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Position# (PSA) . (E)
Developed by:.....JG
Reviewed by:.....DLJ
Approved by:.....
Date:.....11/16

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Diving Safety Officer
DIVISION: Research and Economic Development
REPORTS TO: Director of Research Integrity
GRADE: 12
SUPERVISES: URI Diving Safety Program Support Staff

BASIC FUNCTION:

Responsible for the URI Diving Safety Program. Work under the authority and direction of the Vice President for Research and the Diving Control Board (DCB). Function as the Diving Safety Officer (DSO) and supervise dive instructors/lecturer in academic and extra-curricular programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise all dive program instructors. Provide training (through both accredited courses and extra-curricular programs) to ensure safe and efficient operations.

Supervise educational programs with diving operations (international and local programs).

Oversee all dive operations and facilities. Approve and facilitate dive plans. Generate and manage letters of reciprocity for multi-institutional projects.

Maintain records for approximately 100 URI research divers in compliance with American Academy of Underwater Sciences (AAUS) standards. These records include current status of diving proficiency, CPR, first aid, oxygen administration, medical evaluation, and equipment. Assist divers not in compliance to regain status.

Perform evaluation of new diver candidates for program

authorization, including administering a check-out dive, written test, current safety training and medical status. Prepare documentation and recommendation for presentation to the DCB.

Organize and instruct periodic training in CPR, first aid, oxygen administration, and rescue courses.

Oversee all dive equipment use, maintenance and records.

Instruct an introductory for-credit SCUBA class (leading to open-water certification), and an advanced research diving class (leading to AAUS certification) annually.

Oversee all dive program budgetary and financial matters.

Participate in program development.

OTHER DUTIES AND RESPONSIBILITIES:

Responsible for curriculum and program development including scientific projects, international courses, advanced diving techniques, and closed-circuit rebreather diving.

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers, word processing, database management; dive instructor certification by nationally recognized agency, AAUS scientific diving instructor, closed-circuit rebreather certification by a nationally recognized agency, certified equipment technician, and meeting AAUS standards.

ENVIRONMENTAL CONDITIONS:

This position may be exposed to adverse environmental conditions (in-water work).

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of five years' experience as DSO or comparable professional diving operations safety/oversight; Demonstrated possession and maintenance of a diving instructor certification by a nationally recognized agency and meeting AAUS standards; Demonstrated experience with academic research diving field operations; Demonstrated experience with diving equipment maintenance and repair; Demonstrated ability to perform in-water work; Demonstrated

strong verbal and interpersonal communication skills;
Demonstrated proficiency in written communication skills;
and, Demonstrated ability to work with diverse
groups/populations.

PREFERRED: Demonstrated experience teaching in an academic setting; Demonstrated evidence of local and regional professional network in the diving community spanning academic, private sector, and industrial parties; Demonstrated experience in underwater research methods; Demonstrated record of program development experience as it applies to scientific diving; Demonstrated leadership abilities; Demonstrated experience marketing a program as a resource end-users in Rhode Island; Demonstrated evidence of professional affiliations and research collaborations; Demonstrated record in the area of diving or diving-related science; Demonstrated knowledge and applied experience in diving-related skills and technologies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.