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<b>POSITION</b>	CONSERVATION LANDSCAPE WORKER I
<b>SALARY GRADE</b>	118
<b>DATE</b>	TBD

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### 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 practical education on waterwise landscaping and water management for community members and landscape professionals through workshops, professional development programs, online and print resources, and interpretation of the District's demonstration garden. Provides water management audits for residential, commercial, and institutional properties. Provides maintenance of the District's Waterwise Community Center public demonstration garden and park plantings. Operates a small retail plant nursery to ensure California native and waterwise plant material is easily available in the area. Provides fieldtrips, outreach, and staffs and presents at special events. Operates internship and volunteer programs. Administers grants and contracts to develop and deliver audit, landscape transformation, and water efficiency programs in the District's service area.

### ABOUT THE POSITION

Under general supervision, the Conservation Landscape Worker I performs a variety of responsibilities related to landscape and facility maintenance and projects on District properties, provides assistance in the performance of landscape audits and retrofits, and assists with events and other District programs. The CLWI is also required to assist the general public and visit District facilities as needed. The CLWI assists with public programs, workshops, nursery operations, and educational content creation as assigned. Receives

direct supervision from the Conservation Programs Manager. The incumbent in this position does not routinely exercise supervision but may be assigned to provide support and oversight for interns and volunteers. This is a full-time, 40 hours per week, non-exempt under FLSA standards, and hourly position that works a standard 8:00 a.m. to 4:30 p.m. work schedule. This position requires occasional holiday and evening work. Along with most of the Conservation Programs Department, this position works Saturdays as a normal workday, with Sunday and an employee selected and manager approved weekday as the regular days off.

The Conservation Landscape Worker I is distinguished from the Conservation Landscape Worker II in the performance of routine, general, and basic maintenance work requiring less experience, and following designated policies and procedures.

### **OBJECTIVE**

This position primarily performs 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. The Conservation Landscape Worker I also assists with other District programs and events as assigned.

### **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.

- Participates in all aspects of Demonstration Garden and Park maintenance, primarily including plant care, weed control, and renovation and improvement projects.
- 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 maintain a welcoming and comfortable environment for visitors. Performs other janitorial duties in landscape areas as needed.
- Staffs compost and mulch giveaway programs: directs traffic, interacts with participants and ensures participant safety.
- Inspects grounds for hazards, reports, and repairs as assigned.
- Provides proper upkeep of sidewalks, driveways, parking lots, water features, 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.
- As assigned, assists with nursery operations including watering, weeding, fertilizing,

plant inventory, merchandizing, propagation tasks, and helping customers.

- Keeps work environment clean, organized, and safe for the public at all times.
- Under supervision assists with hardscape projects including work with decomposed granite, gravel, pavers, or concrete.
- Gathers and removes litter and cleans up dog waste at District facilities as necessary; 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.
- Mows or edges turf alternative plots using power mowers or edgers.
- May be required to apply herbicides using proper personal protective equipment and safety procedures.
- Assists with workshops and volunteer activities when requested.
- May be assigned to participate in the creation of educational and outreach materials including video, social media, and print resources.
- Under direction, may be assigned to assist with landscape irrigation audits on offsite properties.
- Occasionally assists Facilities and Operations staff with operational needs; performs weed abatement, litter and debris removal, painting, and maintenance; operates equipment and handles chemicals and fertilizers as needed.
- Performs any additional duties as needed or assigned.

## **COMPETENCIES**

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

- General methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of landscape material.
- 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 and Abilities***

- 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.
- 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 if necessary.
- Follow oral and written directions in English.

## **EDUCATION AND EXPERIENCE**

- A minimum of High School Diploma or GED is required with some relevant work experience preferred.
- Basic/Intermediate technical experience in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook) and/or other related software.
- Certificates from recognized organizations in landscaping and/or irrigation or some college level coursework is preferred.

## **WORK ENVIRONMENT**

- 50% to 100% work time spent outside a building and exposed to the sun.
- Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Work in areas with unusually high humidity.
- Less than 10% of the work time getting part or all of the body and/or clothing wet.
- Occasionally there are unusually loud sounds.
- Occasional work on unusually slippery surfaces.
- Some parts of the body in contact with oil or grease occasionally.
- Works in or around areas with minor amounts of dust.
- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- 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.

- With training, may be asked to operate 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 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.