

## POSITION DESCRIPTION



---

**POSITION TITLE:** Dive Safety Officer/Aquarium Supervisor      **CREATED:** November 2023

**SUPERVISOR'S TITLE:** Area Curator      **FLSA Status:** Nonexempt

---

### PURPOSE

The Dive Safety Officer/Aquarium Supervisor is a working leadership position that provides direct supervision of employees and coordination of daily operations in the Aquarium and assists with other zoo operations as required. This position also coordinates all dive operations to ensure safety, animal health, and a positive guest experience; serves as a member of the Dive Control Board; and serves as the administrative officer of the Fort Wayne Children's Zoo dive program. Expected time in the field versus administrative duties is 70/30. 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 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.
- » Conducts daily rounds within a specified area of responsibility to ensure essential daily and weekly tasks are being performed and to ensure that a high standard of animal welfare is being implemented.
- » Assists the Area Curator by ensuring that goals and objectives established by Area Curator are being implemented by the staff.
- » Oversees animal health monitoring in the designated area of responsibility, evaluates observations, and seeks assistance as needed.
- » Prepares written reports and records, including dive records, certifications, logs, and dive plans.
- » Manages the maintenance and operations for the physical facilities related to animal exhibits and animal holding facilities, coordinates repairs and maintenance with the maintenance department.
- » Tracks the budget and expenses for the animal functions for a specified area of the zoo.

- » Performs and/or supervises veterinary treatments as directed by Area Curator and zoo veterinarian.
- » Performs Aquarist duties as required.
- » Conducts and documents regular animal welfare assessments.
- » Engages with guests both informally and through formal presentations (e.g., Keeper Chats, Wild Encounters, VIP tours, etc.).
- » 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.
- » Supports the zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters. Embraces these fundamentals in leadership practices.
- » Assists with special projects and helps other zoo employees as needed.
- » Actively contributes to positive guest experiences.

### **SUPERVISORY RESPONSIBILITIES**

- » Supervises, coaches, and trains animal staff assigned to specific work areas; ensures that animal staff are performing duties according to zoo procedures and policies and in compliance with applicable regulations.
- » Develops and directs daily and weekly work assignments/projects.
- » Assists in determining staffing needs; interviews, hires, and orients all staff; prepares and administers regular evaluations; conducts disciplinary and termination conferences.
- » Provides support and supervision to animal staff.
- » Determines weekly staffing schedules; approves timecards; approves requests for paid days off; adjusts schedules to accommodate changing staffing needs.

### **EDUCATION AND/OR EXPERIENCE**

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

- » Bachelor's degree in life sciences or a related field is required.
- » A 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.
- » Three years of experience in an aquarium or zoological setting is preferred.
- » Depending upon assigned area of management, demonstrated ability in water systems, filtration systems, operant conditioning, or other experiences related to specific situations in the assigned area is preferred.
- » Instructor level certification for First Aid and Emergency Oxygen 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 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 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 advanced aquarium animal care and handling.
- » Knowledge of water quality and life support system operation and maintenance.
- » Knowledge of the natural history for the species under direct care.
- » Knowledge of animal wellbeing concepts and ability to apply that knowledge to assess the wellbeing of individuals or groups of animals.

- » Demonstrated knowledge of zoo policies, standards, operations, cleaning, and maintenance techniques.
- » Strong leadership skills and ability to work cooperatively with all zoo staff.
- » Ability to endure high-stress situations when feeding, transferring, or restraining animals.
- » Ability to adapt to rapidly changing, dynamic work environment.
- » Knowledge of operant conditioning and behavioral enrichment.
- » 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 manage budgets.
- » Ability to effectively use purchase order and budgeting software.
- » Ability to effectively and proactively train and supervise employees.
- » Ability to make independent decisions and delegate responsibility and duties.
- » Knowledge of management practices to direct staff.
- » 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 or venomous animals.
- » This position may include exposure to zoonotic diseases.
- » This position may include exposure to noxious native plants.
- » This position may include exposure to native biting insects and arthropods.