



CONSERVATION SPECIALIST I/II

Filing Deadline: Monday, 8/10/26 at 4:00 p.m. Applications will be reviewed periodically as they are received. The District reserves the right to close this recruitment at any time or after receiving a sufficient number of qualified applications.

Tentative Interview Date: Friday, 8/21/26 (subject to change)

Recruitment will be used to fill one (1) position at level I or II, depending on the qualification and experience of the selected candidate. Please review the job specification for both levels.



CHINO BASIN

Water
Conservation
District

Waterwise
Community
Center

CONSERVATION SPECIALIST I/II

THE POSITION

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, operation and interpretation of the District's demonstration garden, the Waterwise Community Nursery program, and volunteer programs.

The **Conservation Specialist (CS) I/II** position leads and coordinates assigned programs within the department. Receives general supervision from the Conservation Programs Manager. The incumbent in this position does not routinely exercise supervision but may provide general support, oversight, and training for interns, lower-level staff, 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 Specialist I position differs from the Conservation Specialist II position in that it performs entry-level duties related to the assigned conservations programs while developing technical knowledge and experience, and the Specialist II performs a full range of mid-level duties with greater independence and also assists with project management and safety.

ESSENTIAL FUNCTIONS **

** SEE **BOTH** JOB DESCRIPTION FOR COMPLETE JOB DETAILS

The candidate hired for this open position will be initially assigned to function as lead for the following programs: workshop planning and coordination, online education / video content production and publication, Community Volunteer Program lead and expansion, Waterwise Community Nursery Program co-lead and expansion.

All Conservation Specialists perform duties including, but not limited to:

- Supports, leads, or assists with the full range of water conservation duties and programming performed by the District, as assigned.
- Develops program and project budgets and schedules.
- Collaborates with department staff and other departments to develop quality research and informational events and materials on timely water conservation issues.
- Assists in the management, content development, administration, and delivery of professional development programs for industries related to water conservation.
- Develops and executes outreach strategies to promote District programs through direct communication, flyers, newsletters, press releases, and digital platforms, as directed.
- Develops and implements program integrated follow-up processes for identifying areas of concern and improves district performance for administered programs.
- Performs data collection, analysis, and reporting on the effectiveness of relevant District programs to District management, Board of Directors, or other agencies, as required.
- Represents the District with the public, community organizations, businesses and institutions, and representatives of other agencies as assigned.
- Schedules, coordinates, and conducts tours of District facilities with outside organizations, including college and university classes.

- May contribute to planning projects related to groundwater infiltration, watershed management, and water resources, in collaborating with District staff, partner agencies, or consultants.
- May serve on the District's Safety Committee as Chair and/or Co-Chair; may organize and run weekly tailgate trainings and annual or biannual outdoor-work specific safety trainings.
- Investigates and documents near-misses and accidents, performing root-cause analyses and recommending or implementing workplace safety initiatives.
- Provides administrative and customer service support, including serving as backup for front desk operations when needed.
- Performs and leads staff, interns, and volunteers in all aspects of the horticultural and non-horticultural maintenance of district demonstration garden and park facilities, including plant care, irrigation, pathways, signage, water features, and other garden/park features.
- Coordinates the District's volunteer programs, including administration, planning, communications, training volunteers in tasks and safety, supervising and leading volunteer groups.
- Develops and presents workshops and trainings on topics such as but not limited to water/irrigation management, landscape design/installation, and water-efficient and California native plants. Coordinates workshop planning and scheduling.
- Performs irrigation systems maintenance, audits, and water management of the District's garden and demonstration landscapes as needed.
- Leads or contributes to production of online educational content including content development, production planning, filming, editing, posting / publishing, and promoting.
- Operates District retail plant nursery operations including but not limited to customer support, sales, merchandising, plant ordering, website upkeep, promotion, and advertising.
- Performs plant nursery functions including but not limited to plant propagation, watering, upkeep of potted plant material, weed abatement, integrated pest management, nursery irrigation systems upkeep and improvements, and leading volunteers in all associated activities.

COMPETENCIES

Knowledge:

- Knowledge of water use efficiency principles and irrigation system and landscape best practices.
- Knowledge of efficient plants best suited for Southern California landscapes.
- Knowledge of nursery management.
- Knowledge of current water management best practices and standard procedures.
- Knowledge of Horticulture best practices.
- Significant knowledge of sustainable landscapes, horticulture, and water conservation.
- Experience developing and delivering classes and presentations related to water conservation or landscaping.
- Intermediate knowledge of Microsoft 365 and/or related software.
- Bilingual in Spanish and English preferred but not required.

