**Job Title:** Dive Safety Officer

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| **Job Summary:** |
| Responsible for ensuring that all MESC/DISL sponsored academic or scientific (research) underwater diving activities are carried out in an effective and safe manner and in accordance with MESC/DISL policy, state, and federal regulations, as well as with the American Academy of Underwater Sciences (AAUS) standards for scientific diving.   * Status: Exempt - Salary * Reports to UP Chair * Job Title Supervised: Not Applicable |
| **Essential Job Duties are but not limited to:** |
| * Analytical skills to analyze and track complex space, and equipment * Ability to coordinate and manage multiple projects with competing priorities, meet deadlines and project plans with short and long- term end dates. * Plans, implements and administers lab-wide diving safety programs and maintains a general surveillance over all MESC/DISL-sponsored academic or scientific diving activities, both on or off campus. * Serves as a member on the Safety committee * Serves as a member of the Diving Control Board * Conducts training in safe diving practices, and develops and administers evaluations, based on AAUS and MESC/DISL standards, for the authorization of scientific divers, review and approval of diving plans, maintenance of diving records of individuals who are conducting scientific diving operations to ensure compliance with MESC/DISL and AAUS standards for training and authorization of divers and all applicable federal and state regulations. * Certify Faculty, Staff, and Students in emergency first aid specific to diving operations (DFApro). * Provides consulting services in all aspects of diving techniques, equipment, practices and procedures as well as interprets systems wide policies and federal and state regulations related to diving . * Ensures that breathing air appropriate for scuba is used in compliance with MESC/DISL, AAUS standards and including OSHA Federal standard regulations. * Perform annual visual inspections of SCUBA breathing air cylinders. * Coordinate 5 year hydrostatic testing of SCUBA breathing air cylinders * Recommends the purchase of diving equipment by the MESC/DISL and supervises its use. * Serves in the advisory capacity and assists in the orientation and instruction of faculty, students, and staff with respect to the campus or consortium diving safety program * General knowledge of USCG and Alabama State (DMV and boating ) regulations as they apply to boat and trailer operations, registrations, and safety equipment. * Experience and ability to drive and successfully maneuver large pick-up trucks, boat trailers and boats up to 25’ long and up to 10,000lbs in weight * Working knowledge of principles, practices, and techniques in the field of vessel operations, scientific diving, and ocean safety as demonstrated by broad knowledge of the full range of pertinent standard and evolving concepts, principles, and methodologies. * Thorough knowledge of OSHA Dive and industry dive safety standards; background knowledge of safe handling and disposal of chemicals and hazardous waste; emergency preparedness and their implementation. * Significant experience overseeing vessel, diving, and safety operation in a professional capacity * Ability to develop dive safety training programs, policies and procedures * Ability to plan, develop budgets, and negotiate bids. * Ability to operate and maintain breathing air compressors. * Ability to communicate with and effectively supervise dive teams * Promote culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned * May be asked to work outside of the assigned schedule for necessary job duties. * Participate in our annual Discovery Day (held annually on a Saturday in April) |
| **Requirements:** |
| Education:   * Bachelor’s degree (MS preferred) in marine science or related science and three years of experience as a certified diving instructor, including scientific diving experience; or a combination of training and experience.   Necessary Special Requirements/Certifications   * Certification as a diving instructor by a nationally recognized diving agency (e.g., NAUI, PADI, SDI) * AAUS Scientific Diving Instructor (ASDI), maintained and authorized. * PSI/PCI visual cylinder inspector certification * Current DAN (Divers Alert Network) Diving First Aid for Professional Divers Instructors, or ability to obtain and maintain * AL boating license MOCC * Certified Scuba diving repair technician for ScubaPro, preferred   Physical Abilities:   * Frequently stand/walk, seated, performs based computer tasks * Ability to work days, availability on nights, weekends and holidays. * Physical fitness to frequently dive and swim * Frequently operates heavy equipment using foot and hand controls to drive large vehicles (such as trucks, boats, and trailers) * Frequently climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, grasp lightly/fine manipulation, use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 70lbs. * Frequently, kneel/crawl, grasp forcefully, sort/file paperwork or parts lift/carry/push/pull objects that weigh> 70 lbs * May be exposed to noise > 80 dB TWA * May be working at heights 4- 10 ft * May need to drive at night. * Exposed to sun, rain and extreme temperatures of hot/cold climates (summer, winter) * Requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception and texture perception   Interpersonal Abilities:   * Ability to work in a professional manner with a diverse group of people * Valid State Driver’s license * Ability to follow written and verbal instructions * Excellent interpersonal, negotiation, and conflict resolution skills. * Ability to act with integrity, professionalism, and confidentiality. * Work well within a skilled team and independently. * Ability to plan, organize, and implement projects. * Ability to prioritize tasks * Ability to meet deadlines with limited oversight |

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_