



**UPPER WILLAMETTE**  
SOIL & WATER CONSERVATION DISTRICT

## Restoration Specialist Job Description

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**Reports to:** Conservation Program Manager

**Employment Status:** At Will Employee

**Starting Salary:** \$53,392

**Work Location:** District Office in Eugene, Oregon

**Eligible for Overtime Pay:** No, this is an exempt position.

However, per District policy, overtime is eligible for compensatory time if pre-approved.

**Desired Start Date:** September 26, 2022

**FTE:** 1.0

### General Position Summary

The Upper Willamette Soil and Water Conservation District (District) seeks an interdisciplinary, skilled, dynamic individual to join our team as a Watershed Restoration Specialist. This position will work collaboratively with current staff, private landowners, public land managers, Tribes, agencies, and other nonprofit partners. Primary duties include project management, design, community engagement, and fundraising to support projects that restore ecological processes and function within the McKenzie River Sub-basin. The position will focus on wildfire recovery efforts on private lands and non-federal public lands impacted by the Holiday Farm Fire. The position will work directly with a collaborative team organized through the Pure Waters Partners (PWP), [www.purewaterpartners.org](http://www.purewaterpartners.org) and will be supervised by the Director of Conservation with support from partners at the McKenzie Watershed Council (MWC), McKenzie River Trust (MRT) and Eugene Water & Electric Board (EWEB)—all core partners in the Pure Water Partners. Secondary responsibilities will be to support the District. These responsibilities will be to conduct the same duties to support conservation and restoration in the broader scope of the UWSWCD area.

### Essential Functions:

#### Technical Assistance and Outreach (40%)

- Coordination and scheduling of projects in cooperation with local partners.
- Provide technical assistance to private landowners/managers focusing on conservation practices that address riparian function and enhancement in a burned landscape.
- Conduct landowner site visits to assess resource conditions and identify restoration and conservation opportunities.
- Project oversight, including ensuring adherence to designs, permits, timeline, and contracts.



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- Contracting processes including writing and advertising Requests for Proposals (RFPs), bid review, and contract preparation.
- Project monitoring and reporting.
- Recommend conservation and restoration practices in accordance with Natural Resource Conservation Service (NRCS) standards or SWCD and PWP specifications.
- Public outreach to promote and raise awareness of habitat restoration projects
- Assist with the design, planning, facilitate, and coordination of activities, workshops, and events such as tours and public presentations.
- Assist with the development and sustaining relationships with a wide range of landowner/manager stakeholders in the McKenzie Watershed, including specific attention to Black, Indigenous, and People of Color (BIPOC) communities.

### **Conservation Planning, Project Design and Management (40%)**

- Planning and development of restoration actions in cooperation with local partners.
- Use ArcGIS and other mapping and design tools to develop conceptual designs.
- Write assessment reports and management plans for PWP sites in cooperation with landowners and PWP partners.
- Serve as project manager on designated projects. Successfully obtain permits, grants and implement projects on the ground in coordination with contractors.
- Prepare reports to fulfill agreements, contracts, and other obligations to various local, state, and federal agencies.
- Perform project monitoring and evaluations.
- Procure necessary tools/equipment for specific project use.
- Participate in other activities which contribute to the mission and vision of the PWP, and District as needed.

### **Organizational Support (17%)**

- Attend and participate in Staff and Board meetings and other events as designated; provide monthly staff reports and timesheets to the District administrative personnel.
- Support District planning processes as needed, including annual budget input, annual work plan, and District Strategic plan.
- Work as a team member with peers, District staff, and the Conservation Program Manager to represent and forward the District's Vision, Mission, Organizational Values and Strategic Goals; Assist tech team members as needed.
- Support district outreach to historically underrepresented communities to assure broad representation and input from a diversity of community stakeholders.
- Represent the District at working groups, partner meetings, events, and conferences.
- Non-discrimination Policy: Deliver and ensure all services are provided without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. Perform all job duties in a



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manner that consistently demonstrates fairness, cooperation, and respect forward co-workers, office visitors, landowners, and all others in the performance of official business.

- Perform other duties as assigned.

### **Professional Development (3%)**

- Pursue professional development opportunities on current natural resources issues and maintain proficiency in conservation planning techniques for watershed restoration and enhancement.
- Maintain a working knowledge of native riparian plant identification.
- Participate in Diversity, Equity & Inclusion Trainings.

