

POSITION DESCRIPTION

POSITION TITLE: Dive Safety Officer

CREATED: June 2019

SUPERVISOR'S TITLE: Section Supervisor

FLSA Status: Nonexempt

PURPOSE

In addition to the duties listed in the primary job description for an individual, the employee who is designated as the Dive Safety Officer is also responsible for coordinating all dive operations to ensure safety, animal health, and a positive guest experience. The Dive Safety Officer also serves as a member of the Diving Control Board and is the administrative officer of the Fort Wayne Children's Zoo dive program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- » Serves as chair of the Fort Wayne Children's Zoo Dive Control Board.
- » Schedules, develops agendas, and runs regular meetings of the Dive Control Board.
- » Works closely with aquarium staff to ensure compliance with established diving standards and protocols.
- » Schedules dives and organizes the scheduling of divers in order to maintain aquarium enclosures and conduct educational dive programs.
- » Maintains all diver records, certifications, logs, and dive plans.
- » Coordinates diver onboarding; including recruitment, evaluation, and testing.
- » Coordinates diver rescue and emergency procedure training and practices.
- » Gives authorization for dive candidates to dive at the Fort Wayne Children's Zoo.
- » Coordinates training and skill seminars for Fort Wayne Children's Zoo divers.
- » Validates physical and mental capacities of divers.
- » Determines when a Fort Wayne Children's Zoo diving certificate of any Fort Wayne Children's Zoo diver should be revoked.
- » Serves as a liaison to area dive shops, clubs, and organizations.
- » Oversees compliance with federal regulations, OSHA, AZA, Fort Wayne Children's Zoo Dive Safety Manual, Fort Wayne Children's Zoo policies and directives of the Fort Wayne Children's Zoo management staff.
- » Along with Fort Wayne Children's Zoo Dive Control Board, determines standards for all dive equipment.
- » Oversees the routine inspection, repair, and maintenance of all dive equipment.
- » Oversees the documentation of dive equipment maintenance, inspection, and testing records.
- » Facilitates revisions of the Fort Wayne Children's Zoo Dive Safety Manual.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- » High school diploma or GED is required.
- » Valid driver's license is required.
- » A Bachelor's degree in an animal-related field is required.
- » A minimum of six months general diving experience and operating and maintaining dive equipment and gear is required.
- » A minimum of six months of aquarium diving experience is preferred.
- » PADI/NAUI SCUBA open water or higher certification is required.
- » PADI/NAUI SCUBA rescue diver or higher is preferred.
- » Instructor level certification for First Aid and Emergency Oxygen preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Knowledge of diving procedures required for all of the Fort Wayne Children's Zoo aquarium tanks.
- » Knowledge of dive equipment operation and maintenance.
- » Knowledge of aquatic animal husbandry and life support systems.
- » Knowledge of first aid, emergency oxygen administration, and diver rescue procedures.
- » Ability to meet all of the requirements and regulations for a Fort Wayne Children's Zoo diver.
- » Ability to endure dive related high-stress situations.
- » Ability to understand and follow all federal, OSHA, AZA, and Fort Wayne Children's Zoo safety and dive program related regulations.
- » Ability to effectively and proactively train divers.
- » Ability to make independent decisions and delegate dive related responsibilities and duties.
- » Ability to professionally and effectively communicate with others through written correspondence.
- » Ability to troubleshoot, analyze situations, and make sound business decisions.
- » Ability to make independent decisions and manage time effectively.
- » Knowledge of Microsoft Office software.
- » Knowledge of correct grammatical usage, punctuation, etc.
- » Strong organizational skills.
- » Ability to handle confidential information.
- » Ability to handle multiple tasks simultaneously.
- » Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors, members of dive related organizations and the general public.
- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to effectively perform dive procedures in all of the Fort Wayne Children's Zoo's aquarium tanks.
- » Ability to successfully operate and maintain all relevant dive equipment.
- » Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- » Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- » Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- » Ability to negotiate a confined workspace while working with one or more coworkers.
- » Ability to handle and restrain a variety of aquatic animals.
- » Ability to properly lift and carry items up to 50 pounds.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Good speaking and listening skills.
- » Ability to climb and work on ladders and standing for long periods of time.
- » Ability to perform focused work with close attention to detail.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous animals.
- » This position may include exposure to potentially venomous animals.
- » This position may include exposure to zoonotic diseases.