

Title: Dive Safety Officer
Job Code: 0469
Pay Range: 360
FLSA Status: Non-exempt

Employee Group: LIUNA 483
Established: January 2018
Revised: N/A
EEO Category: Technicians

CLASSIFICATION DESCRIPTION

Act as the dive program administrator for, and is responsible for all aspects of, the Oregon Zoo SCUBA diving program. Diver training, scheduling, underwater task assignments, equipment maintenance, dive related record keeping, and communication with curatorial, husbandry, and life support staff are routinely required.

DISTINGUISHING FEATURES

The Dive Safety Officer develops, modifies, oversees, and enforces dive safety policies, following American Academy of Underwater Sciences (AAUS) and Occupational Safety and Health Administration (OSHA) guidelines for all divers and dive activities at the Oregon Zoo.

DUTIES AND RESPONSIBILITIES

1. Serves as the Program Administrator and Open Water Instructor for the Oregon Zoo Scientific Diving Program, per OSHA and AAUS requirements. Ensures compliance with Oregon Zoo dive manual and all relevant federal, state, and local diving regulations.
2. Plans, monitors and executes all diving activities and conducts all specialized trainings and certifications.
3. Employs SCUBA Instructor skills to manage the dive program in daily operations. This includes, but isn't limited to, evaluations of diver skills, dive assignments, rescues and first aid training, use of underwater equipment, dive gear maintenance and procedures for diving in cold water and with animals.
4. Supervises daily dives and operates air compressor fill station for SCUBA cylinder fills.
5. Reviews and updates dive and animal husbandry logs.
6. Schedules volunteer and staff dives with senior keeper staff and reviews diver skills checks on a monthly basis.
7. Oversees in-house dive gear maintenance and schedules maintenance with contractors.
8. Attends annual diving symposiums to stay current with standards and technology.
9. Coordinates training for dive emergency response. Plans table-top activities to practice and assess preparedness.
10. Teaches first aid for divers and DAN O2 training for all staff and volunteer divers.
11. Assists the public, public officials and other employees in a professional and courteous manner.
12. Develops safe work habits and contributes to the safety of self and co-workers.
13. Contributes to a positive team atmosphere.
14. Has regular and punctual attendance.
15. Performs other duties as assigned.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Have a minimum one year experience in a lead capacity, preferably directing all aspects of an established dive program
- Be an active underwater instructor from an internationally recognized certifying agency
- Experience managing SCUBA equipment with compressor maintenance tasks
- Experience with tending dives, training and evaluating dive skills
- Current driver's license and driving record sufficient to be insured by Metro insurance carrier
- CPR/First Aid Certification
- Carry SCUBA Instructor Professional Liability Insurance

Knowledge, Skills and Abilities:

- Foster team work, soliciting input from coworkers
- Perform in a lead capacity to guide, motivate and coordinate staff and volunteers

- Train staff and volunteers in all aspects of dive husbandry and safety, assign, tasks, review and oversee work
- Maintain and utilize SCUBA equipment and lead dive operations
- Ability to become certified to teach DAN(Diver’s Alert Network) “Diving first aid for professional divers” and “Emergency oxygen for dive emergencies” courses for certification
- Develop daily, weekly and monthly work plans based on established program goals, assist with establishing procedures and protocols; and enforcing established procedures and protocols to ensure a safe working environment
- Communicate effectively, both verbally and in writing, with coworkers, supervisors, volunteers, visitors, donors, other Metro employees, etc. and interact in a courteous and professional manner
- Keep comprehensive and accurate records
- Oversee and make animal observations, document observations and interpret findings in terms of anticipating problems or responding to problems with appropriate activity to enhance animal safety and welfare
- Maintain required certifications and licenses
- Oversee and guide quick and appropriate reactions to hazardous and emergency conditions
- Use discretion with confidential and sensitive matters
- Assess and evaluate day-to-day activities to keep the area in top operating and professional condition, and enhance overall visitor education and experience
- Physically perform strenuous manual work indoors and outdoors under severe climate conditions in hazardous locations and in enclosed spaces and at heights and under other adverse conditions which may include lifting up to 50 pounds
- Lead and gain compliance and enforce complex and sensitive zoo rules and regulations, and to oversee and maintain public and animal safety and control
- Perform all position essential duties and responsibilities
- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background checks and screening requirements required for the position.

SUPERVISION RECEIVED

Supervision is received from the Animal Curator

SUPERVISION EXERCISED

This position has no supervisor responsibility but may provide leadership and guidance to volunteers and other zoo staff.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

All types of SCUBA related equipment.

WORK ENVIRONMENT

Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather, and in proximity to dangerous animals, possible allergens (hay, alfalfa and plant materials) and other adverse conditions. May lift up to 50 pounds.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.