



CONSERVATION SPECIALIST I
Salary: \$6,794 - \$8,271 Monthly

OR

CONSERVATION SPECIALIST II
Salary: \$7,687 - \$9,367 Monthly

OR

SENIOR CONSERVATION SPECIALIST
Salary: \$8,485 - \$10,332 Monthly

JOB DEFINITION: Under general supervision, performs a variety of professional and administrative activities in conjunction with Agency related conservation programs; and performs related work as assigned by the Conservation Manager and Director of Public Affairs and Conservation.

SUPERVISOR: Conservation Manager, or if vacant, Director of Public Affairs and Conservation

JOB DESCRIPTION:

Conservation Specialist I is the lowest of the three conservation specialist positions. Upward mobility as a conservation specialist is directly related to the incumbent's experience, certifications, knowledge and increased capabilities related to the job duties required.

Conservation Specialist II is the second of the three conservation specialist positions; it is distinguished from the lower conservation specialist position in that more technical, policy, and procedural knowledge and experience, along with certifications are required.

Senior Conservation Specialist is the highest of the three conservation specialist positions; it is distinguished from the lower conservation specialist positions in that extensive technical, policy, and procedural knowledge and experience is required, as well as additional certifications and the ability to train the lower level conservation personnel positions.

EXAMPLE OF DUTIES:

1. Under direction from supervisor, participates in the development of and assists in administration of Agency conservation programs including but not limited to application processing, quality control assurance, and periodic reporting of Grass Removal Program, Smart Controller Program, Nozzle Program, Washing Machine Program, and other conservation programs
2. Assists with the coordination of businesses to implement conservation programs and monitor use
3. Responds to reports of water waste and assists with field visits as required
4. Maintains database of water waste reports
5. Assists with and may deliver conservation program outreach and education programs to promote water use efficiency
6. Maintains awareness of new developments in the field of water conservation and assists with incorporating into programs, as appropriate
7. Assists in grant program development and related activities
8. Works closely with Water Resources and Public Affairs departments, as needed
9. Perform related duties as directed

KNOWLEDGE OF:

Working knowledge or expertise in some of the following skills are preferred:

1. Principles, methods and practices of water conservation such as landscape design, drought tolerant plants, California native plants, and irrigation systems
2. Conservation program best practices
3. Principles and practices of industrial, commercial, institutional, and residential water use, practices, and methods to improve water use efficiency
4. Principles and practices of data collection and reporting
5. Conduct data analysis and quality assurance to support water use efficiency programs; manage data warehousing, develop predictive models, and automate routine reporting tasks
6. Utilize Geographic Information Systems (GIS) to analyze spatial data related to water use, conservation opportunities, and regulatory requirements
7. Prepare and manage conservation-related reports internally and to the state
8. Perform customer water use audits
9. Support water loss reporting and analysis
10. Demonstrate familiarity with "Making Conservation a California Way of Life" and non-functional turf
11. Stay informed on key legislation such as Assembly Bill 1572
12. Basic and advanced mathematics and statistical techniques
13. Conservation related ordinances and plumbing codes
14. Correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed
15. Basic conservation principles and programs commonly used in other water utilities

ABILITY:

With direction from supervisor:

1. Understand and effectively carry out general oral and written instructions
2. Operate a computer using word processing, desktop publishing and other standard writing and data storage software
3. Research conservation best practices
4. Communicate clearly and effectively orally and in writing
5. Make public presentations in-person and recorded
6. Make sound independent judgments within established guidelines
7. Maintain accurate files and records
8. Maintain effective relationships with those encountered in the course of the work
9. Establish and maintain cooperative relationships with other employees, officials and the general public

The Senior Conservation Specialist should work more independently from the supervisor.

QUALIFICATIONS (Conservation Specialist I Level):

Schooling and Certification(s): High School Diploma or G.E.D.
Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 1 certification within 24 months of the start of their employment. If certification is not obtained, the employee will be terminated from their job.

Experience: One year of office progressively responsible experience providing administrative and technical support to a water conservation program, or any combination of training, experience, or education which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

QUALIFICATIONS (Conservation Specialist II Level):

Schooling and Certification(s): High School Diploma or G.E.D.
Employee must possess an AWWA-CA/NV Water Use Efficiency Practitioner Grade 1; a Qualified Water Efficient Landscaper certification; Certified Landscape Irrigation Auditor; or a comparable water-conservation or landscaping certification.

Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 2 certification within 24 months of the start of their employment. If certification is not obtained, the employee will be terminated from their job.

Experience: Two (2) years of experience as a Conservation Specialist I with Desert Water Agency; or two (2) years of office progressively responsible experience providing administrative and technical

support to a water conservation program; or Associate's degree or equivalent in Earth Science, Natural Resources Management, Engineering, Planning or a related field from an accredited college, university, or trade school.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

QUALIFICATIONS (Senior Conservation Specialist Level):

Schooling and Certification(s): High School Diploma or G.E.D;
Employee must possess an AWWA-CA/NV Water Use Efficiency Practitioner Grade 2; a Qualified Water Efficient Landscaper certification; Certified Landscape Irrigation Auditor; or a comparable water-conservation or landscaping certification.

Employee must obtain an AWWA-CA/NV Water Use Efficiency Practitioner Grade 3 certification within three years of the start of their employment. If certification is not obtained, the employee may be terminated from their job.

Experience: Two (2) years of experience as a Conservation Specialist II with Desert Water Agency; or four (4) years of office progressively responsible experience providing administrative and technical support to a water conservation program; or Bachelor's degree or equivalent in Earth Science, Natural Resources Management, Engineering, Planning or a related field from an accredited college or university.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

If you meet the minimum qualifications listed, you can apply here:

<https://dwa.org/about-us/employment/career-opportunities/>

This position will be filled at the level that best matches the successful candidate's qualifications.

Applications will be accepted until:

October 19, 2025

Final selection will be determined by oral interview and job related qualifications.

Desert Water Agency
1200 S. Gene Autry Trail
Palm Springs, CA 92264