

POSITION DESCRIPTION



POSITION TITLE: Dive Safety Officer/Aquarist

CREATED: July 2019

SUPERVISOR'S TITLE: Section Supervisor

FLSA Status: Nonexempt

PURPOSE

As the Dive Safety Officer, this position is responsible for coordinating all dive operations to ensure safety, animal health, and a positive guest experience as well as serving as a member of the Diving Control Board and the administrative officer of the Fort Wayne Children's Zoo dive program. As an Aquarist, this position performs work necessary to provide basic daily animal care for the zoo's aquarium animals and ensures appropriate animal welfare. This position works with a variety of species and also performs husbandry practices such as life support and water quality maintenance, operant conditioning, enrichment strategy, and assisting with husbandry and enclosure furnishing and life support design. This position also contributes to positive guest appearances and performs other duties as required.

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.
- ▶▶ Utilizes operant conditioning techniques to assist with animal health and management.
- ▶▶ Develops enrichment strategies and plans for animals located in the Aquatics section.
- ▶▶ Assists the Section Supervisor and Area Curator with designing husbandry practices for the animals in the Aquatics section.
- ▶▶ Assists the Section Supervisor and Area Curator with designing and planning enclosure furnishings and life support systems.
- ▶▶ Provides food and water to zoo animals per established protocols. Presents food and water using species-appropriate methods.

- » Cleans animal exhibits and animal holding areas including raking, siphoning, vacuuming, sweeping, hosing, scrubbing, and disinfecting.
- » Conducts minor repairs and improvements to animal exhibit/holding areas, life support systems, and public areas.
- » Reports observations related to animals to appropriate zoo staff.
- » Maintains written documentation of animal observations, water quality, and work performed as needed.
- » Provides opportunities for animals to exhibit species-appropriate behavior through the use of exhibit furnishings and enrichment techniques.
- » Provides treatment to animals as directed by zoo veterinarians.
- » Maintains all equipment and supplies in good working order.
- » Obtains regular weights on animals when appropriate.
- » Maintains a clean, orderly working environment.
- » Operates vehicles to transport supplies, equipment, and animals within the zoo and between other facilities.
- » Participates in all roles of the Fort Wayne Children's Zoo dive program.
- » Participates in maintenance, operations, and education functions of the zoo as necessary.
- » Assists with special projects and helps other zoo employees as needed.
- » Actively contributes to positive guest experiences.

EDUCATION AND/OR EXPERIENCE

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

- » A Bachelor's degree in an animal-related field is required.
- » Valid driver's license is required.
- » One year of general diving experience and operating and maintaining dive equipment and gear is required.
- » PADI/NAUI SCUBA open water or higher certification is required.
- » PADI/NAUI SCUBA rescue diver or higher is preferred.
- » Six months of aquarium diving experience is preferred.
- » Instructor level certification for First Aid and Emergency Oxygen is preferred.
- » Three years of experience in an aquarium or zoological setting is 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 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.
- » Knowledge of aquatic animal husbandry and life support systems.
- » Knowledge of advanced aquarium animal care and handling.
- » Knowledge of water quality and life support system operation and maintenance.
- » Ability to make independent decisions and delegate dive-related responsibilities and duties.
- » Ability to effectively and proactively train divers.
- » Ability to endure high-stress situations when feeding, transferring, or restraining animals.
- » Demonstrated knowledge of zoo policies, standards, operations, cleaning, and maintenance techniques.
- » 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.

- » Strong organizational skills.
- » Knowledge of correct grammatical usage, punctuation, etc.
- » Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours will be required.
- » Ability to handle confidential information.
- » Ability to understand and follow all safety regulations.
- » Ability to handle multiple tasks simultaneously.
- » Ability to arrive to work on time and maintain a positive attendance record.
- » 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 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 climb and work on ladders and stand for long periods of time.
- » 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 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 perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » 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.