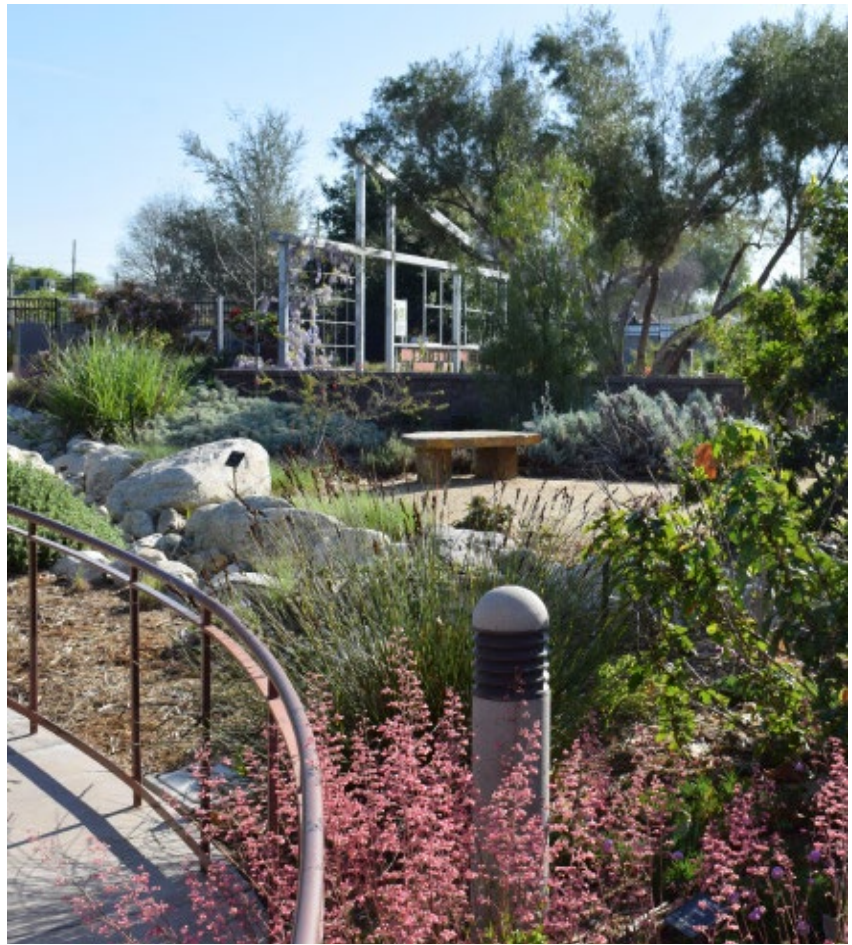




Conservation Specialist I

Filing Deadline: This recruitment is open until filled and may close without notice. Applications will be reviewed as they are received & final review of applications will be on **9/30/26**. Interviews are tentatively scheduled the week of **10/12/26**.



CHINO BASIN
**Water
Conservation
District**

**Waterwise
Community
Center**

CONSERVATION SPECIALIST I

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, and interpretation of the District's demonstration garden.

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 Saturday work and occasional evenings to assist with special events as needed.

ESSENTIAL FUNCTIONS

The primary details include, but are not limited to:

- 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.

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.

COMPENSATION & APPLICATION PROCESS

- 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.

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.

COMPETENCIES

Knowledge:

- 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.
- 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.

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.

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 Conservation Specialist I: \$32.60 – \$42.78 (3% COLA effective January 1, 2027).**

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 and 2 paid floating holidays throughout the year.

VACATION: The District provides regular full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of service.

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.

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 **September 30, 2026**. This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for 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.