



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Dive Equipment Manager</b>
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<b>Job Summary</b>	The Dive Equipment Manager is responsible for developing the maintenance procedures as well as supervising the technicians responsible for maintaining saturation diving equipment. This position centralizes all of the regulatory documentation and reporting requirements applicable to Harkand's diving systems to a single point of contact.
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<b>Entry Level Specifications</b>	<p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• High School diploma or GED required.</li> </ul> <p><b>CERTIFICATIONS AND QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Transportation Worker Identification Credential (TWIC) preferred.</li> <li>• Valid Offshore Safety Certification-Huet preferred.</li> <li>• Rigging Safety (API-RP-2D) Certification preferred.</li> <li>• Valid Medical Physical preferred.</li> <li>• Valid First Aid, CPR, AED Certification preferred.</li> <li>• SafeGulf or Rig Pass Certification preferred.</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience in direct saturation system maintenance required.</li> <li>• Minimum 10 years' experience in a general mechanical or electrical background such as mechanical equipment, diesel engines, etc. preferred.</li> <li>• Experience implementing and operating preventive maintenance systems for saturation diving units preferred.</li> <li>• Experience with developing and working budgets for saturation diving assets preferred.</li> </ul> <p><b>KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• Must have excellent working knowledge of ABS and DNV rules as they apply to saturation diving systems.</li> <li>• Must have excellent working knowledge of IMCA guidelines as they apply to saturation diving systems.</li> <li>• Must be fluent in spoken and written English.</li> <li>• Must be able to produce written procedures and manuals.</li> <li>• Must be proficient in the Microsoft Office Suite, particularly Word and Excel.</li> </ul>
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	<p><b>PHYSICAL AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Sitting, bending, crouching, walking, and typing 8 – 10 hours per day.</li> <li>• Must comply with any safety or PPE requirements.</li> <li>• Able to lift up to 50 lbs.</li> <li>• 20% travel required.</li> <li>• Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions.</li> </ul> <p><b>OTHERS</b></p> <ul style="list-style-type: none"> <li>• Responds quickly to instructions.</li> <li>• Highly alert and attentive.</li> <li>• Detail-oriented.</li> <li>• Safety-conscious.</li> <li>• Clear oral and written communication.</li> </ul>
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<b>Reporting Lines</b>	<p>Reports to</p> <ul style="list-style-type: none"> <li>– Diving Operations Manager</li> </ul> <p>Direct Reports</p> <ul style="list-style-type: none"> <li>– Sat/Dive Techs</li> </ul>
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<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a preventive maintenance system for Harkand Gulf Services, LLC’s saturation diving systems.</li> <li>• Develop and maintain a document control system for tracking critical saturation diving system documentation.</li> <li>• Maintain records and conduct audits as required to maintain system certification and compliance with various regulatory agencies such as ABS, DNV, IMCA and the U.S. Coast Guard.</li> <li>• Supervise Saturation Technicians in direct operation and maintenance of Harkand Gulf Services, LLC’s saturation diving systems.</li> <li>• Coordinate with vessel and project personnel for mobilization and provide operational support for diving equipment throughout projects.</li> <li>• Work with equipment manufacturers as necessary in order to ensure compatibility and function of equipment purchased by or provided to Harkand Gulf Services, LLC.</li> <li>• Support and participate in the organization’s continual improvement program to conform to ISO 9001:2008 requirements by complying with the Quality Policy and procedures and meeting QMS objectives.</li> <li>• Other duties as assigned.</li> </ul>
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