

## St. Augustine Lighthouse & Maritime Museum, Inc.

### Job Description

#### Job Title: Dive Safety Officer

**Reports To:** Executive Director/Chief Administrative Director  
**Division:** Lighthouse Archaeological Maritime Program (LAMP)  
Maritime Research Division of the  
St. Augustine Lighthouse & Maritime Museum, Inc.  
**FLSA:** Exempt

#### Job Summary:

The St. Augustine Lighthouse & Maritime Museum, Inc. (The Museum) is seeking a full-time Dive Safety Officer (DSO). The DSO will also serve as a project maritime archaeologist in addition to overseeing Museum safety programs for scientific diving operations.

Successful candidate must be an experienced underwater archaeologist who has worked on a variety of submerged archaeological sites overseeing the application of rigorous dive and waterfront safety standards and training. He or she must have experience in underwater archaeological excavation and survey activities. Must be a certified AAUS scientific diver or be able to qualify as such by the beginning of this job.

USCG Merchant Mariner Credential (OPUV or higher) preferred. In addition, he or she must be familiar with the use of archaeological dredging systems and weight systems, and other equipment such as hookah systems, portable generators, weight belt systems, magnetometers magnetometer, side scan sonar, sub bottom profiler, HYPACK and experience in small and medium sized boat and trailer operations. He or she must be a trained and experienced diver, with appropriate qualifications and experience. The DSO is responsible for overall diving safety for the program as a whole. This is an administrative position that also often entails going into the field to supervise diving, and to support scientific or training operations as a diver. The DSO might be present at major operations or particular ones as he/she feels are appropriate. We would normally have the DSO on site at all times providing oversight but also supporting operations as an active diver, again as the DSO feels is appropriate.

*The DSO shall have the responsibility for diving safety and the absolute right to cancel or terminate a dive if needed for the safety of the divers, crew, and volunteers. He or she works under the authority and standards established by the Diving Control Board, of which he or she will be a voting member.*

#### **The Organization:**

The St. Augustine Lighthouse Archaeological Maritime Program (called LAMP) is organized as a private non-profit 501© 3 organization and acts as the research arm of the St. Augustine Lighthouse & Maritime Museum, Inc. (The Museum). The two entities function together by formal contract with the Museum as the parent organization and LAMP's significant funder.

The American Alliance of Museums accredited the Museum in 2018, an honor held by only 3% of American museums. In addition, the Museum is a member of the Council of American Maritime Museums, as well as a Smithsonian Affiliate, is active in the Society for Historical Archaeology, and adheres to rigorous principles for archaeological ethics.

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Offices are located at the St. Augustine Light Station, which consists of six historic structures, and two modern building, as well as approximately 6.5 acres. The Site is listed on the National Register of Historic places. The historic site is a popular, non-profit museum that serves more than 200,000 visitors each year, communicating maritime history, archaeological ethics and scientific/historical research to the public through active storytelling. A Maritime Archaeology and Education Center at the Museum contains a dry lab, x-ray room, wet lab, a dive locker, and public exhibit and program space. The Museum's and LAMP's mission is *"To discover, preserve, present and keep alive the stories of the Nation's Oldest Port as symbolized by our working St. Augustine Lighthouse."*

### **The Position**

This position is based in St. Augustine, Florida and offers a competitive compensation and benefits package. Diving operations primarily occur in the waters near St. Augustine and the surrounding First Coast Region. Underwater visibility is frequently limited.

Successful candidates must have a master's degree or above and at least, three (3) years of experience in/on the water during active research/scientific diving operations. A year of professional experience with an academic or similar research organization is required.

He or she must have basic computer skills and experience with word processing and database systems management. Applicants should preferably have a demonstrated proficiency in the following: MS Office Pro suite, Photoshop, Illustrator, and Acrobat. GIS experience is highly desirable. Candidate must have excellent written and verbal communication skills.

