

# DIVE SUPERVISOR

JACKSONVILLE & PENSACOLA - FL,  
CHARLESTON - SC

**SUMMARY:** A qualified person shall be designated as the diving supervisor for each diving operation. The diving supervisor is in charge of the planning and execution of the diving operation, including the responsibility for the safety and health of the dive team.

The diving supervisor shall possess the proper ADCI supervisor certification card and be knowledgeable and familiar with all techniques, procedures, emergency procedures and operational parameters for the diving mode under his or her direct supervision. In carrying out these responsibilities, the diving supervisor's duties shall include, but not necessarily be limited to, the following:

## DUTIES & RESPONSIBILITIES

- Be fully cognizant of all relevant governmental regulatory agency regulations that apply to the diving operation and the diving mode employed, and the employer's basic safe practices/operations manual. See that all rules and regulations are followed.
- Have adequate knowledge, training and familiarization with all life-support and ancillary equipment designated to the diving operations.
- While actually on duty, be in immediate control and available to implement emergency procedures. The diving supervisor is not permitted to dive unless another qualified diver is present who has also been appointed and designated to assume responsibility.
- The diving supervisor must also ensure, prior to commencing a diving operation, in addition to parties directly involved in the diving operation, that masters of craft, pilots of submersibles, harbor masters, managers of offshore installations, pipelines, civil engineering sites, inland waterways, and all persons responsible for anything that affects the diving operation are advised that diving or underwater operations are to be undertaken.





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## DUTIES & RESPONSIBILITIES (cont.)

- Ensure diving operations are carried out from a suitable and safe location on the surface.
- Develop or modify and produce pre- and post-dive checklists for the operation.
- Develop and implement emergency/contingency procedures.
- Be aware of the procedures to follow to obtain medical support in the event of an accident, either diving or non-diving related.
- Ensure a two-way communication system is available at the dive location to obtain emergency assistance.
- Facilitate a Job Hazard Analysis for each task undertaken.
- Establish a dive plan ensuring that sufficient breathing mixtures, supplies and proper equipment are available for safe and timely completion of the job task.
- Assign the duties of all members of the dive team and personally direct them throughout the diving operation.
- Personally, inquire if all personnel on the dive team are qualified and physically able to perform tasks assigned. Make an assessment of the physical condition of the divers prior to each dive to determine if any physical impairment is present that would be detrimental to the diver's health and safety in the water or under hyperbaric conditions.
- Ensure that the diving equipment designated for use is: Suitable for the planned diving operation. Compliant with regulatory requirements for the diving mode used. Inspected prior to each dive and is in good working order.
- Ensure that all relevant operating instructions, manuals, decompression tables, treatment schedules and regulatory publications are available at the dive location and are maintained to reflect current changes and/or developments.
- Ensure the detailed briefing of his or her diving team and support personnel, including: Tasks to be undertaken. Unusual hazards or environmental conditions.
- Maintain a depth, bottom time and breathing mix profile at the dive location for each diver during the dive.



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## DUTIES & RESPONSIBILITIES (cont.)

- Ensure that each diver is continuously tended while in the water.
- Ensure the dive is terminated when: The diver requests termination. The diver fails to respond to communication or communication is lost between the diver and dive team members at the dive location. Communication is lost between the vessel operator and the diving supervisor during live boating operations. The diver begins to use his or her diver-carried reserve breathing gas supply. Weather or site conditions are degrading to the extent that diver safety may be compromised.
- Ensure after every dive: The physical condition and wellbeing of the diver is checked by visual observation and verbal questioning. The diver is instructed to report any physical problems or symptoms of decompression sickness or arterial gas embolism. The diver is advised of the location of the nearest operating decompression chamber and is acquainted with the dangers of flying after diving or traveling to altitudes higher than the dive site.
- Ensure after any treatment or dive outside the no-decompression limits: The diver is instructed to remain awake and in the vicinity of a decompression chamber for at least one hour. A trained dive team member is available to operate the decompression chamber.
- Report all accidents or incidents involving personnel as required by employer's rules and relevant governmental regulations.
- Maintain and submit reports required by employer and relevant governmental regulations concerning diving operations and equipment maintenance, testing or repair.
- View and ensure accuracy of diver's personal logbook and affix signature to properly record activities.
- Maintain a supervisor's logbook that details all dives and medical treatment supervised.





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## QUALIFICATIONS:

- ADCI Accredited Commercial Diving Diploma.
- Successful completion of the ADCI supervisor exam.
- ADCI Supervisor Certification card for the diving mode.
- Before being exposed to hyperbaric conditions, the tender/diver must be medically certified as "fit to dive."
- Valid CPR, First Aid, O2, BBP certifications.
- High school graduate or equivalent and no less than 18 years old.

## CERTIFICATION CARD DESCRIPTION

This type of card will be issued by ADCI to applicants who have:

- Completed a formal course of instruction at a recognized commercial diving school, military training or equivalent consisting of at least 6252 hours of instruction.
- Successfully completed the ADCI air-diving supervisor's certification examination.
- Completed an additional 100 field days participating in commercial diving operations during which they shall have performed at least 50 working dives and performed a minimum of 30 days as an assistant surface-supplied air-diving supervisor.
- All graduates of ADCI member schools who complete a commercial diver training-program consisting of a minimum of 6252 hours of formal instruction in accordance with the provisions of the ADCI International Consensus Standards for Commercial Diving and Underwater Operations, including reference to the American National Standard for Divers (ANSI) Secretariat of the Association of Commercial Diving Educators (ACDE), are eligible.



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## CERTIFICATION CARD DESCRIPTION (cont.)

- This card will be issued to all graduates of recognized commercial diver training-programs consisting of 6252 hours. Non- members of ADCI may apply to receive this type of certification card by presenting evidence that they have attended a recognized course of formal instruction consistent with the provisions of the ADCI International Consensus Standards for Commercial Diving and Underwater Operations.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally/Frequently/Continually required to stand
- Occasionally/Frequently/Continually required to walk
- Occasionally/Frequently/Continually required to sit
- Occasionally/Frequently/Continually required to utilize hand and finger dexterity
- Occasionally/Frequently/Continually required to climb, balance, bend, stoop, kneel or crawl
- Occasionally/Frequently/Continually required to talk or hear
- Occasionally/Frequently/Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally/Frequently/Continually required to lift/push/carry items less than 25 pounds/ up to 25 pounds/ up to 50 pounds/ more than 50 pounds
- Occasionally/Frequently/Continually exposure to wet and/or humid conditions (nonweather)
- Occasionally/Frequently/Continually work near moving mechanical parts
- Occasionally/Frequently/Continually work in high, precarious places
- Occasionally/Frequently/Continually work around fumes, airborne particles, or toxic chemicals
- Occasionally/Frequently/Continually exposure to outside weather conditions





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## PHYSICAL DEMANDS AND WORK ENVIRONMENT (cont.):

- Occasionally/Frequently/Continually exposure to extreme heat or cold (non-weather)
- Occasionally/Frequently/Continually exposure to bloodborne and airborne pathogens or infectious materials
- Occasionally/Frequently/Continually loud noise (examples: metal manufacturing, large earth moving equipment)
- Occasionally/Frequently/Continually very loud noise (example: jack hammer work) Specialized equipment, machines, or vehicles used forklift and pickup truck.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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