

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location			5. Duty Station			1. Agency Position No. VQ25						
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Economy Program <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Principal Interest			9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> RES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical <input type="checkbox"/> 4-Special Services		13. Competitive Level Code										
16. Classified/Graded by					Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date	14. Agency Use						
a. Office of Personnel Management					GARDENER			NA	SC03	04									
b. Department, Agency or Establishment																			
c. Second Level Review																			
d. First Level Review																			
e. Recommended by Supervisor of Issuing Office																			
18. Department, Agency or Establishment DEPARTMENT OF THE NAVY					17. Name of Employee (if vacant, specify)														
a. First Subdivision					c. Third Subdivision														
b. Second Subdivision					d. Fourth Subdivision														
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)														
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.														
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)														
Signature					Date					Signature					Date				
										MARIO TREVINO, VO PROGRAM MANAGER					8/12/04				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position														
Typed Name and Title of Official Taking Action					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.														
T.J. CEPAK, PRINCIPAL CLASSIFIER																			
Signature					Date														
					8/12/04														
23. Position Review												Initials				Date			
a. Employee (optional)																			
b. Supervisor																			
c. Classifier																			
24. Remarks																			
25. Description of Major Duties and Responsibilities (See Attached)																			

**GARDENER**  
**NA-5003-04**

**INTRODUCTION**

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to perform a variety of grounds and external maintenance tasks.

**MAJOR DUTIES**

Perform ground and external maintenance within 50 feet of VQ facilities.

Work includes gardening, general care of grounds (including picking up trash and debris/cutting grass), planting and transplanting grass, ground cover, flowers, shrubs and trees.

Controls and prevents pests, vertebrate (rodents, birds, etc) and plant pests such as weeds, plant diseases and fungi.

Performs other related duties as assigned.

**SKILLS AND KNOWLEDGE**

A general knowledge of gardening tasks and procedures.

Ability to detect plant diseases and/or unusual plant growth.

Ability to use a variety of hand and power operated tools, such as seeders, spreaders, edgers, hedge trimmers, pruning shears and sprayers.

Knowledge of environmental rules and regulations concerning procedures, equipment, commonly used chemicals and basic safety is required.

Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

Must have the ability to do the work with normal supervision.

**RESPONSIBILITY**

The incumbent performs duties under the direct supervision of the Maintenance Coordinator or VQ Site Manager who assigns work, approves leave and evaluates performance of the incumbent. Work is spot-checked on a daily basis. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

**PHYSICAL EFFORT**

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighting up to 100 pounds is required. May be required to climb/descend ladders or stepladders.

**WORKING CONDITIONS**

Work is primarily performed outdoors and incumbent is subject to hot/cold weather, sun, rain, dirt, mud and sometimes to chemical sprays and dusts. Personal Protective Equipment (PPE) is provided, used and if issued, worn appropriately.

**SPECIAL REQUIREMENTS**

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required. Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to a satisfactory background check.

The incumbent is expected to work towards and obtain certification in grounds maintenance/landscaping.