Candidate needs to be familiar with AAUS Scientific Diving Standards, preparation of Diving Safety Manuals and Dive Operations Plans. He or she should be able to conduct activity hazards analysis and to both write, train, and lead an emergency management plan. Daily float plans are filed by this individual when applicable. Certification as a DAN (or equivalent) O2, CPR, and First Aid Instructor is preferred, or should be acquired within the first six months of employment. Must be an active dive instructor from an internationally recognized certifying agency (i.e., PADI, NAUI, NOAA, CMAS, or similar) and must have a developed capacity for attention to detail. The successful candidate will be organized, able to work well on multiple projects, and be able to meet deadlines while maintaining safety as paramount. He or she should be familiar with scientific diving principles and AAUS scientific diving standards.

The DSO will report directly to the Museum Executive Director (ED) who is also the Chief Administrative Director of LAMP. He or she shall bring to the ED any matters requiring the ED's attention but shall be able self-start and act as a member of the LAMP team.

He or she shall be a member of the Museum **Diving Control Board** that establishes the policies of the Museum for scientific diving and acts as a board of appeal for scientific divers in the matter of safety concerns. The Diving Control Board can stop dive operations at any time with absolute authority. He or she will assist the Chairperson of the Diving Control Board with scheduling the meetings of that body as required by its by-laws and provide such notices and materials as may be required to all staff, DCB members and applicable volunteers. He or she shall take minutes of the meeting and post or file approved versions appropriately. He or she shall carry the authority of the Diving Control Board into the field.

This position shall work closely with the LAMP Director and other LAMP archaeologists as well as the Museum senior staff as part of the leadership team. The DSO shall regularly advise the LAMP director (senior scientist) and be a competent advocate for safety over science.

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Employee will participate in public archaeological programming, scientific and historical research, and required administrative oversight when not diving or managing safety programs. These activities include but are not limited to heritage tourism, grant writing, and fundraising. The position will align with the Museum's organizational plans, procedures, and Key Performance Indicators when carrying out their primary safety and support responsibilities.

### **Major Responsibilities:**

### **Candidate needs to demonstrate:**

- Authority to oversee the routine, safe, operational diving and research programs of the Museum on, near or away from the water, including but is not limited to conducting repeated, training for students, staff, and volunteers and administering Safety and Scientific Diving Standards.
- Ability to envision, organize and lead dives certification classes for students, staff, and volunteers, in a pool and open water environment, including check out dives, safety training, and regular field school programs.
- Ability to supervise required administrative details effectively for permits, reports, publications and community partnerships.
- Shall establish community partnerships with dive physicians, hyperbaric chambers, the USCG, other mariners, Sea tow, Museum donors and any other emergency contacts as needed.
- Position shall actively employ best practices in staff and volunteer management including aligning activities under the Museum's Strategic Plan, goals and directives.
- Ability to perform detailed maintenance and inspection of all dive gear, air tanks, and associated equipment, trailers, vehicles and supplies as needed. The DSO is in charge of the dive locker and dive gear maintenance. As the DSO, he/she should be competent to deal with gear related issues in the field as well as conducting maintenance for that gear in the off-season
- Be able to perform and effectively communicate skill assessments activities based in and out of the water, on the waterfront and in the classroom, including but not limited to swimming, emergency management, snorkeling, boat driving, and scientific diving.
- Dive Safety Officer is a hands-on position that involves frequent and repeated scientific diving and boat-driving opportunities throughout the year and his or her main objective is to make sure these opportunities are conducted according to best practices, high safety, and ethical standards in prudent manner.
- He or she must be a team player, self-starter and willing to support all Museum divisions as part of the leadership team of the organization. This includes effective project management, prioritization and public archaeological programs as well as building Museum mission credibility and advancing organization sustainability.

### **Minimum Qualifications:**

- Lead planning and logistics related to archaeological fieldwork, scientific diving safety protocols as established and approved by the Diving Control Board.
- Active status, scientific diving instructor's certification from an internationally recognized agency (i.e., PADI, NAUI, and NOAA, CMAS).
- First Aid/CPR instructor and oxygen administration instructor
- Extensive small boat handling experience including experience in outboard engine troubleshooting and mechanics.

