

POSITION	CONSERVATION TECHNICIAN II
SALARY GRADE	125
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	April 11, 2022

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast paced, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Conservation Programs Department provides:

- Landscape audits and retrofits
- Landscape design and horticultural consultations
- Irrigation audits and training
- Professional development courses and certification programs for landscape professionals
- Green infrastructure and low impact development programs that promote water conservation
- Classes and workshops for residents related to water conservation, landscape transformations and water efficiency
- Administration of grants and contracts to develop and deliver audit, landscape transformation, efficient irrigation and onsite water percolation services and programs.

ABOUT THE POSITION

Conservation Technicians perform and coordinate activities within the Conservation Program and perform a wide variety of tasks in support of the District’s mission to sustain regional water resources. This position focuses on work in urban landscapes and the landscape industry.

SUMMARY/OBJECTIVE

The Conservation Technician II is an experienced professional who is primarily responsible for implementation and assessment of water conservation programs and trainings for the public and professionals. The Conservation Technician II also plays a role in assisting with program development and demonstration landscape projects and maintenance as assigned.

ESSENTIAL FUNCTIONS

Primary duties include, but are not limited to:

- Scheduling customer appointments, performing landscape evaluations, irrigation audits and direct installations, identifying solutions to improve water use efficiency, performing database input and analysis, generating reports and providing follow up service, coordinating post-service surveys and analysis.
- Developing and presenting workshops and trainings on water efficient topics potentially including irrigation installation and maintenance, water management, landscape design and installation, or other topics related to the individual Conservation Technician's experience and skill set.
- Working alongside and training interns / apprentices to conduct irrigation efficiency audits and to perform irrigation, landscaping and maintenance work in the park and in the Waterwise Demonstration Garden.
- Identifying stakeholder audiences, developing and providing public outreach activities and educating the public on water efficient landscape design and maintenance best practices.
- Participating in regular program reviews, identifying opportunities to increase program efficiencies and participation rates, and reporting improvements.
- Gathering, analyzing and interpreting water consumption and other data and preparing reports for programs, contracts, and studies.
- Working with utility companies and public entities within the District's service area and sphere of influence to prioritize and outreach to high water users.
- Participating in writing grant and contract proposals, tracking grant and contract program implementation, preparing reports, tracking and processing grant and contract financials, including invoices.
- Providing work direction and training to Conservation Technician I level staff, interns, and volunteers.
- Participating in and assisting in the development of various District water conservation programs and technical information programs such as Water Awareness Month, Smart Irrigation Month, Earth Day, Watershed Wise workshops and other training and information classes.
- Providing support for Community Programs by staffing booths and implementing engaging activities at partner agency events.
- Assisting with the upkeep, irrigation systems, and water management of the District's garden and demonstration landscapes as needed, including performing irrigation system audits.
- Under the supervision of the Conservation Programs Manager, performs horticulture and maintenance operations in the Waterwise Demonstration Garden and demonstration park plantings.

- Plans and executes projects in the Waterwise Demonstration Garden and park.
- Providing backup for front desk positions when required, including answering phones, assisting walk-in traffic, and updating information and records.
- Performing special projects and other duties as assigned.

COMPETENCIES

Knowledge and experience, skills, and abilities that employees must possess to effectively perform job and succeed in position.

Knowledge and Experience

- Knowledge of water use efficiency principles and irrigation system best practices.
- Knowledge of current water management best practices and standard procedures.
- General knowledge of water efficient plants best suited for Inland Valley area landscapes.
- Experience evaluating and auditing various irrigation systems under a variety of field conditions.

Skills

- Proficiency with Microsoft Office Suite.
- Experience with photo editing and / or landscape design software preferred.

Abilities

- Deal tactfully and courteously with internal and external contacts.
- Understand and carry out direction and effectively communicate orally and in writing.
- Work meticulously with numbers for reports, checking work and ensuring accuracy.
- Read, write, and speak English proficiently (English-Spanish bilingual preferred).
- Work independently as necessary.
- Initiate, observe, and maintain effective safety practices.
- With training opportunities, learn principles of landscape design, native plant horticulture, and other landscape related special topics.
- Prepare and deliver clear, concise, well-organized presentations to a wide variety of audiences having varying levels of knowledge.

SUPERVISION

Receives direct supervision from the Conservation Programs Manager. The incumbent in this position does not routinely exercise supervision but may lead interns and volunteers.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days a week.
- This position requires occasional evenings and weekend work for District and other workshops and events.

EDUCATION AND EXPERIENCE

- **Required** Degree from an accredited college or university with degree or major course work in areas of horticulture, plant science, environmental sciences, or directly related fields OR equivalent work experience.
- **Preferred** Minimum three years of progressive responsibilities in irrigation / landscape maintenance or conservation / resource program management, preferably with some amount of administrative duties.

WORK ENVIRONMENT

Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, and cold. Must be able to work indoors seated for extended periods of time.

PHYSICAL DEMANDS

- Bending, sitting, lifting, and driving.
- Travel regularly by company vehicle to field sites.
- Use office equipment such as telephones, computers, printers, and copiers.
- Use field equipment and tools such as soil probes and shovels.
- Walk and work on uneven terrain.
- Sit for extended time periods.
- Hearing and vision within normal range.
- Safely lift and carry up to 50 lbs.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Valid driver's license and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Must possess, or obtain within one year of hire, two professional certifications including: Qualified Water Efficient Landscaper Certification (QWEL), Irrigation Association Certified Landscape Irrigation Auditor (CLIA), or other related certification at the Conservation Program Manager's discretion. CBWCD will help employees obtain necessary certifications.
- Must demonstrate ability to legally work in the United States and possess appropriate documentation.

OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.