



## JOB DESCRIPTION

**Job Title:** Dive Operations Manager  
**Department:** Marine Operations  
**Division:** Dive Operations  
**Report To:** Assistant General Curator  
**FLSA Status:** Exempt

### Position Overview:

This position is responsible for developing, overseeing, and enforcing the safe, healthful, and efficient operation of the dive program at the Coral World Ocean Park.

### Principal Duties and Responsibilities (Essential Functions\*\*):

- As a member of the Dive Operations Team, all team members should lead by example by being kind, patient, humble, respectful, selfless, forgiving, honest, dependable, and committed when interacting with members of the Coral World team and guests.
- Fosters good relations with visitors, volunteers, contractors, and fellow staff members by promoting positive attitudes, good will, cooperation, and providing high standards of service.
- Supervises and approves all Coral World Ocean Park diving activities to ensure proper dive planning, adequate training and skills of the divers performing the dive, safe and healthful diving practices during the dive, and compliance with all applicable diving laws, regulations, and standards.
- Trains employees as divers certified by a nationally recognized certifying agency, Trains Divers to perform Sea Trek and SNUBA duties
- Inventories, organizes, and secures all dive equipment in a safe and healthful manner according to regulation and standards, and dispenses dive equipment to divers as needed.
- Services and repairs all dive equipment in a timely manner according to applicable dive standards and regulations, and maintains current logs reflecting all servicing and repair of dive equipment.
- Maintains and operates the low-pressure air compressor system in a safe condition, including assuring periodic air testing, visual inspections of all components, changing filters, draining accumulated moisture and generally securing the system from use or tampering by unauthorized persons.
- Maintains current status as a Snuba instructor, certified O2-provider instructor, certified first-aid/CPR instructor.
- Maintains diving skills, teaching skills, and continuing education on all diving practices, techniques, and procedures pertinent to the health and safety of the Coral World divers.
- Reports to and administers the OSHA required Dive Control Board by scheduling regular meetings, keeping minutes, reporting all diving safety and health concerns, gathering data and information as requested by the dive control board, and implementing policies, practices and the dive safety manual.
- 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.
- Comprehends and follows Coral World Ocean Park Dive Safe Practices Manual (DSPM).

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- Maintains, in a confidential manner, dive-training records of Coral World employees, and ensure that divers are currently approved and qualified for all dives performed by them;
  - Ensures all diving policies, procedures, and practices comply with current laws, regulations, and community standards.
  - Prepares dive equipment maintenance reports, dive logs, certification status reports, dive schedules, diver recertification schedules, etc.
  - Services, repairs, and maintains Coral World Ocean Park dive equipment and facilities to include: guardian full face masks, compressors, fill stations, regulators, umbilicals, communication boxes, cylinders, etc.
  - Assists in training and implementing dive safety policies and procedures. May also assist other departments with projects, as needed.
  - Completes preventative maintenance rounds and diagnostics on dive equipment.
  - 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.
  - Maintains a valid driver's license.
  - Complies with all Coral World V.I., Inc policies, procedures, and programs.
  - Performs other related duties as assigned.

### **Supervisory Responsibility**

This position is responsible for all members of the dive operations department.

### **Physical Requirements**

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to see and hear; stand and walk; stoop, kneel, and crouch; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 75 pounds.
- No impairment of sight, smell, hearing, touch, balance and agility of movement which might interfere with ability to work.
- Required to frequently talk and listen.
- Specific vision requirement for this job include close vision, color vision, depth perception, and the ability to focus.
- No impairment of sight, smell, hearing, touch, balance and agility of movement which might interfere with ability to work.
- Must be able to take directional cues directly or indirectly.
- Ability to work in an environment that may be loud at times.
- Ability to swim and dive; see and hear; stand and walk; stoop, kneel, and crouch; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 75 pounds. Ability to pass a pre dive physical.

### **Position Type and Expected Hours of Work:**

This is a full-time position. Regular salaried employees are employed on a permanent and continuous basis and are expected to work at least 40 hours per week, but may be required to work in excess of the normal work week without additional compensation if necessary to fulfill their jobs. Full-time salaried employees must meet the tests for exemption from overtime under the Federal Fair Labor Standards Act (FLSA). Salaried employees shall report

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for work as required by the General Manager or their immediate managers, but otherwise have substantial flexibility in scheduling their work week.

### **Qualifications & Skills:**

#### **Required:**

- Associate of Arts or any equivalent combination of education, training and experience which requires the knowledge, skills, and abilities.
- Current Recreational Dive Instructor Certification from a nationally recognized organization required.
- Certified Dive Instructor
- Certified O2-provider Instructor
- Scientific diver to at least 130 feet
- Hazmat-trained fill-station operator
- Certified repair technician for ASLC dive equipment
- Minimum 500 hours of scuba diving
- Must be organized
- Must be a team player
- Must be organized, detail oriented, and have excellent communication skills (written & verbal)
- Must have high standard for providing service
- Must be able to multi-task. Must be able to handle multiple projects simultaneously.
- Must have knowledge of computer application systems/applications such as Microsoft Office
- Must have a valid driver's license
- Must be able to pass a dive medical evaluation
- Must be able to lift and carry up to 75 pounds repeatedly
- Must uphold and display actions that are moral and ethical
- Must be able to use tact in handling sensitive situations.

#### **Preferred:**

- A minimum of one year commercial or combined scientific diving experience desired
- Experience as a Dive Safety Officer or Assistant Dive Safety Officer

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments)

**References required. Please submit resume and cover letter with job title in the subject line by email to be considered for the position.**

#### **Contact Information:**

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