

CHINO BASIN
Water
Conservation
District

We invite qualified candidates to apply for

LANDSCAPE & FACILITIES ASSISTANT

SALARY : $38,429 - $50,423 DOQ

WWW.https://cbwcd.org/jobs/











WHAT WE DO

At Chino Basin Water Conservation District, you'll help shape a more sustainable future through water conservation, community education, and environmental stewardship. Our team works collaboratively to deliver innovative programs that support efficient water use and resilient landscapes throughout our communities.

WHO WE ARE

Mission

Protecting and Replenishing Our Regional Groundwater Supply Since 1949.

Vision

Ensuring our community understands the true value of water and uses it wisely in every home, every business and every neighborhood, while expanding our local water supply through basin recharge.

Values

Guided by our commitment to groundwater stewardship, water conservation, education, and community partnerships, we continue working to protect our local water resources for future generations.

OUR SERVICES

Percolate

Stormwater and promote distributed onsite capture to replenish local groundwater supplies, ensuring our region's need are efficently met while improving regional water quality

Educate

To inspire the broad adoption of a water conservation ethic and ACTIVATE public stewardship and a water - efficiency workforce

Demonstrate

The multiple benfits of water efficant landscapes to conseve water, capture stormwater, and use recycled and greywater while providing beautful and inpsring places to live, work and play.



WHAT WE ARE LOOKING FOR

About the Department

The Facilities and Operations Department manages and maintains the District's facilities, including the District's eight recharge basins, headquarters with three buildings, and public park. It assists with projects associated with the demonstration garden in collaboration with other departments. The Department is responsible for the planning and execution of District capital projects.

Ideal Canditate

The ideal candidate is eager to learn and capable of following directions of the Facilities & Operations Manager, as well as others on their team. They are interested in supporting the community and work well with others. Someone will find success in this role if they are an adaptable, courteous, and highly motivated individual. Additionally, ideal candidates are looking to perform a variety of tasks and prioritize safety. Comfortability performing physical tasks in a variety of environments is crucial within this role. As well as, being comfortable with working with the plant material, chemicals, and machinery which are required for maintaining the grounds.

Knowledge You'll Bring

- General understanding of water use efficiency principles and irrigation system best practices. Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Basic and accurate arithmetical calculations

What You'll Do

- Communicates effectively and works well with others
- Operates and maintains a variety of equipment
- Prunes or trims trees/plants
- Caress for lawns and hardscapes
- Inspects grounds for hazards, reports ad repairs
- Mixes concrete, paints, repairs irrigation systems and utilizes pesticides/herbicides under supervision
- Inspects areas for pests & assists with cleaning

Requirements & Qualfications

- High School Diploma or GED required
- No previous experience required; interest in related field
- Valid CA Class C Driver's License
- Certificates from recognized organization in pesticides, herbicides, landscaping, and irrigation desired, but not required.

Ideal Skills

- Positive attitude, effective communication & teamwork
- Competency to apply technical knowledge and initiative to attain information and skills needed
- Uses flexibility and problem-solving
- Maintains effective safety practices
- Maintains equipment for grounds maintenance
- Effectively applies fertilizers and herbicides
- Follows directions and adapts to changing priorities
- Maintains records of tasks

Work Environment

- Primarily outdoors in variety of weather conditions
- Regular work performed on uneven terrain, ladders, or elevated surfaces
- Exposure to loud noise from power tools/equipment
- Exposure to soil, dust, pollen, pesticides, plant materials, & water
- Requires work in and around recharge basins and landscaped areas
- Ability to lift up to 50 lbs. & perform physical labor/tasks
- Ability to operate vehicles

The Position

- Reports to the Facilities & Operations Manager
- Under close supervision from manager
- Temporary, limited term, non-exempt
- No more than 19 hours per week, requires occasional Saturday work & evenings
- Business Hours 8:00 a.m. - 4:30 p.m., Monday-Saturday



COMPENSATION & BENEFITS

Compensation

This is an Hourly/Non-exempt position with an hourly range of $18.48-$24.24; placement will depend on experience and qualifications.

Retirement

The District participates in the California Public Employees' Retirement System (CalPERS), providing eligible employees with a defined benefit retirement plan. The applicable retirement formula and employee contribution rate are based on CalPERS membership status. This is provided for regular full-time and part-time staff working at least 1,000 hours per year.

The District also offers a 457 deferred compensation plan with Traditional and Roth contribution options. Enrollment is voluntary and 100% employee paid.

Health (Medical/Dental/Vision)

The District provides medical, vision, and dental 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.

Benefits Disclaimer

Some benefits outlined here may only be offered to full-time employees.

Holidays

The District offers 12 paid holidays in the calendar year for eligible staff; and 2 paid floating holidays depending on the start date for eligible staff.

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; up to a maximum of 176 hours. Part-time employees accrue 1 hour of sick leave for every 30 hours worked.

Educational Reimbursement

The District invests in your growth – regular full-time employees that are eligible may receive up to $5,500 per fiscal year for eligible education and professional development expenses.

Billingual Pay

Eligible employees may receive up to $600 annually for providing bilingual services as part of their job duties e.

Other

- Alternative 9/80 Work Schedule – enjoy greater work-life balance with a regular day off every other week.
- Phone Allowance – eligible classifications receive an annual allowance of $780.
- Boot Allowance – eligible classifications receive a $350 safety boot allowance per fiscal year.

APPLICATION PROCESS

Interested candidates are encourage to apply early. Applications will be reviewed periodically as received.

Filing Deadline:
Open until filled. This recruitment will close no later than December 11, 2026, at 5:00 p.m. and may close earlier once a sufficient number of qualified applications have been received.

Interviews are tentatively scheduled the week of January 7, 2027

Fill out the online application in its entirety and upload the required documents:

1. Cover Letter;
2. Resume; and
3. Bachelor's Degree/Transcript (if combination of education/experience is not met).

Incomplete applications or applications missing required documents will not be considered.

APPLY ONLINE

HTTPS://CBWCD.ORG/

This is a confidential selection process. References will not be contacted until mutual interest has been established.

For confidential inquiries contact:
jobs@cbwcd.org

The Chino Basin Water Conservation District is an Equal Opportunity Employer