COMPENSATION & APPLICATION PROCESS

COMPETENCIES (CONTINUED)

Skills and Abilities:

- Ability to communicate effectively, both orally and in writing, and prepare and deliver workshops, trainings, tours, presentations, and outreach materials related to water conservation and waterwise landscaping.
- Ability to plan, coordinate, and support conservation programs and projects, including schedules, budgets, outreach strategies, and follow-up activities.
- Ability to perform and lead irrigation system maintenance, audits, troubleshooting, and water management activities, including preparation of water budgets and irrigation schedules.
- Ability to collect, analyze, document, and report program, landscape, and water use data to support program evaluation and improvement.
- Ability to work independently and collaboratively in a fast-paced environment, manage multiple priorities, meet deadlines, and apply effective safety practices.
- Ability to provide guidance, training, and functional direction to interns, volunteers, and lower-level staff, and stay current on best practices and techniques related to water efficiency, irrigation, horticulture, and conservation programs.
- Ability to apply and promote effective safety practices, including supporting safety training, documentation, and incident follow-up as assigned.
- Work in fast-paced environment and ensure that Division projects and programs are undertaken and completed successfully in a timely manner.

THE IDEAL CANDIDATE

The ideal candidate is a versatile and proactive professional with a strong foundation in horticulture, water conservation, program management, and community engagement. They are skilled at developing and implementing programs, managing budgets and schedules. This individual communicates effectively across diverse audiences, from industry professionals to community members.

They are equally comfortable in the field and the office—leading hands-on landscape and irrigation projects, supporting nursery operations, and coordinating volunteers, while also handling reporting, and administrative responsibilities. A collaborative mindset, attention to safety, and the ability to lead staff, interns, and volunteers are essential.

MINIMUM QUALIFICATIONS

EDUCATION: An associate's degree from an accredited college/university is required, preferably in horticulture, plant science, landscape architecture, landscape irrigation science, or related field; or directly related equivalent work experience.

EXPERIENCE:

CS I: Minimum 2 years of progressive responsibilities in professional horticulture, irrigation/landscape maintenance or conservation/resource program management, preferably with some amount of administrative duties.

CS II: Minimum 4 years of experience in professional horticulture, water use efficiency, or water resource management.

ADDITIONAL:

CS I: 1) Possession of a valid CA Class C Driver's License; 2) Must obtain Efficient Landscaper Dual Certification Program (WELDCP) and CA Native Landscaper Certificate Program (NCPLC) certificates within 1 year of hire; and 3) Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.

CS II: 1) Possession of a valid CA Class C Driver's License; 2) Must possess, or obtain within 1 year of hire, 2 professional certifications including: Qualified Water Efficient Landscaper Certification (QWEL), Irrigation Association Certified Landscape Irrigation Auditor (CLIA), California Native Plant Landscaper Certificate (CNPLC), Water Use Efficiency Practitioner Grade I; 3) Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.

COMPENSATION: The position offers a competitive salary. This is an Hourly/non-exempt position with a starting salary based on the competitive labor market and the successful candidate's qualifications. **The hourly range for the position CS I: \$32.60-\$42.78 / CS II: \$36.89 – \$48.40 per hour (3% COLA effective January 1, 2027). Position placement will depend on experience and qualifications.**

RETIREMENT: The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. For employees in CalPERS prior to January 2013, the retirement formula is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. For employees not in CalPERS prior to January 2013, the retirement formula is 2.0% at 62 and the employee pays 7.75% of the CalPERS benefit. This is provided for regular 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 regular full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$2,431.47 a month (starting 1/1/26) for health coverage and employees are responsible for paying the balance over that amount.

LIFE AND AD&D INSURANCE: Life insurance is 100% paid by the District, providing \$50,000 for regular 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 in the calendar year; and 2 paid floating holidays depending on the start date.

VACATION: The District provides regular 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 position may require periodic evenings and occasional Saturday work to assist with special events, as needed.

HOW TO APPLY: See full job description(s) 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.** Applications will be reviewed as they are received, with the last date to submit being Monday, August 10, 2026. This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite top qualified candidates to an interview. References for the 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.

Employment is contingent upon successful completion of a background investigation, DMV record review, and pre-employment physical.