UNIVERSITY OF SOUTHERN CALIFORNIA

Diving Safety Officer

Job Code: 177191

Grade: 00
OT Eligible: No
Comp Approval: 12/20/2013

JOB SUMMARY:
Has responsibility for all components of the USC’s scientific diving program, including development of instructional courses in scientific diving, both for USC and in association with partner universities. Works with research community to facilitate underwater research projects; supervises student research divers-in-training; recognizes distress and respond to emergency calls and events; and ensures that proper safety methods and procedures are followed. Works with marine operations to develop waterfront policies and procedures that assure safety during research and instructional activities; coordinates meetings of the Dive Control Board; reviews and approves dive plans, oversees maintenance and repair of diving equipment, and maintains dive records. Ensures compliance with university policy, standards of American Association of Underwater Science and with requirements for the OSHA research diving exemption.

JOB ACCOUNTABILITIES:

- Develops and teaches scientific and research diving courses in the classroom to faculty, staff, students and visitors. Plans course content and assignments, emphasizing critical thinking skills and safety. Develops advanced courses such as Blue Water Diving and Critical Skills for Lead Divers.

- Teaches SCUBA diving classes to faculty, staff, students and visitors demonstrating techniques and skills in university indoor pool or in the ocean. May provide SCUBA instruction for USC courses (e.g. Environmental Studies Program degree course) as well as research diving certification; two week Wrigley Institute intensive courses; Sports Diver Standards basic course; four one-two day Wrigley Institute courses such as rescue dive; all of which may be open to the university community and others outside university, etc.

- Has responsibility for the scientific diving program and operation, including supervision of research divers and student divers-in-training, and coordination with external universities to develop and support research diving activity. Reviews and approves all dive plans, conducts check-out dives and assumes overall responsibility for dive program equipment including ensuring all SCUBA, first aid, safety, rescue and communication systems are present and in proper working order. Ensures all time-dated supplies and certifications are current. Maintains program-specific statistical diving records and administrative paperwork. Prepares diving reports, as requested or required.

- Ensures compliance with university policies and standards for training and certification of divers and all applicable federal and state regulations including standards of American Association of Underwater Science (AAUS) and requirements for OSHA research diving exemption. Interprets university policies and federal and state regulations related to diving. Maintains currency in best practices, and when feasible, attends Annual AAUS meeting.

- Has leadership responsibility for the preparation and administration of the research diving budget through the existing budgetary framework.
_______ Works with Wrigley Institute staff to develop outreach programs pertinent to scientific diving, and to develop and oversee waterfront safety, including the conduct of waterfront safety orientations and other forms of visitor assistance, as appropriate.

_______ Coordinates and schedules bi-annual meetings of the Diving Control Board. Serves as a voting member of the Diving Control Board.

_______ Coordinates programs and activities with the USC Catalina Hyperbaric Chamber ensuring the Chamber is available during USC diving activities. Notifies divers if the Chamber is temporarily taken off-line for maintenance. Informs Chamber Supervisor of planned decompression (or higher decompression stress) dives planned by USC divers. Interacts with local EMS and Chamber Crew to provide accident information and assistance when responding to diving accident.

_______ Maintains and tracks inventory and all annual service needs by outside contract services as outlined in the Diving Safety Manual for any university-owned SCUBA equipment.

_______ Oversees marine operations crew transporting equipment to and from dive sites safely according to industry-wide best practices or performs function as needed. Oversees marine operations crew testing/inspecting all diving equipment used by divers participating in university diving activities or performs function as needed. Determines suitability and safety of dive equipment for planned dive(s). Supervises use of dive equipment. Oversees marine operating crew sending diving equipment to shops for maintenance and major repairs or performs function as needed. Oversees the maintenance of records for services performed by vendors for equipment repairs/maintenance or performs function as needed.

_______ Administers service and repair of all high pressure air and breathing gas systems, filters and oil changes, as needed. Makes minor repairs to diving equipment or oversees marine operations crew performing function.

_______ Operates small vessels in support of research needs.

_______ Maintains dive locker area. Provides management with information regarding waterfront facilities and vessel usage, damage and repair or maintenance needs.

_______ Recognizes distress and responds to emergency calls or events and ensures that proper safety methods and procedures are followed. Prepares report(s), as required.

_______ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

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<th>Essential</th>
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In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 3 years

Minimum Field of Expertise:

- Current, active certified diving instructor with at least three years of experience. Must possess a current Scientific Diver certification as defined by the American Academy of Underwater Sciences. Experience in marine research. Must exhibit a thorough knowledge of diving theory and its application to safe diving practices, operational procedures and diver training. Must possess a range of technical and scientific expertise in diving and dive equipment and technology. Thorough knowledge of federal and state regulations regarding diving. Certified as an Oxygen Administration, First Aid and CPR instructor. Ability to train others on proper dive techniques, equipment maintenance and operation. Ability to plan and conduct difficult and complex academic, technical and scientific diving activities.

Preferred Education:

- Bachelor's degree

Preferred Experience:

- 5 years

Preferred Field of Expertise:

- Training for visual inspection of SCUBA cylinders and SCUBA regulator maintenance; Gas blending certification. Prior teaching experience.

Skills: Administrative:

- Communicate with others to gather information
- Coordinate meetings
- Customer service
- Gather data
- Input data
- Maintain logs
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines

Skills: Other:

- Analysis
- Assessment/evaluation
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Teaching/training

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier
Scientific data collecting instruments and tools
Vessel engine and instrumentation systems

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ____________________________ Date: ____________________________
Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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