

# CENTRAL CARIBBEAN MARINE INSTITUTE



## Marine Operations Coordinator - Job Description

Last updated on the 07/01/19



## Terms and conditions

<b>Approximate start date:</b>	01/03/2019
<b>Contract Type:</b>	Annual contract with the potential to extend, subject to performance, business needs and funding availability.
<b>Probation Period:</b>	n/a
<b>Monthly Salary:</b>	US \$2,000
<b>Location:</b>	Little Cayman, Cayman Islands, Caribbean
<b>Benefits:</b>	Medical insurance, pension contributions & flight contribution
<b>Hours of Work:</b>	Staff work a standard 45-hour week and are often required and expected to work longer days as required.

## Job Description

<b>Position Title:</b>	Marine Operations Coordinator (MOC)
<b>Reporting to:</b>	Field Station Manager
<b>Line Manager:</b>	Field Station Manager
<b>Key Internal Relationships:</b>	Operations Department Members Advancement and Communications Department Members Education Department Members Research Department Members
<b>Working with:</b>	The MOC will routinely liaise with education group chaperones, research groups and representatives from the local community.

## How to Apply

Applications, consisting of covering letter explaining why you feel you should be considered for this post, along with a full CV and contact details for two referees (who will not be contacted without your consent) should be sent to [manager@reefresearch.org](mailto:manager@reefresearch.org).

Please mark your application **Marine Operations Coordinator, Little Cayman**.

The closing date for applications is **21<sup>st</sup> January 2019**.

**Interviews:** Interviews will be conducted via Skype between the **24<sup>th</sup> - 27<sup>th</sup> January 2019**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.



## Purpose:

- Ensure that all diving activities are in line with PADI, AAUS and CCMI standards.
- Captain CCMI vessels for both research & education department programme activities.
- Conduct any and all dive training.
- Conduct onsite maintenance including: dive equipment, boat engine, vehicles and physical plant.
- Assist with education, operations and research programmes as required.

## Responsibilities:

### General

1. Ensure that all diving activities occur in accordance with PADI, AAUS and CCMI regulations.
2. Ensure that all visiting education and research groups have received, correctly completed and submitted all necessary diving paperwork.
3. Complete all dive training required by both guests and staff.
4. Conduct dive orientation briefings and gear distribution for new education and visiting research groups.
5. Drive all CCMI Boats, including:
  - a. A 34-foot custom (hull) purpose-built dive boat with a capacity for 16 divers with 32 tanks, or 18 snorkelers.
  - b. A 21-foot Mako dive boat has a capacity of 4 divers with 8 tanks, or 6 snorkelers.
  - c. A 12-foot Carolina skiff with a capacity for 2 divers with 4 tanks, or 4 snorkelers.
6. Assist in the delivery of the CCMI annual maintenance plan, which includes grounds, facility, dive equipment as well as boats and vehicles.
7. Management of dive facilities and equipment including maintenance, cleaning, inventory and resupply.
8. Compose and contribute to regular progress reports.
9. Assist with training staff on boat handling and boat captain duties.
10. Lead in-water activities including snorkels and dives.
11. Represent CCMI in a professional manner when working alongside visiting education groups, visiting research groups and when interacting with the local community including the local dive operations.

### Development

1. Assist in the implementation of maintenance plans and service logs.
2. Assist in conducting inventories of all on site equipment.
3. Interact and build relationships with marine educators, visiting researchers, university groups and the local community.
4. Assist in the development of the Little Cayman Community Lionfish Culling Programme, participating in lionfish culling activities including the organization of culls, leading cull dives as well as collecting and reporting data to the Department of Environment.



Other

1. Assist with research and education activities as required.
2. All employees must assist with general operations including:
  - a. Helping with meal services.
  - b. Collection and movement of goods and equipment.
  - c. Facilities maintenance including tidying & cleaning.
  - d. Giving tours and talks.
  - e. Helping with preparing of boats for field work.

## Personnel Specification

Area	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent time management skills with proven experience in dive safety, equipment maintenance</li> <li>• Ability to supervise the work of others</li> <li>• Strong verbal communication, presentation and networking skills</li> <li>• Strong written communication skills, including report and proposal writing</li> <li>• Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of results</li> <li>• Microsoft Office skills, including Outlook and Excel</li> <li>• Fluency in English (spoken and written)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in underwater videography and live broadcasting</li> <li>• Tropical marine technical conservation skills</li> <li>• Boat captain license RYA Level 2 or equivalent</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• PADI Open Water Scuba Instructor</li> <li>• Emergency First Responder Instructor</li> <li>• Knowledge of general marine science</li> <li>• Experience servicing regulators, BCDs, tanks</li> <li>• Experience maintaining dive equipment, boats, vehicles and general field station equipment</li> <li>• Experience implementing standard safety practices field situations</li> <li>• Experience living in remote areas under communal living conditions</li> <li>• Working dive boat experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a relevant discipline</li> <li>• Scuba Pro certified service technician</li> <li>• Experience captaining vessels in the Caribbean, specifically Cayman Islands</li> <li>• AAUS scientific diver</li> <li>• Nitrox Instructor</li> <li>• Full Facemask Instructor</li> </ul>
<b>Behavioural Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to CCMI's mission and vision</li> <li>• Professional attitude to all aspects of work</li> <li>• Commitment to organisational and legal compliance and to responsible management of donor funds</li> <li>• Output-driven</li> <li>• Rigorous and diligent approach to work</li> <li>• Ability to work under pressure and to deal with challenges in a positive way</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Self-starter, able to work well under own initiative</li> <li>• Ability to build positive individual and organisational relationships</li> <li>• Ability to work within a multi-cultural environment</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Driver's license</li> </ul>	