### **Working Conditions and Physical Demands**

This position involves a mix of indoor office, and outdoor work conducting site visits to private properties. Office work includes long periods of computer use sitting at a desk or standing at a table. Outdoor work includes use of a motor vehicle, may require walking long distances across sloped, uneven terrain. Landscapes include but are not limited to agricultural fields, slopes, wetlands, near rivers and streams. Sites may have dense vegetation or woodlands and other areas with steep, slippery, muddy, or other hazardous terrain. Appropriate footwear and attire shall be worn for these occasions. The Restoration Specialist must carry equipment and supplies, and be able to lift up to 50 lbs.

This position requires travel to conferences, meetings, training sessions, and workshops scheduled both during the daytime and evenings outside the office. Travel may occur outside the workday and may require multiple days of overnight travel.

To perform the duties of this position, the Restoration Specialist must serve as an incidental motor vehicle operator. This requires the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark, including in inclement weather. A valid driver's license and current insurance are required.

### **Supervisory Responsibility**

The position is not responsible for any supervisory functions or responsibilities. This position may occasionally be asked to manage outside contractors and orient and/or train new employees.



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### **Minimum Qualifications**

- A Bachelor's degree with major course work in natural sciences, natural resource management, landscape architecture, agricultural sciences, soils, water quality, or a related discipline is required. A Master's degree in a related discipline is highly desired.
- 2 years of experience working in the natural resource field.
- Knowledge of a wide range of conservation principles, methods, and techniques sufficient to assess, analyze and evaluate resources and recommended practices.
- On-the-ground experience working with landowners and conducting project design and implementation.
- Experience collecting field data, especially plant and riparian function related data, and maintaining field notes.
- Knowledge of the roles of SWCD's, Watershed Councils, Conservation organizations, natural resource agencies, and community organizations. An understanding of the unique role of SWCD's is highly desired.
- 2-years of experience in outreach program development and implementation.
- Must have a current Oregon Driver's License, or be able to obtain a license, vehicle insurance, and access to a personal vehicle to use for work purposes. A driving record background check will be performed upon a conditional offer of employment.
- Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.
- A commitment to the principles of Diversity, Equity and Inclusion is a requirement of all District staff.
- In accordance with District policy following Lane County Covid19 guidelines proof of vaccination against Covid-19 is required for employment. Accommodations may be considered for a pre-existing medical condition, or because of a sincerely held religious belief.

### **Job Skills**

- Must possess excellent verbal and written communication skills.
- Understand ecological functions and conservation concepts.
- Must possess experience with programs such as the Microsoft Office Suite.
- Familiarity with Zoom, Avenza, Slack, Dropbox, Project Management Software, Insightly or other CRM software, and ESRI ArcGIS are preferred.
- Understand, interpret, and use various, plant identification, and soils information.
- Have a knowledge of local resource concerns, and conservation practices.
- Have a basic understanding of conservation planning, familiarity with USDA Farm Bill programs is a plus.
- Education and/or experience in landscape architecture is a plus.



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- Ability to initiate contact and work with diverse individuals and groups. Experience in natural resource outreach that includes public speaking is beneficial.
- Ability to understand English (oral and written) to make presentations, maintain emotional control during difficult exchanges and negotiate positive outcomes.
- Ability to listen, to work collaboratively within a “team” framework, to network, and the ability to establish and maintain good working relationships.
- Interpersonal Skills, including a personal commitment and demonstrated ability to work with people from diverse backgrounds and perspectives in an inclusive and cooperative fashion.
- Experience in Grant writing and grant management.
- Ability to work in a highly professional manner while representing the District in public.

### **Diversity, Equity, and Inclusion**

The District’s work will only be successful if we are able to truly partner with all facets of the community, engage with respect, authentically listen, and have the courage to share decision making, control and resources with others. The District is committed to continuously evaluating and updating our programs to better serve people and communities of color. In recognition of the need to address unconscious bias, remove cultural barriers in our programs and eliminate disparities in our work, the District’s Board of Directors is working toward a vision for racial equity, the need for it, and how the District will hold itself accountable.

This position supports diversity, equity, and inclusion by incorporating the principles of equity and inclusion in all aspects of the job and by participating in provided, self-directed, or self-initiated diversity, equity, and inclusion trainings.