

Field Operations Specialist (Two (2) Positions Available)

Posting Date: 5/5/2026 – Open Until Filled

Who We Are: The Chino Basin Watermaster was established by the San Bernardino County Superior Court in January 1978. As an extension of the Court, our primary duty is to oversee an adjudicated groundwater judgment and subsequent court orders. We manage approximately 237 square miles of the Chino Basin's groundwater to ensure its maximum beneficial use. The basin's boundaries encompass roughly 80% in San Bernardino County, 15% in Los Angeles County, and 5% in Riverside County.

Who You Are: The successful candidate will have a combination of fieldwork and/or water resources experience and can perform field sampling and inspections, data accumulation and processing, and other field related work necessary to implement the Judgment as directed by the Water Resources Sr. Associate. Frequent contact with producers, water agencies, engineering companies, consultants, and service suppliers is required. Receives direct supervision from the Water Resources Sr. Associate and interacts closely with the Sr. Field Operations Specialist(s), Field Operations Specialist(s), Water Resources Sr. Associate(s), and the Water Resources Associate(s). Candidate will be a collaborative professional interacting with all levels of staff both in and out of the office ensuring Watermaster's smooth day-to-day operations.

Typical Duties: The duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. Duties could include:

1. Perform various monitoring program tasks to support Watermaster projects including: groundwater quality sampling, groundwater level measurements, well production, meter reading, surface water quality sampling, recharge basin spreading, and other project tasks.
2. Identify changes in well or property owner, well user or property tenant, well status, and conduct field verifications.
3. Collect and input data and prepare reports and data analyses related to projects.
4. Assist the Sr. Field Operations Specialist(s), Field Operations Specialist(s), Water Resources Sr. Associate(s) and the Water Resources Associate(s) on projects or duties as assigned.
5. Ensure proper preventive maintenance and maintenance records on company vehicles.
6. Perform office maintenance and warehouse duties (storage of records, records retrieval, some minor office maintenance and repair).
7. When requested, assist administrative staff with meetings, light building maintenance, and supply orders.
8. All other duties as assigned.

Essential Skills/Knowledge:

- Skilled in the use of PC
- Demonstrate an acceptable level of proficiency in the Microsoft applications of Outlook, Word and Excel.
- SQL, GIS, Database, HTML, and AWS experience highly desired.
- Fieldwork and/or water resources knowledge is also highly desired.
- Bilingual English/Spanish speaking preferred.
- Demonstrate acceptable performance of assigned tasks. Measurements include: interpersonal skills and the ability to work in cooperation with others, planning and organization, flexibility, initiative, problem-solving and decision-making, productivity and efficiency, accuracy and work quality, job knowledge, and written and verbal communication skills.

Submit Resume and Cover Letter Via Email to hrinfo@cbwm.org