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- Familiarization with archaeological ethics.
- Three years' experience with underwater research and fieldwork, scientific diving, remote sensing survey, and/or artifact recovery/cataloging/conservation.
- At least one year of related experience within a professional research institution or a museum or similar.
- Experience with marine rescue and hazard identification.
- Ability to work as a team and to say no when needed. Must be dedicated to safety-first.
- Ability and willingness to participate in public archaeological programming.
- Significant experience training students in archaeological fieldwork and scientific diving and communicating effectively.
- Assist with the planning, implementation, and management of field school and fieldwork activities including living arrangements, insurance, and oversight of activities, scheduling of speakers and events as part of a team.
- Effectively uses computer programs and empirical research based systems.
- Will support other Museum activities including public events, tours, public archaeology, and grant writing and administration, site and tour shifts as required to help maintain the salary required to do the job and to provide safety processes as necessary. There is no archaeology at the Museum or LAMP without the public support of it through heritage tourism. Safety process as all public events, tours, and on the tower, for the public and in the office is also the responsibility of all staff, and the DSO should fully participate and bring to the ED any matters requiring her attention to make safety paramount.
- Publish in Peer Reviewed journals and for the Museum's popular press programs as is possible.
- Perform other duties as assigned, prioritizing safety always.

### **Scope:**

Accountable for the successful and prudent management of the archaeological safety programs of the Museum and LAMP.

Shall help manage and implement archaeological fieldwork and lab and research during the traditional LAMP summer field season and throughout the year.

Shall fully and actively participate as a member of the LAMP and Museum teams and act as a problem solver.

Will be a direct supervisor of students and interns while working closely with other LAMP personnel and the ED to maintain the high standards of the Museum in all areas but particularly in safety

Shall be responsible and act as staff liaison and recorder for the Diving Control Board. Shall perform this work and duties under standards established by Federal, State and Local law as well as by the organization's by-laws, policies and procedures.

Works as a member of the Museum leadership team, grant writing and administering, writing reports and publishing research and sharing archaeological information while performing public archaeological duties including climbing the 165-foot tower, standing site shifts, giving public tours and outreach programs and helping to support the Museum's Interpretive Division.

Shall support the conservation and collections activities of the Museum's Collections Division.

Shall keep the ED fully informed of all LAMP activities.

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#### **Qualifications:**

- Master's Degree in a related field with 3+ years of relevant program experience in a field setting and at least one year of professional organizational experience preferred. Must be an experienced underwater archaeologist who has worked on a variety of submerged sites during archaeological excavation and survey and management activities. Extensive Safety and Dive Safety Experience may be substituted for advanced degree.
- Must be an experienced mariner familiar with small to medium-sized vessels both in off-shore and inland waters, and be able to evaluate and respond to changing weather conditions safely.
- USCG MMC (OUPV) or greater preferred.
- Must have experience in working with students in underwater archaeological field schools. (Some progressively responsible management experience or training preferred).
- Basic computer skills and experience. Must have excellent communication skills.
- Must be familiar with the use of archaeological and dive equipment as described herein.
- Dive certifications required as explained above.

#### **Essential Functions/Physical Requirements:**

The duties above indicate the essential functions of the job. Physical requirements are those needed aboard a sea-going vessel during archaeological operations. Flexibility may be required to meet the long hours and sudden and unpredictable nature of an archaeological field season. Must be a competent mariner, able to deal with the demands of changing weather, and diving. A USCG Captains Licenses/Six Pack OUPV or higher is preferred. Must be an experienced scientific dive instructor.

Must be able to climb the lighthouse tower as required and perform site shifts. Must be able to dive and maintain a boat, truck, and trailer safely. A moderate amount of heavy lifting (20-40 lbs) is required. Limited travel may be required.

#### **Compensation commensurate with experience**

\$35-52K

#### **To Apply:**

**For immediate consideration, please forward a cover letter, resume, and CV to Martin Corlieto, St. Augustine Lighthouse & Maritime Museum, Inc. 81 Lighthouse Ave, St. Augustine, FL 32080 MCorlieto@staugustinelighthouse.org.**

All inquiries will be treated with discretion. The St. Augustine Lighthouse & Maritime Museum is an Equal Opportunity Employer and a drug-free workplace. Pre-employment drug testing and a criminal background check will be conducted upon hire. Go to [www.staugustinelighthouse.org](http://www.staugustinelighthouse.org) for more information.