



CONSERVATION TECHNICIAN II

Filing Deadline: This recruitment is open until filled with first review of applications on **Tuesday, May 7, 2024**. It is recommended that interested candidates apply immediately as this recruitment may close at any time.

Interviews will be tentatively scheduled the week of 05/13/24



CHINO BASIN
**Water
Conservation
District**

**Waterwise
Community
Center**

CONSERVATION TECHNICIAN II

THE POSITION

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; and administration of grants and contracts to develop and deliver audit, landscape transformation, efficient irrigation and onsite water percolation services and programs.

Under general supervision, the Conservation Technician II position performs and coordinates activities within the Conservation Program, including 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.

ESSENTIAL FUNCTIONS **

** SEE JOB DESCRIPTION FOR COMPLETE JOB DETAILS

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.



THE IDEAL CANDIDATE

The ideal candidate can complete daily tasks while being regularly interrupted by walk-in and phone call customers which must be attended to in a polite, professional manner. The candidate has professional experience with waterwise/CA native landscapes and high efficiency irrigation systems, strong technical skills, coupled with a positive attitude, excellent communication and teamwork abilities. A passion for conservation, attention to detail, and adaptability to various field conditions round out the profile of our ideal candidate.

Receives direct supervision from the Conservation Programs Manager. The incumbent in this position does not routinely exercise supervision.

COMPENSATION & APPLICATION PROCESS

EDUCATION AND EXPERIENCE

Minimum High School Diploma or GED is required. A degree from an accredited college or university or major course work in areas of horticulture, plant science, environmental sciences, or directly related fields or equivalent work experience.

Minimum of 3 years of progressive responsibilities in irrigation/landscape maintenance or conservation/resource program management, preferably with some amount of administrative duties.

COMPETENCIES

Knowledge of:

- 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 in:

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

Abilities to:

- 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.

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.

COMPENSATION: The position offers a competitive salary with a highly attractive benefits package. This is an hourly/non-exempt position with a starting hourly rate based on the competitive labor market and the successful candidate's qualifications. **The salary range for this position is \$27.25-\$35.75 per hour (3% COLA effective January 1, 2025, subject to Board approval).**

RETIREMENT: The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. The retirement formula for Classic members is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. The retirement formula for PEPRAs members is 2.0% at

62 and the employee pays 7.75% of the CalPERS benefit, while the District contributes 7.68%. This is provided for full-time and part-time staff working at least 1,000 hours per year. Participation in a 457 deferred compensation plan is available through CalPERS Deferred Compensation Plan. Enrollment is voluntary and 100% employee paid.

HEALTH COVERAGE (MEDICAL/DENTAL/VISION): The District offers medical, vision, and dental health coverage for full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority. The District funds up to \$2,223.27 a month for health coverage and employees are responsible for paying the balance over that amount.

LIFE AND AD&D INSURANCE: Life insurance is 100% paid for the employee by the District, providing \$50,000 for full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

LONG/SHORT TERM DISABILITY: Long and short-term disability insurance is 100% paid by the District for full-time staff.

HOLIDAYS: The District observes 12 paid holidays throughout the year and two floating holidays.

VACATION: The District provides full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of services.

SICK LEAVE: Regular full-time employees accrue sick leave at the rate of 80 hours per year and may accrue up to a maximum of 176 hours.

OTHER: This is a full-time, non-exempt position with a standard schedule of 8:00 a.m. – 4:30 p.m., five days a week, and requires occasional evenings and weekend work for District and other workshops and events.

HOW TO APPLY: See full job description and apply online at cbwcd.org/jobs. **Please fill out the online application in its entirety and upload a cover letter and resume.** Only complete applications will be considered.

First review of applications will be **Tuesday, May 7, 2024**. This recruitment is open until filled and may close at any time.

This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for finalist will be contacted after a candidate is selected.

EQUAL OPPORTUNITY EMPLOYER: The District is committed to recruiting and retaining a highly qualified and diverse workforce. It is the District's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, gender identity, disability, medical condition, pregnancy, veteran's status, or association with individuals with these characteristics have access to District employment opportunities. For additional information, please contact (909) 626-2711 or jobs@cbwcd.org.