

POSITION CONSERVATION SPECIALIST I

SALARY GRADE 125

DATE February 9, 2026

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

The Conservation Specialist I is an entry-level position that 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 support, oversight, and training for Conservation Landscape Workers, 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 Monday-Friday. This position requires occasional evenings and weekend work to assist with special events as needed.

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

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification. Other duties, responsibilities, and activities may change or be assigned at any time.

- Participates in regular program reviews, identifying opportunities to increase program efficiencies and participation rates, and reports improvements.
- Provides support for District outreach efforts by staffing booths and implementing engaging activities at partner agency events.
- Develops and provides public outreach activities and educates the public on waterwise landscape design and maintenance best practices.
- Schedules, coordinates, and hosts tours of District facilities with outside organizations as assigned, including providing tours to college and university classes.
- Provides backup for front desk positions when required, including answering phones and assisting walk-in traffic.
- 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.
- Supports and coordinates the District's volunteer programs.
- 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.
- Performs irrigation systems maintenance, audits, and water management of the District's garden and demonstration landscapes as needed.
- Trains and mentors interns in irrigation efficiency, landscaping, maintenance, and water efficiency practices.
- Plans, schedules, and conducts landscape evaluations, irrigation audits, installations, and follow-up services; collects and analyzes data, prepares reports, and coordinates post-service surveys and analysis.
- Operates District retail plant nursery operations including but not limited to customer support, sales, merchandising, plant ordering, website upkeep, promotion / 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 leads volunteers in all associated activities.
- Gathers, analyzes, and interprets water consumption and other data and preparing reports for programs, contracts, and studies including the residential and commercial audit program.
- Works with water utility companies and public entities within the District's service area and sphere of influence to prioritize and provides outreach to high water users.
- Creates and presents landscape water conservation educational resources such as online resources, YouTube, and Instagram content. Contributes to developing idea topics and strategy planning for garden social media and other advertising and communications.
- Plans and executes projects in the Waterwise Demonstration Garden and park.

COMPETENCIES

Knowledge:

- Knowledge of water use efficiency principles and irrigation system best practices.
- General knowledge of water efficient plants best suited for Southern California landscapes.
- Basic knowledge of nursery management.
- Knowledge of current water management best practices and standard procedures.
- Knowledge of Horticulture best practices.
- Basic knowledge of Microsoft Office Suite and/or other related software.
- Bilingual in Spanish and English preferred but not required.

Skills and Abilities:

- Ability to communicate effectively, both orally and in writing, and prepare and deliver basic outreach activities, workshops, tours, and presentations related to water conservation and waterwise landscaping.
- Ability to follow direction, apply established procedures, and work independently as assigned.
- Ability to perform basic irrigation system maintenance and troubleshooting and assist with landscape, horticultural, and nursery operations while maintaining safe work practices.
- Ability to collect, document, and maintain accurate program, landscape, and water use data, and assist with report preparation.
- Ability to maintain safe work practices while working with tools, equipment, irrigation systems, and in outdoor environments.
- Ability to learn and apply new concepts, techniques, and best practices related to water efficiency, horticulture, landscape design, and conservation programs.

EDUCATION AND EXPERIENCE

- Associates degree is required, preferably in horticulture, plant science, landscape architecture, or related fields; or directly related equivalent work experience.
- Minimum 2 years of progressive responsibilities in professional horticulture, irrigation/landscape maintenance or conservation/resource program management, preferably with some amount of administrative duties.

WORK ENVIRONMENT

- Work is performed primarily outdoors in garden, park, basin, and landscape environments, with regular exposure to varying weather conditions, including heat, direct sun, cold, rain, wind, and humidity.
- Duties frequently involve uneven terrain, slopes, landscaped areas, and occasional use of ladders or elevated surfaces.
- Work involves exposure to loud noise from power tools and equipment, as well as wet or slippery surfaces.

- Occasional exposure to soil, dust, pollen, plant materials, water, cleaning agents, oil, grease, fertilizers, pesticides, herbicides, and other related substances, with required use of personal protective equipment (PPE).
- Regular interaction with the public, volunteers, vendors, and outside agency staff during garden operations, workshops, events, and field activities.
- Travel may be required to attend meetings, trainings, conferences, visit off-site locations, facilities, and community events.

