Custodial  
**LEVEL:** FSN-1305-2

### **BASIC FUNCTION:**

Supervises 8 to 15 custodians.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Supervises a workforce of 8 to 15 or more custodians engaged in cleaning office and other buildings owned or leased by the embassy and associated agencies. Receives instructions in the form of a cleaning schedule indicating frequency of specific cleaning operations (floor waxing and polishing, vacuum cleaning of carpets, etc.) and special instructions as appropriate from supervisor. Assigns custodians to specific tasks and instructs them as to what is expected. Checks work in progress and upon completion to assure adequacy. Insures that expendable restroom supplies and cleaning supplies are available for use by custodians. Depending upon the size of the workforce supervised and location of cleaning assignments, may perform a cleaning assignment personally, in addition to supervisory duties.

### **DESIRED QUALIFICATIONS:**

**EDUCATION:** Completion of elementary school is desirable.

**EXPERIENCE:** Six months of custodial experience is required; some supervisory custodian experience is desirable.

**LANGUAGE:** Level 1 English ability (rudimentary) is all that is required.

**ABILITY:** Must be able to supervise effectively a moderate sized custodial workforce.

### **DISTINGUISHING FEATURES:**

This is the only level of Custodian Foreman recognized by the Labor and Custodial Series. It is distinguished from the Custodian level by supervision of 8 to 15 or more custodians, and from supervisors in other series by the nature of the work and the level of supervision exercised. Regardless of whether the Custodian Foreman functions as a working supervisor, he/she is essentially concerned with day-to-day supervision, and not with continuing management responsibility for an organizational unit and the personnel responsibilities of the more typical supervisory assignment. Supervision received is general, but instructions received are clearly applicable and not subject to interpretation.

## **FSN-1305-1 INTERAGENCY POSITION CLASSIFICATION STANDARDS**

**GROUP:** Labor, Custodial, and Gardening  
**TITLE:** Custodian

**SERIES:** Labor and Custodial  
**LEVEL:** FSN-1305-1

### **BASIC FUNCTION:**

Performs custodial work in embassy and associated agency buildings or in a consulate..

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Working alone, or as a member of a custodian crew, performs a particular cleaning assignment or a range of custodial duties. Cleans restrooms, sweeping, mopping, scrubbing, and waxing floors; cleaning, disinfecting, and deodorizing lavatories, commodes, and other restroom fixtures; polishes and cleans mirrors and water fountains; dusts woodwork; replaces soap, deodorizers, towels, and toilet tissues. Cleans floors of offices, corridors, and other assigned areas and stairways by sweeping, mopping, waxing and polishing. Dusts, waxes, and polishes office furniture and empties waste baskets and ash trays. Sweeps outside steps and walks immediately adjacent to buildings, and removes ice and snow in winter. May cut grass and water lawns in immediate vicinity of buildings. Replaces burned out bulbs of electric fixtures. Responsible for reporting broken windows, stopped up drains, and leaking plumbing, and for securing premises after work day is completed.

### **DESIRED QUALIFICATIONS:**

**EDUCATION:** Completion of elementary school is desirable.

**EXPERIENCE:** Some custodial experience is desirable.

**LANGUAGE:** Level 1 English ability (rudimentary) is all that is required.

### **DISTINGUISHING FEATURES:**

This is the only non-supervisory level of custodial work recognized by the Labor and Custodial series. It is distinguished from other work in the Labor and Custodial series by the performance of cleaning and other closely related duties in or immediately adjacent to embassy, consulate, or associated agency buildings. Works under general supervision, but supervisory instructions are complete and clear. There is little or no opportunity for judgment. Physical demands or work are relatively light.

**SUPPLEMENTARY NOTES:**

This standard is appropriate for the highest level of custodial work. Custodian positions will not be placed in higher levels by reason of the location of the assignment.

