



JOB INFORMATION

<i>Job Code:</i>	177191
<i>Job Title:</i>	Diving Safety Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Waterfront Operations
<i>Job Family Group:</i>	Waterfront Operations and Transportation
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Current, active certified diving instructor with at least three years of experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Must possess a current Scientific Diver certification as defined by the American Academy of Underwater Sciences.
X		Experience in marine research.
X		Must exhibit a thorough knowledge of diving theory and its application to safe diving practices, operational procedures and diver training.
X		Must possess a range of technical and scientific expertise in diving and dive equipment and technology.
X		Thorough knowledge of federal and state regulations regarding diving.
X		Ability to train others on proper dive techniques, equipment maintenance and operation.
X		Ability to plan and conduct difficult and complex academic, technical and scientific diving activities.
	X	Training for visual inspection of SCUBA cylinders and SCUBA regulator maintenance.
	X	Prior teaching experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified as an Oxygen Administration, First Aid and CPR instructor
	X		Gas blending certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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 (e.g., 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 university 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 (e.g., rescue dive), all of which may be open to the university community and others outside university.				
Has responsibility for the scientific diving program and operation, supervising research divers and student divers-in-training and coordinating 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 university diving activities. Notifies				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
divers if the Chamber is temporarily taken off-line for maintenance. Informs Chamber Supervisor of planned decompression (or higher decompression stress) dives planned by university 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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.