

<b>POSITION</b>	CONSERVATION PROGRAMS INTERN
<b>SALARY GRADE</b>	106
<b>CLASSIFICATION</b>	Limited Term Part-Time Employment, up to 20 hours per week, up to 849 hours per fiscal year (July 1 – June 30), Non-exempt under the Fair Labor Standards Act (FLSA).
<b>DATE</b>	February 14, 2022

### **ABOUT THE DISTRICT**

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, 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 INTERNSHIP PROGRAM**

The District's Internship program is a component of the District's Training and Employment Preparation Program. The Program provides an opportunity for trade, undergraduate and graduate students to gain valuable work experience in a local government setting. The program provides hands-on, research, analytical and/or project coordination experience through assignments in one or more departments. This is "at will" employment opportunity and may be terminated at any time without cause. Participation in the program is based on continued satisfactory performance and attendance. Participation in, or completion of, the program does not guarantee further employment with the District beyond participation in the Internship program. The provisions of this program do not constitute an expressed or implied contract and any provision of this program may be modified or revoked without notice.

The **Conservation Programs Intern** will gain experience with maintenance practices for waterwise and California native landscapes and professional water management. Water management experience will include site evaluation, irrigation auditing, and irrigation scheduling techniques for both residential and commercial properties. Garden experience will include techniques for planting, plant establishment, pruning / detailed species-specific care, organic pest control, and more. Water management experience will include preparing for irrigation system audits, operating irrigation controllers, inspecting irrigation systems for issues, calculating

precipitation rates for spray, rotor, and drip irrigation systems, documenting site observations, and helping create reports which include irrigation scheduling recommendations, and water use savings calculations. Interns will experience working in a professional public service environment and interact with landscape crews, property managers, and/or municipal staff in a professional context.

## **ABOUT THE DEPARTMENT**

The Conservation Programs Department provides:

- Landscape audits;
- Maintenance of the District's Waterwise Community Center public demonstration garden and plantings;
- Landscape design and horticultural consultations;
- Free workshops and resources focused on California native, waterwise, and sustainable landscaping for community members;
- Irrigation audits and training;
- Professional development courses and certification programs for landscape professionals related to water conservation, landscape transformation, and water efficiency; and
- Administration of grants and contract to develop and deliver audit, landscape transformation, and water efficiency programs in the District's service area.

## **ABOUT THE POSITION**

The Conservation Program Intern supports the District's goal to sustain regional water resources. This position focuses on work in urban landscapes and the landscape industry.

## **SUMMARY/OBJECTIVE**

The Conservation Program Intern supports the goals of the Conservation Programs Department and District by assisting with demonstration garden projects and care, implementation and assessment of water conservation programs and trainings for the public and professionals, and / or development of informational resources, depending on assignment and intern skill set.

## **ESSENTIAL FUNCTIONS**

Primary duties include, but are not limited to, the following:

- Maintenance and renovation tasks in the Waterwise Demonstration Garden including, planting, pruning, weeding, mulching, and other landscape and horticulture tasks.
- Assist with irrigation system and water management audits of residential and commercial properties.
- Assist with site evaluations including (under supervision) operating irrigation systems, make observations and taking photos of identified issues.
- Assist with precipitation rate tests and calculations, and interact with landscape staff, property managers, and site owners in a professional manner.
- With training and supervision, assist with audit reporting including uploading and organizing site observation photos and notes.

- Assisting with creating reports including site observation write ups and irrigation controller setting recommendations.
- Print and email audit reports.
- Enter site water use data into spreadsheets to track water use changes of past program participants.
- Identify opportunities for the District to expand public knowledge of its programs.
- Communicate effectively with diverse audiences to promote District's mission of protecting the Chino Groundwater Basin in order to guarantee that current and future water needs will be met by promoting water conservation education.
- If assigned, depending on intern skill set, assist with the creation of public informational resources related to waterwise and sustainable landscaping.

## COMPETENCIES

### ***Knowledge and Experience***

- Knowledge of Microsoft Office tools
- General understanding of water-use efficiency principles and irrigation system best practices.
- General knowledge of waterwise plants suited for Inland Valley area landscapes.

### ***Skills***

- Customer service
- Collaborative teamwork
- Verbal and written communication skills

### ***Abilities***

- Demonstrates curiosity and desire to learn about topics relevant to the District's mission such as water, conservation, landscaping, watershed science, and trends, etc.
- Work meticulously with numbers for reports, checking work, and ensuring accuracy.
- Uses flexibility and problem-solving skills.
- Initiate, observe, and maintain effective safety practices.
- Demonstrates positive attitude and initiative to attain information and skills necessary to complete tasks and projects well.
- Work independently as necessary.

## SUPERVISION

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

## POSITION TYPE AND EXPECTED HOURS OF WORK

Limited Term Part-Time Employment, up to 20 hours per week, up to 849 hours per fiscal year (July 1 – June 30); occasional evening and/or weekend work may be required to complete required duties and projects and participate in events; respond to emergencies as necessary.

The Waterwise Community Center hours are Monday – Saturday, 8am-4:30 p.m. There is significant flexibility to work within those hours, with work schedule pre-approved by Manager.

### **EDUCATION AND EXPERIENCE**

- Must be at least 18 years old and enrolled or a recent graduate within 2-years of a higher education institution with a minimum average GPA of 2.0.
- Interest in plant science, horticulture, landscape architecture, irrigation management, or similar fields is necessary for success in the position. Some completed course work or work experience in one or more of the above fields of study is required.

### **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 in fast-paced environment.

### **PHYSICAL DEMANDS**

- Communicates orally in English with co-workers and the public in face-to-face, one-to-one and in group settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Regularly operates a telephone for communication.
- Operates office equipment such as computers, printers, copiers, projectors.
- Regularly uses field equipment and tools such as soil probes and shovels.
- As a passenger, travels frequently by vehicle to conduct District business.
- Regularly works in an outdoor environment in the sun, wind, rain, etc.
- Occasionally moves/positions supplies and materials of up to 50 Lb.
- Regularly moves materials, shifts items up to 25 lbs.
- Traverses over uneven terrain.
- Uses a variety of landscaping tools including but not limited to pruners, loppers, shovels, rakes, and brooms.
- Uses a variety of hand tools, cleaning solutions and equipment in the performance of light janitorial and office type work to support programs.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.
- Must demonstrate ability to legally work in the United States and possess appropriate documentation.
- Complete 1-hour Sexual Harassment training within first month of employment.