

# "Colombo-2023-010" Vacancy Details

## About

**Announcement Number:** Colombo-2023-010

**Hiring Agency:** Embassy Colombo

**Position Title:** Gardener - Open to All Interested Applicants [Female/ Male]

**Open Period:** 03/02/2023 - 03/16/2023  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 1310 2




**Salary:** USD \$306.91

**Work Schedule:** Full-time - 40 hours per week

**Promotion Potential:** LE-2

**Duty Location(s):**  
in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 000-000-0000  
 ColomboERA@state.gov

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** All Interested Applicants - All/or USEFMs, EFMs or MOHs

LE staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupees at the going rate of exchange each pay period. The official rate for February 27, 2023 is 1 USD = 359 LKR. This is a temporary revision and should not be assumed as an acquired right.

For applicants who are USEFMs, the proposed grade is FP-CC. However, the final grade/step will be determined by Washington D.C.

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

**Summary:** The U.S. Mission in Colombo seeking eligible and qualified applicants for the position of **Gardener** in the **Facilities Management Office**.

The work schedule for this position is: **Full time - 40 hours per week**.

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** **No** Occasional Travel

**Travel Required:** Performs gardening, grounds keeping, and pest management work on properties owned or leased by the US Government in Colombo.

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## Duties

**Basic Function of Position:** The gardener is responsible for performing gardening care and grounds maintenance at Mission office facilities including associated agencies, as well as other U.S. Government (USG) owned and leased properties as directed and at the official residences of the Principal Officials at post. Performs other duties as assigned.

### Major Duties and Responsibilities

## Gardening and Grounds Maintenance - 90%

- Plans, schedules, and participates in the gardening work as assigned including but not limited to soil preparation, planting, pruning, trimming, staking, cultivating, weeding, transplanting, of trees, lawn turf, shrubs, ground cover, flowers, and hedges. Performs other gardening work as required.
- Prepares soil and plants, cultivate, transplant, fertilize, water, prune, shrubs, trees, flowers, plants to include perennials and annuals, and other vegetation. Mixes topsoil and natural fertilizer applying to grass and flowerbeds as needed.
- May pot and arrange specific flowers and plants for indoor and outdoor display. Develops greenhouse plants for future plantings; recommends removal of sick/dying plants and trees.
- Keeps pedestrian pathways, steps, walkways, green spaces, work areas, roadways, clear of debris, clutter, refuse, and trash. Reviews work in progress for adherence to job application safety regulations, and timeliness.
- Monitors sites and determines the need for fertilizers, soil amendments, and mineral additive. Mixes and applies Post Occupational Safety and Health Officer (OSHA) approved insecticides, and herbicides. Inspects for and eliminates hazards in gardening areas. Identifies diseased plants and infestation and takes proper corrective measures. Spray yards and enclosure for ticks, bugs, ants, termites, and other pests as insects as needed. Maintains awareness of and reviews Materials Safety Data Sheets for all hazardous materials.
- Uses power equipment commonly used in gardening and grounds maintenance such as tractors and tractor attachments, back hoes, dump trucks, aerial man lifts., forklifts, cultivators, mowers, edger's, trimmers, blowers, chain saws, woodchippers, rotary tillers, power brooms, pressure washers and sprayers. Makes minor repairs when necessary to include adjustments on power equipment used in gardening, and on gardening tools, sprinkler heads, and hoes, determining sufficient water pressure, or valve and pipe coverage needs.
- Maintains inventory of gardening tools equipment, and/or materials to ensure sufficient supplies are available and items are in serviceable condition.
- Communicates with customers regarding needs for landscaping, lawn service, and grounds keeping work.
- Performs general swimming pool and deck cleaning as required utilizing pool and deck cleaning chemicals. Sample pool water to determine chemical quantities to maintain proper operational capability.
- May direct the work of other laborers to assist.

## Other Duties Assigned - 10%

- Escorts visitors, outside contractors and non-cleared employees at post when required.
- Operates USG motor vehicles. If required, assist in the assembly and dismantle of event platforms, chairs, tables, and temporary weather screening and enclosures.

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## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** A minimum of two (2) years of gardening experience is required ([Candidate must attach copies of relevant service/work experience certificates](#))

### **LANGUAGE PROFICIENCY:**

English level I (Rudimentary knowledge) Reading/Writing/Speaking is required.

Sinhala/Tamil level II (Limited knowledge) Reading/Writing/Speaking is required.

**JOB KNOWLEDGE:** Good working knowledge of how to plant/ transplant shrubs, flowers etc. typical for the area required. Maintenance of gardens and lawns using knowledge of gardening and swimming pool cleaning techniques are required. Good working knowledge of Overseas Building Operations (OBO) FAM and FAH regulations pertaining to grounds maintenance and procedures, Standard Operating Procedures (SOP).

### **SKILLS AND ABILITIES:**

- Ability to physically able perform arduous tasks as well as work independently.

- Ability to use hand tools and operate motorized equipment and vehicles, such as mowers, sprinklers, etc. Ability to use all gardening tools and swimming pool, cleaning equipment.
- Must be able to lift and move objects weighing up to 50 pounds. Must be able to wear personal protective equipment such as eyewear, and safety shoes.
- Must be able to perform assign tasks in all types of weather, and environmental weather conditions to include at times severe cold, extreme heat, wet or dry weather conditions, and high winds.
- A valid driver's license class B (Formerly A, A1) is required ([Candidate must attach a copy of relevant driving license -both side](#))

**Education Requirements:** Completion of Primary School is required (At least studies up to Grade 5) ([Candidate must attach copies of relevant service/work experience certificates](#))

**Evaluations:** Language: English level I language proficiency will be tested.

Skills and Abilities: Safe driving skills will be tested.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

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## Benefits and Other Info

### Benefits:

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in (insert post and/or country name) may receive a compensation package that may include health, separation, and other benefits.

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For EFM's, benefits should be discussed with the Human Resources Office.

**Other Information:** **EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

For the current COVID-19 Requirements please visit the following [link](#).

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following [link](#).

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## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Public Trust-Background Investigation clearance.

For more information on how to apply visit the Mission website <https://lk.usembassy.gov/embassy/jobs/>

**Required Documents:** To apply for this position applicants must electronically submit copies of the documents listed below along with the electronic application, to be considered for employment. Failure to do so may result in a determination that applicant is not eligible and qualified.

Please provide the required documentations listed below with your application:

- Proof of Citizenship [NIC/Passport/Residency and/or Work permit (If applicable)]
- High School Diploma (Primary school)
- Driver's License (Both sides of the Driver's License)
- Other Document 1 (Relevant Service/Work experience certificates)
- Other Document 2 (Relevant Service/Work experience certificates)

**Next Steps:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

Due to high volume of applications received, we will contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

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