



POSITION	CONSERVATION LANDSCAPE WORKER I
SALARY GRADE	110
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	June 13, 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 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;
- Maintenance of the District's Waterwise Demonstration Garden and assistance on maintenance of the District's Park; and
- Assistance to the Facilities & Operations Department, in charge of maintaining the District's buildings and eight percolation basins.

ABOUT THE POSITION

Under general supervision, employees in the **Conservation Landscape Worker I (CLWI)** classification perform a variety of responsibilities related to landscape and facility maintenance and projects on District properties, provide assistance to the Conservation Specialist and Conservation Technician classes in the performance of Landscape audits and retrofits, and assist with events and other District programs.

SUMMARY/OBJECTIVE

This is an entry level position. Employees in this classification perform assigned landscape maintenance and project related duties as identified below at the District demonstration garden, District offices, other District properties, or assigned locations with ongoing supervision and assist with other District programs and events.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities. Under ongoing supervision, this position shall perform a variety of responsibilities related landscaping, grounds and vegetation maintenance and projects on District properties including but not limited to pruning, planting, trimming, raking, watering, weeding, fertilizing, cleaning, and renovating vegetation and garden areas. Additionally, this position is to assist other Conservation Programs staff in the performance of landscape audit and retrofit programs.

- Participates in all aspects of Demonstration Garden and Park maintenance, primarily including plant care, weed control, and renovation and improvement projects
- Under direction, assists with landscape irrigation audits on offsite properties
- Prunes or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Removes weeds, primarily through hand pulling and using hand tools
- Under supervision, monitors and repairs irrigation systems.
- Cleans demonstration garden and park signs, furniture, and walkways to maintaining a welcoming and comfortable environment for visitors
- Inspects grounds for hazards, reports and repairs as assigned.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features including sweeping, blowing, scrubbing, and other cleaning and repair tasks.
- Participates in landscape and renovation improvement projects including soil preparation, working with rocks and mulches, planting, and irrigation installation.
- Keeps work environment clean, organized, and safe for the public at all times.
- Under supervision mixes of concrete for various projects.
- Painting in District properties.
- Facility maintenance and repairs throughout District properties.
- Under supervision assists in mixing and dispensing fertilizers and herbicides.
- Under supervision operates District tractor to move heavy objects and spray weeds at the District basins.
- Maintains or repairs tools, equipment and structures.
- Gathers and removes litter.
- Inspects assigned areas for insects and rodents.
- Establishes and maintains cooperative working relationships with co-workers, visiting staff representing outside agencies, and the public.
- Assists with setup of District events.
- Operates vehicles and powered equipment, such as mowers, tractors, chain saws, gas

clippers, sod cutters, and pruning saws. Operates a variety of hand and power equipment commonly used in landscaping and maintaining grounds.

- Mow or edge lawns using power mowers or edgers.
- Performs related duties as assigned.

COMPETENCIES

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

Knowledge and Experience

- Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Various irrigation systems.
- Proper work safety standards.
- Proper operation and maintenance of various types of equipment used in grounds maintenance.
- Trees and plants
- Basic and accurate arithmetical calculations.

Skills

- Competency in applying technical knowledge and carrying out a learned activity.
- Uses knowledge of a subject or area appropriately to achieve desired results.
- Successful application of knowledge to carry out tasks.

Abilities

- Safely use and maintain tools and equipment used in grounds maintenance.
- Record assigned tasks, ask for clarification as necessary, complete tasks efficiently both independently and in teams.
- Learn and perform a wide variety of horticultural and grounds maintenance tasks to a high standard of detail.
- Effectively apply fertilizers and herbicides.
- Follow oral and written directions in English.

SUPERVISION

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

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, Non-Exempt, Hourly.
- This position requires occasional holiday, evenings, and weekend work for the District.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required.
- Certificates from recognized organizations in landscaping and/or irrigation is preferred.

WORK ENVIRONMENT

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- Exposure to chemicals: Herbicides, fertilizers, pesticides, insecticides, and housecleaning chemicals.

PHYSICAL DEMANDS

- Operates District vehicles and equipment in construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Operates Equipment including trucks (with and without trailers) lawn mowers, and shredders.
- Operates District tractor to move heavy object and spray weeds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Obtain a QWEL, Qualified Water Efficient Landscaper, Certification within 1 year of hire.
- Obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.

- Must satisfactorily meet job requirements for this position for a minimum of 12 months before progressing to another level.

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.