

# CENTRAL UTAH WATER CONSERVANCY DISTRICT

## Job Description

Revised: January 2025

<b>JOB TITLE:</b>	Conservation Programs Technician
<b>DEPARTMENT:</b>	Water Supply
<b>REPORTS TO:</b>	Water Conservation Coordinators
<b>LOCATION:</b>	CUWCD, Orem, UT
<b>STATUS:</b>	Non-Exempt Seasonal Full-time/Part-time
<b>DURATION:</b>	Spring to Fall
<b>PAY:</b>	\$18.00-21.00/hr.

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### JOB SUMMARY

This seasonal position is responsible for providing support and educating property owners about water conservation programs by processing rebates, measuring landscapes, maintaining planting beds at District properties, and providing support for District events.

### ESSENTIAL FUNCTIONS

*Essential & other important responsibilities & duties may include, but are not limited to, the following:*

1. Facilitates landscape incentive programs and travels to various properties throughout the District's service area to measure landscapes and verify qualifying requirements are met for conservation programs.
2. Consults with property owners about water conservation and water-efficient landscape principles according to training from the District; refers the public to other conservation materials and programs.
3. Processes rebates for smart irrigation controllers and low-flow toilets; consults with members of the public about the rebate programs.

4. Assists in the installation and maintenance of landscaping on District properties including soil prepping, planting, pruning, deadheading, mulching, managing weeds, making minor drip irrigation repairs, etc.

## **MARGINAL FUNCTIONS**

1. Performs other related duties as assigned.

## **SUPERVISION RESPONSIBILITIES**

No supervisory duties required.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

Ability to collect, evaluate, and interpret, and record 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 develop and maintain effective working relationships, answer questions, and resolve conflict with employees, the public and other private and public sector organizations.

Ability to apply basic understanding of gardening techniques, water-efficient plant species and landscape water conservation according to training from the District.

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 according to training from the District.

Ability to work a minimum of 24 hours per week or more (determined in hiring process); to be punctual; to work some evenings and weekends.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENTS**

*The physical demands and working environment demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Works indoors and outdoors; often work is in conditions of extreme cold (below 32 degrees) and in conditions of extreme heat (above 95 degrees) up to 3-4 hours or more.

**Physical:**

Requires sufficient mobility to walk, stand, and sit for prolonged periods of time, to climb stoop, bend, kneel, crouch, crawl, reach, and twist; push, pull, lift, exert up to 100 lbs. of force/weight occasionally, and/or more than 50 lbs. of force frequently to move and/or carry objects when working on uneven surfaces or terrain.

Demonstrate adequate hearing and speech to converse in person and by phone. Exercise vision to identify and distinguish colors; to exercise vision clarity at 20 feet or more and 20 inches or less, read printed materials and use a computer screen.

Periodically may drive to various meetings, appointments, etc. The position may require the ability to work overtime and on weekends/holidays.

**QUALIFICATIONS**

*Required to meet a combination of Experience/Education/Certification/License/Training in the following.*

1. Academic background and/or experience in Business, Conservation, Communications, Environmental Science, Horticulture, Landscape Management, Plant Science, or related field.
2. Valid Utah Driver's license with satisfactory driving record (MVR).