



## Position Description Drafter

**Position Title:** Drafting Assistant  
**Reports to:** Urban Waters and Wildlife Program Designer/Drafter  
**Status:** 20 -40 hours/week non-exempt, flexible schedule.  
**Compensation:** \$20 - \$22 DOE starting hourly wage + benefits

### Background

#### Land Acknowledgement

*The Long Tom Watershed lies within the traditional homelands of the Tribes and Bands of the Kalapuyan peoples. Following treaties in the 1850s, the Kalapuya were dispossessed of, and forcibly removed from, their Indigenous homeland by the United States government. Today, many descendants are citizens of the Confederated Tribes of the Grand Ronde and Confederated Tribes of Siletz Indians. We acknowledge that we are on occupied lands, and express our respect for the Kalapuya and all Tribal Nations of Oregon, and the important contributions they continue to make to their communities, including to the stewardship of this watershed.*

#### The Council

The Long Tom Watershed Council (LTWC) is a tax-exempt nonprofit organization serving the Long Tom River Watershed in Lane and Benton Counties. This area is approximately 450 square miles, mostly in private ownership, and incorporates a majority of Eugene, Oregon. The Council was formed in 1998 in response to a call for local voluntary water quality and habitat restoration action as part of the Oregon Plan for Salmon and Watersheds, and has flourished ever since. Our mission: *"The Long Tom Watershed Council serves to improve water quality and watershed conditions in the Long Tom River basin and surrounding Willamette River drainages through education and collaboration among all interests, using the collective wisdom and voluntary action of our community members."* LTWC's work and staff have won local, state and international awards. Council history and other information available at our website: [longtom.org](http://longtom.org)

#### Our Commitment to Diversity, Equity, and Inclusion

*We believe that diversity, equity and inclusion (DEI) is essential to the success of the Long Tom Watershed Council. We recognize that we are working within an inherited system built and founded on colonization and systemic racism. This system does not benefit everyone equally, so we are committed to doing the work of DEI every day. We strive to build relationships and understanding by connecting to communities, which include Indigenous peoples, People of Color, and different socio-economic groups. We believe that these relationships will build co-created values, beliefs, ideas, & leadership that will help the watershed & communities become more resilient and able to adapt to changing environments.*

## ***Urban Waters & Wildlife Program***

The Council began its urban program as the *Amazon Creek Initiative* in 2011, expanding in 2014 to include the broader metro area of the Upper Willamette River. As of 2019, it is growing into a regionally supported Urban Waters & Wildlife Partnership which includes both the Cities of Eugene & Springfield, the local utilities EWEB & SUB, Lane County, Metropolitan Waste Management, Upper Willamette Soil and Water Conservation District, University of Oregon, and all four Upper Willamette watershed councils. The Urban Waters and Wildlife Program includes, monitoring, outreach and education, green jobs training, Trout Friendly Landscapes and Green Stormwater Retrofits

### **Role of the Drafter**

The Drafting Assistant (DA) will focus on drafting support for Trout Friendly Landscapes and stormwater retrofit projects using AutoCAD and performing site visits to gather site information. DA will have design input opportunities and will work closely with UWWP staff on all projects. Our Urban Waters & Wildlife Program Manager, Sarah Whitney, is a Registered Landscape Architect with over 25 years of experience in this work. The DA will report to UWWP's Stormwater Drafter and Designer, Miranda Hawkes, a designer with six years' experience and degrees in Architecture and Landscape Architecture, with a background in teaching AutoCAD at the UO. With interest, duties can expand to include grant research and writing, monitoring, GIS, and other program growth areas. The ideal candidate will have a demonstrated commitment to the ideals of the Council's mission and will be experienced with drafting in AutoCAD. An understanding of green stormwater infrastructure, nonprofits, watershed councils, grant writing and reporting, and working with business interests are desirable, but not critical.

## **Summary of Position Responsibilities**

1. Gather site information including elevations using a transit
2. Drafting in AutoCAD from developing site plans based on gathered site information, through to developing final construction document set
3. Communicate and coordinate with program and Council staff

## **Required Skills**

- Proficiency in AutoCAD
- Excellent, proven organization & attention to detail
- Strong communication and writing skills
- Ability to listen & collaborate, ability to take and follow directions and feedback

## **Desired Skills**

- Two years of professional drafting experience or similar
- Grant and/or technical report writing experience
- Understanding of stormwater management best management practices and Integrated Pest Management strategies
- Comfortable with ArcGIS, Adobe Creative Suite

## **Required Qualifications**

- AutoCAD drafting experience in a professional setting

- Comfort with the collaborative, iterative design process
- Proficiency in office computer software - Word, Excel

## Job Environment

The Urban Waters & Wildlife Program office is located in the heart of Eugene at Willamette and 27<sup>th</sup>, with the option to work from home. Position schedule is flexible for the right candidate. Rarely is evening and weekend work required. Travel to project sites may be required. If using your own vehicle, mileage is reimbursed at the state rate.

## Remuneration

This position is compensated at \$20 - \$22/ hour, DOE and is an hourly, non-exempt, position. Hours are 20 - 40 hours based on employee preference and available work. The council offers a competitive benefits package that includes 75% employer sponsored (25% dependent coverage) health insurance, dental insurance, 401K plan with generous 8% employer match, PTO/Sick time, and short term disability insurance.

## To Apply

Send a cover letter (limit 1 double sided page, 12 pt font), resume, portfolio, at least one example of your AutoCAD work, and 3 references by email to **info@longtom.org** *Optional*: printed applications may be sent to Long Tom Watershed Council, attn.: Apply - Urban Waters, 11 E. 27th Ave, Eugene, OR 97405

**Application deadline is midnight September 17, 2021**