



CENTRAL UTAH WATER
CONSERVANCY DISTRICT

JOB DESCRIPTION

Revised January 2021

JOB TITLE: Conservation Assistant

REPORTS TO: Conservation Education Director

STATUS: Non-Exempt

JOB SUMMARY:

This seasonal position is responsible for helping implement water conservation programs by processing rebates, measuring landscapes, consulting with homeowners, and providing assistance for classes and other events and for helping with the overall appearance and condition of the planting beds of various District properties.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

Academic background and/or experience in Conservation, Communications, Environmental Science, Horticulture, Landscape Management, Plant Science, or related field.

Valid driver's license required.

WAGE/BENEFITS: \$13.00-\$17.00 per hour

HOURS: Part-time or full-time positions available from spring to fall. Some evenings and Saturdays may be required.

ESSENTIAL FUNCTIONS:

1. Processes rebates for smart irrigation controllers and low-flow toilets; consults with members of the public about the rebate program.
2. Travels to various properties throughout the District's service area to measure landscapes and verify that they qualify for specific conservation programs.

3. Consults with homeowners about water conservation and water-efficient landscape principles according to training from the District; refers the public to other conservation materials and programs.
4. Helps organize, set up, carry out, and take down for District events and classes.
5. Provides care for plant material on multiple District properties through routine pruning, deadheading, mulching, weed management, disease and pest prevention and control, etc., as instructed by the Conservation Education Director.
6. Occasionally teaches water conservation principles to classes and groups.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS:

Ability to collect, evaluate, and interpret appropriate and applicable data.

Ability to apply sound, creative problem-solving techniques to resolve difficult program issues and problems.

Ability to perform basic math: addition, subtraction, multiplication, division, and geometry.

Ability to understand and apply basic conservation methods and techniques.

Ability to communicate with others and develop group and/or personalized instruction adapted to the comprehension of the group or individual.

Ability to develop and maintain effective working relationships with employees, the public and other private and public sector organizations.

Ability to courteously deal with staff, the public, and others in answering questions and assisting with classes and events.

Ability to apply basic understanding of gardening techniques, water-efficient plant species and landscape water conservation.

Ability to apply basic knowledge of horticulture principles, plant identification skills and irrigation design (emphasis on water-efficient landscaping practices) in the maintenance and communication of conservation programs and activities.

Ability to work at least 16 hours per week or more (determined in hiring process); to be punctual; to work some evenings and weekends.

Ability to occasionally lift up to 50 pounds.

Ability to operate small equipment in the care of the landscapes, to mow small areas of turf, trim, etc.

Ability to stoop, bend, turn at the waist to perform various garden duties such as weeding, pruning, planting, sweeping, etc.

Ability to identify and distinguish colors; to exercise vision clarity at 20 feet or more and 20 inches or less.

Ability to frequently work in warm temperatures outside during the summer months; to routinely be subject to temperatures above 90 degrees and periodically to temperatures above 100 degrees.

PRE-EMPLOYMENT TESTS:

A pre-employment drug screen, physical examination and criminal background check are required.

SELECTION:

A CUWCD selection committee will select the final candidates based on the interview and the above test results.

APPLICATIONS:

Employment application forms can be found at <https://cuwcd.com/business.htm>. Application forms must be filled out online.

Contact information about this position or the application process:

Casey Finlinson
Conservation Education Director
801-226-7145
casey@cuwcd.com

Resumes alone do not constitute application for employment. Incomplete applications will not be considered for employment.

CLOSING DATE: Applications will be accepted until positions are filled

START DATE: Flexible; March 2021 preferred

CENTRAL UTAH WATER CONSERVANCY DISTRICT IS AN EQUAL OPPORTUNITY
EMPLOYER

Recruitment is open to all persons who meet position requirements regardless of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran's status or current military status or any other status protected by federal, state, or local law.