U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post	2. Agency	3a. Position Number
Am ConGen Ciudad Juarez	State	312802 A52807

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

X☐ Yes ☐ No A52-802, A52-803, A52-806, A52-807, A52-808,A52-809, A52-810, A52-812, A52-813

4. Reason For Submission

☒ a. Redescription of duties: This position replaces

(Position Number) A52-803 (Title) Custodian (Series) 1305 (Grade) 1

☐ b. New Position

☐ c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-YYYY)
a. Post Classification Authority WHA/EX/FRC	Custodian FSN-1305	1		11/1/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title of Position (*if different from official title*) Janitor	7. Name of Employee
8. Office/Section American Consulate General- Ciudad Juarez	a. First Subdivision Management Section
b. Second Subdivision Facilities	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Printed Name of Employee Signature of Employee — Date (*mm-dd-yyyy*)	10. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor Signature of Supervisor — Date (*mm-dd-yyyy*)
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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

13. Basic Function of Position

Incumbent in this position is responsible for helping maintain a safe and clean environment in the Consulate buildings and grounds by performing various janitorial and unskilled or manual tasks working alone or as a member of a crew.

14. Major Duties and Responsibilities **100% OF TIME**

Cleans and disinfects restrooms, waiting areas, offices, stairs and other work areas. Mops, scrubs, waxes, and vacuums floors. Dusts and cleans furniture, mirrors, woodwork and equipment. Replaces supplies in lavatories. Empties waste cans and ashtrays. Cleans walls, glass doors, windows and fixtures. Sweeps outside steps and walkways.
Reports broken windows, equipment, leaks, drainage problems, etc. Other custodial duties as repaired. Also occasional unskilled manual labor involving lifting, carrying, or moving furniture. Shoveling snow, using hand trucks, wheelbarrows and simple hand tools. Removes refuse and other debris from Consulate grounds and working areas.

15. Qualifications Required For Effective Performance

a. Education:

Completion of elementary school required

b. Prior Work Experience:

6 months of experience as a cleaner/custodian required

c. Post Entry Training:

In-house familiarization of cleaning procedures, chemicals, and equipment

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

Level I English is required
Level III Spanish is required

e. Job Knowledge:

Must be familiar with basic cleaning products, equipment, and procedures to include their safe use.

f. Skills and Abilities:

Ability to use consistently basic cleaning products, equipment, and procedures correctly and safely.

16. Position Elements

a. Supervision Received:

Directly from Janitorial Foreman, Maintenance Supervisor, and FM

b. Supervision Exercised:

None

c. Available Guidelines:

Received directly from Janitorial Foreman, Maintenance Supervisor, and FM.

d. Exercise of Judgment:

Must use judgment to determine the correct and most efficient and safe way to clean.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

None

g. Time Expected to Reach Full Performance Level:

3 months