

<b>Position</b>	Dive Program Coordinator/DSO
<b>Facility</b>	Riverbanks Zoo & Garden
<b>Location</b>	Columbia, SC
<b>Job Summary</b>	<p>Ambassador Commitment: Create meaningful connections and inspire actions that will have a lasting impact on conservation.</p> <p>Responsibilities: Given objectives set by the Director of Facilities Maintenance, coordinates the Riverbanks Zoo and Garden dive program, is the designated Dive Safety Officer (DSO), and participates in daily dives as part of the dive team in positions of diver, tender, and designated person in charge. Will ensure a safe work environment, while understanding the operation and interpretation of technical dive equipment to include OTS Guardian Full Face Masks, compressors, fill stations, regulators, various communication control systems, etc. Follows USDA, DHEC, OSHA, AZA, etc. standards in all areas.</p>

## Essential Functions

Dive Safety Officer Responsibilities: • Ensures the dive program adheres to standards of all regulatory bodies. • Manages the Diving Safe Practices Manual (DSPM) in conjunction with the Dive Control Board (DCB). Serves as a member of the DCB. • Contributes to content, updates, and writes new protocols for the Dive Safe Practices Manual (DSPM). Approves all new dive related policies and procedures before implementation. • Oversees entire dive training process and performs or coordinates all training. Acts as a role model, providing excellent leadership to all staff/volunteers and mentors those who need additional training. • Manages and Maintains training & certification records for all divers (dive team, other staff, and volunteers). • Prepares dive equipment maintenance reports, dive logs, certification status reports, dive schedules, diver recertification schedules, etc. • Manages the dive emergency program, and in conjunction with Safety and Risk Manager and Animal Departments coordinates dive emergency exercises.

Dive Program Coordinator Responsibilities: • Assists director with coordinating the daily activities and work assignments of the dive team. Creates and maintains staffing schedule for dive technicians. • Works with animal departments to create and maintain staffing schedule for all dives, this includes divers from other departments and volunteer divers. • Manages diver onboarding program for dive technicians, staff divers from other departments, and volunteer divers in conjunction with curators of designated areas. • Orders chemicals, supplies, parts, etc. required for operating and maintaining dive equipment. • Coordinates with contractors or maintenance department as well as animal departments for contracted dive work, exhibit shut downs, and other non-standard dives.

Dive Technician Responsibilities: • Completes preventative maintenance rounds and diagnostics on dive equipment. • Services, repairs, and maintains Riverbanks dive equipment and facilities to include: guardian full face masks, compressors, fill stations, regulators, umbilicals, communication boxes, cylinders, etc. • Organizes equipment and records for daily dives, works in the role of diver, dive tender, or Designated Person In-Charge (DPIC) for daily and special dives. • Comprehends and follows Riverbanks' Dive Safe Practices Manual (DSPM). • Maintains a clean and safe work environment, while utilizing a wide array of carpentry, mechanical, plumbing, and dive repair tools and various types of machinery and equipment. • Prepares equipment for and participates in dive emergency exercises in various exhibits. • Assists in training and implementing dive safety policies and procedures. May also assist LSS Technicians with projects, as needed. • Effectively interacts and communicates with supervisor/team, animal care department staff, other employees, volunteers, Riverbanks guests, and various external groups/individuals (e.g. sales representatives, contractors, etc.). • Must be available for weekend duty, on-call duty, and for emergencies. Works beyond a 40/hour work week, as required. Some travel required to attend meetings, professional development opportunities or conferences (ADPA, DEMA, AZA, etc.).

## Other Duties and Responsibilities

### Knowledge, Skills and Abilities

The ideal candidate will be a safety conscious diver who is mechanically inclined. They will also enjoy working within a collaborative environment and be a team player. Must be organized, detail oriented, and have excellent written and verbal communication skills with a very high standard for service. Will be able to handle multiple projects simultaneously and possess thorough knowledge of current computer applications to include MS Office Suite.

<b>Education &amp; Experienced Required</b>	High school diploma required. Associate degree or higher in Marine Science, Biological Sciences, or a related field preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. A minimum of three years commercial diving or combined scientific diving and commercial diving experience required. Experience as a Dive Safety Officer (DSO) or Assistant Dive Safety Officer (ADSO) desired. Experience working in an AZA accredited institution preferred.
<b>Licenses and Certifications Required</b>	Current Recreational Dive Instructor Certification from a nationally recognized organization required. Will be required to complete Riverbanks training for new divers. Will also train for necessary diving certifications (e.g. Fill Station Operator, Cylinder HAZMAT) and complete refresher training for dive program participants. Must possess or be eligible for a valid SC driver's license.
<b>Physical Requirements</b>	Must be able to pass a dive medical evaluation and be able to lift and carry up to 70 lbs. repeatedly.
<b>Working Conditions</b>	
<b>Salary</b>	\$17.32/hour
<b>Respond To</b>	Please submit your application via the Riverbanks Zoo and Garden website: <a href="http://www.riverbanks.org/join-our-team/">http://www.riverbanks.org/join-our-team/</a>
<b>Closing date</b>	07/07/2019

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