

WEBER BASIN WATER CONSERVANCY DISTRICT

CONSERVATION PROGRAMS SEASONAL STAFF

Seasonal (generally Mar-Oct)

Non-exempt (hourly)

M-F 8:00am – 4:30pm

Full or Part-Time Hours

JOB SUMMARY

Under immediate supervision of the Conservation Division Manager, the Conservation Programs Field Worker position performs a variety of office and field work. The work could vary and could include several functions and activities within the conservation programming of the District. Much of the work is done outdoors with some data related work indoors on a computer or handheld device.

ESSENTIAL JOB FUNCTIONS (Not necessarily a comprehensive list.)

- Visit customer properties to assess compliance of incentive programs related to lawn replacement programs.
- Input data into application software using handheld devices such as tablets and phones.
- Interact professionally with homeowners and landscape maintenance personnel.
- Assist with water conservation programs including community events, garden fairs & festivals, and landscape classes as needed.
- Assist when needed with metering projects by leaving door hangers or providing other information to home-owners.
- Potential to assist with landscape classes and instruction depending on experience and desire to be involved as need may arise.
- Perform some data entry related to applicants of incentive programs.
- Potential opportunities for work in the Learning Garden based on need and level of experience and interest.

OTHER JOB FUNCTIONS (Not necessarily a comprehensive list.)

- Perform other duties as programs change and as needed when assigned.
- Potential opportunities for work in the Learning Garden based on need and level of experience and interest.
- Potential to assist with landscape classes and instruction depending on experience and desire to be involved as need may arise.

NOTE: These duties are subject to change depending on District needs and the individual in this position may be required to perform other job duties. Any of the herein stated requirements and conditions are subject to approval and/or waiver by the General Manager. The regular work schedule is subject to change depending on the District needs.

MINIMUM QUALIFICATIONS (The education and experience requirements for this job may be satisfied by any acceptable equivalent combination of education and experience.)

Education: High school graduation or equivalent is required. Preferred experience in customer service, basic office duties, use of technology for data collection and landscape related education in plant science or horticulture is preferred but not required.

Experience: Prior experience is not required although related experience will be factored in during the candidate review and hiring process. Individuals with horticulture and landscape/gardening experience would be highly considered. Master Gardeners or those with extensive experience in the horticulture or landscape industry may also be considered.

Knowledge: Preferred to have a general knowledge of landscape irrigation systems and water-wise, landscape principles (on the job training will be provided). Basic knowledge of computer and software applications. Basic knowledge of the types and uses of common hand tools, materials and equipment used in general garden maintenance, repair, and laboring work. Should be familiar with basic safety practices and behaviors.

Abilities: Ability to communicate, share information, and promote conservation principles with the public in an effective and enthusiastic manner. Have a basic knowledge of plant materials and landscape maintenance techniques or desire to learn that knowledge. Ability to operate a personal computer and use word processing and basic spreadsheet data entry. Ability to work with others or alone. Ability to abide by basic safety practices and procedures; ability to follow instructions; ability to work effectively with other District personnel.

Other Qualifications: Must be at least 18 years old. Must have and maintain a valid driver's license and an acceptable driving record per District policy.

WORKING CONDITIONS

While performing the duties of this job, the employee regularly works in outside weather conditions.

PHYSICAL REQUIREMENTS

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, squatting, sitting, reaching, and lifting. Talking, hearing, and seeing are essential to performing required job functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, and critical thinking. Some local travel may be required in normal course of job performance. Will be required to work in in full sun for extended periods. Must be able to lift up to 30 pounds.

HIRING POLICIES

The District provides equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, or any other category protected by applicable law. Weber Basin Water Conservancy District will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to and pass a background and motor vehicle records check. Hiring is also conditioned upon and submission to and successfully passing of a urine test to screen for the presence of drugs and alcohol.