



CHINO BASIN

**Water
Conservation
District**

**Waterwise
Community
Center**

POSITION	LANDSCAPE MAINTENANCE WORKER I
SALARY GRADE	101
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	September 10, 2018

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast paced, 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 Project Management and Operations Department manages and maintains the District's facilities and is responsible for the planning and execution of District capital projects.

ABOUT THE POSITION

Under general supervision, employees in the Landscape Maintenance Worker I (LMWI) classification perform a variety of responsible landscaping grounds, vegetation and facility maintenance on District properties. The LMWI is also required to assist the general public and school tours visiting District facilities as needed.

SUMMARY/OBJECTIVE

This is an entry level position. Employees in this classification perform limited or routine assigned landscape maintenance related duties as identified below at the District demonstration garden, District offices, other District properties, or assigned locations with ongoing supervision.

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. Under ongoing supervision, this position shall perform a variety of responsible landscaping, grounds and vegetation maintenance on District properties including but not limited to mowing, planting, trimming, raking, watering, weeding, fertilizing, and renovating vegetation.

- 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.
- Mow or edge lawns using power mowers or edgers.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Care for established lawns by seeding, mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Inspects grounds for hazards, reports and repairs as necessary.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
- Under supervision mixing of concrete for various projects.
- Painting in District properties.
- Some janitorial duties may be required.
- Facility maintenance and repairs throughout District properties.
- Under supervision assists in mixing and dispensing fertilizers and herbicides.
- Under supervision operates District tractor to move heavy objects and spray weeds at the District basins.
- Maintain or repair tools, equipment and structures.
- Gather and remove litter.
- Under supervision monitors and repairs irrigation systems.
- Establish and maintain a plant propagation program.
- Inspects assigned areas for insects and rodents.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Assist with setup of District events.
- Lead group tours of District garden and basins.
- Performs related duties as assigned.

COMPETENCIES

Knowledge and experience, skills, and abilities that employee must possess to effectively perform job and succeed in position.

Knowledge and Experience

- Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Various irrigation systems.
- Use and application of various fertilizers and herbicides used for vegetation control.
- Proper work safety standards.
- Proper operation and maintenance of various types of equipment used in grounds maintenance.
- Spreading seed and fertilizer.
- Operating blowers, sweepers, mowers, clippers, sprayers, etc.
- Tree trimming chipping, stumping with direction

- Trees and plants
- Safely operating and maintaining tools and equipment used in grounds maintenance.
- Basic and accurate arithmetical calculations.

Skills

- 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.
- Putting knowledge and technical skills to beneficial use in a unique, efficient, effective manner. For example, experience in applying principles of landscape design and knowledge of drought-tolerant plants to public spaces, applying knowledge of social media and analytics to develop outreach campaign, educator with classroom management skills, etc.

Abilities

- Safely use and maintain tools and equipment used in grounds maintenance.
- Learn to operate District weather station equipment and system.
- Effectively apply fertilizers and herbicides.
- Follow oral and written directions in English.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

SUPERVISION

- Reports to: Landscape Maintenance Worker Lead and Senior Project Manager.
- Supervises: None.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, forty-hour work week, with evenings, weekends, and holidays occasionally required. Forty-hour work week may include Saturdays.

EDUCATION AND EXPERIENCE

- Required: Equivalent to graduation from high school.
- Preferred: Certificates from recognized organizations in pesticides, herbicides, landscaping and irrigation preferred.

WORK ENVIRONMENT

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.

- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- Exposure to chemicals: Herbicides, fertilizers, pesticides, insecticides, and housecleaning chemicals.

PHYSICAL DEMANDS

- Operates District vehicles and equipment in collection system 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.
- Operates 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 ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidences by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Obtain a QWEL Certification within 1 year of hire.
- Obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.
- Must satisfactorily meet job requirements for this position for a minimum of 12 months before progressing to another level.

OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.