## **FSN-1305-1 INTERAGENCY POSITION CLASSIFICATION STANDARDS**

**GROUP:** Labor, Custodial, and Gardening  
**TITLE:** Laborer

**SERIES:** Labor and Custodial  
**LEVEL:** FSN-1305-1

### **BASIC FUNCTION:**

Unskilled manual laborer work.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Working alone, or as a member of a labor gang, performs various kinds of unskilled manual labor tasks, including, but not limited to, the following examples. Moves furniture and lifts, carries, and moves other light to heavy objects from place to place. Shovels snow and sweeps and washes walks and driveways. Removes refuse and debris from grounds and working areas. Assists skilled trades workers by carrying, holding, lifting, and moving tools and materials. Moves cartons and boxes from one location to another. May be detailed to work in any section of an overseas establishment that has need for labor assistance. Uses hand trucks, wheelbarrows, shovels, brooms, and simple hand tools.

### **DESIRED QUALIFICATIONS:**

**EDUCATION:** Completion of elementary school is desirable.

**EXPERIENCE:** Some laborer experience is desirable.

**LANGUAGE:** Level 1 English ability (rudimentary) is all that is required.

**ABILITY:** Must be capable of performing arduous physical work.

### **DISTINGUISHING FEATURES:**

This is the only level of Laborer work recognized by the Labor and Custodial Series. It is distinguished from other types of work in the Labor and Custodial Series by the performance of unskilled laborer work which has moderate to arduous physical demands. Receives close supervision and detailed instructions as to what is to be done, and frequently, how to do it. There is no opportunity for the exercise of judgment.

## **FSN-1310 GARDENING SERIES**

This series includes all positions the duties of which are to plant and maintain lawns and gardens, including flowers, shrubs, trees, and vegetables in the areas immediately adjacent to embassies, consulates, associated agency buildings, and the residences of principal officials.

This series includes:

Gardener

FSN-1310-2



## **FSN-1310-2 INTERAGENCY POSITION CLASSIFICATION STANDARDS**

**GROUP:** Labor, Custodial, and Gardening  
**TITLE:** Gardener

**SERIES:** Gardening  
**LEVEL:** FSN-1310-2

### **BASIC FUNCTION:**

Plant and maintain gardens and lawns.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Plants and maintains gardens and lawns at the embassy, consulates, other U.S. Government owned or leased buildings including associated agency buildings, and the residences of principal officials. Prepares soil and plants, cultivates, fertilizes, waters, sprays, prunes, and transplants shrubs, trees, vegetables, flowering plants, and perennial and annual flowers. May pot certain flowers and plants for indoor displays. Seeds, fertilizes, waters, and generally maintains lawns. May raise flowers and plants in a greenhouse. May direct the work of several Laborers assigned to assist.

### **DESIRED QUALIFICATIONS:**

**EDUCATION:** Completion of elementary school is desirable.

**EXPERIENCE:** Six months to one year of gardening experience is required.

**LANGUAGE:** Level 1 English ability (rudimentary) is all that is required.

**KNOWLEDGE:** A good working knowledge of how to plant and care for plants and flowers typical of the area is required.

### **DISTINGUISHING FEATURES:**

This is the only level of Gardener work recognized by the Gardener Series. Gardener is distinguished from other manual occupations by duties involving the propagation of trees, shrubs, flowers, and vegetables, and with the maintenance of lawns and gardens. Where supervision is performed, it is of the day-to-day type and not concerned with the management and personnel aspects of supervision. Receives general supervision. Supervisory instructions are easily understood and offer little opportunity for discretion. Some judgment is exercised in planting, fertilizing, etc. Work requires moderate to arduous physical exertion.

**SUPPLEMENTARY NOTES:**

Although FSN-2 is the only level of which Standards have been written in the Gardening Series, there may be a few gardening positions that warrant classification to FSN-3. These are limited to a few posts where the size of the gardening operation requires a gardening work force of from 3 to 6 gardeners. The gardener working supervisor directing a work force of this size would be classified to FSN-3.