PHYSICAL DEMANDS

- Operates District vehicles and equipment, including trucks (with and without trailers), tractors, lawn mowers, blowers, shovels, soil probes, shredders, and other hand and power tools, following proper safety procedures (training provided).
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Performs physical labor that includes standing, walking, sitting, stooping, kneeling, crouching, crawling, bending, reaching and climbing during field maintenance and repair work.
- Operates standard office equipment such as telephones, computers, printers, and copiers.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Works on and traverses uneven or sloped terrain.
- Hearing and vision within normal ranges, with or without correction.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and must maintain a satisfactory driving record and compliance with District vehicle use policy. Driving record will be reviewed at the time of hire and at least once every two (2) years thereafter.
- Must obtain Water Efficient Landscaper Dual Certification Program (WELDCP) and California Native Landscaper Certificate Program (NCPLC) certificates within one year of hire. Chino Basin Water Conservation District provides these programs, so training is done during work hours at the District's headquarters.
- Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.

POSITION	CONSERVATION SPECIALIST II
SALARY GRADE	130
DATE	February 9, 2026

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

The Conservation Specialist II is a mid-level level position that 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 Monday-Friday. This position requires occasional evenings and weekend work to assist with special events as needed.

The Conservation Specialist II position differs from Sr. Conservation Specialist position in that it performs technical and administrative duties related to the assigned conservation programs, while the Sr. Specialist requires leads, develops, and administers multiple conservation programs and initiatives and serves as a subject matter expert.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification. Other duties, responsibilities, and activities may change or be assigned at any time.

- 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 for staff that engage in physically demanding work outdoors with heavy, powered, or otherwise dangerous equipment.
- 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.
- Supports and coordinates the District's volunteer programs.
- 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.
- Performs irrigation systems maintenance, audits, and water management of the District's garden and demonstration landscapes as needed.
- Directly performs and leads other staff in all aspects of the District's landscape water management consultation/audit programs including: Schedules and coordinates program participant appointments, performing landscape evaluations, irrigation audits grant documents trainings, chemical inventories, equipment inventories, infractions viewed in the field, near-misses, and accidents.

- 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.

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.

EDUCATION AND EXPERIENCE

- Associates degree is required, preferably in horticulture, plant science, landscape architecture, landscape irrigation science, or related field; or directly related equivalent work experience.
- Minimum of 4 years of experience in professional horticulture, water use efficiency, or water resource management.

WORK ENVIRONMENT

- Work is performed primarily outdoors in garden, park, basin, and landscape environments, with regular exposure to varying weather conditions, including heat, direct sun, cold, rain, wind, and humidity.
- Duties frequently involve uneven terrain, slopes, landscaped areas, and occasional use of ladders or elevated surfaces.
- Work involves exposure to loud noise from power tools and equipment, as well as wet or slippery surfaces.
- Occasional exposure to soil, dust, pollen, plant materials, water, cleaning agents, oil, grease, fertilizers, pesticides, herbicides, and other related substances, with required use of personal protective equipment (PPE).
- Regular interaction with the public, volunteers, vendors, and outside agency staff during garden operations, workshops, events, and field activities.
- Travel may be required to attend meetings, trainings, conferences, visit off-site locations, facilities, and community events.

PHYSICAL DEMANDS

- Operates District vehicles and equipment, including trucks (with and without trailers), tractors, lawn mowers, blowers, shovels, soil probes, shredders, and other hand and power tools, following proper safety procedures (training provided).
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Performs physical labor that includes standing, walking, sitting, stooping, kneeling, crouching, crawling, bending, reaching and climbing during field maintenance and repair work.
- Operates standard office equipment such as telephones, computers, printers, and copiers.
- May be exposed to varying weather conditions (heat, cold, wind, rain, humidity), dust, dirt, pollen, and occasional contact with water, fertilizers, and pesticides while following all safety procedures.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Works on and traverses uneven or sloped terrain.
- Hearing and vision within normal ranges, with or without correction.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and must maintain a satisfactory driving record and compliance with District vehicle use policy. Driving record will be reviewed at the time of hire and at least once every two (2) years thereafter.
- Must possess, or obtain within one year of hire, two 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, or other related certification at the Conservation Program Manager's discretion. CBWCD will help employees obtain necessary certifications.
- Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.