



Field Station Manager

Little Cayman Research Centre

POSITION

Position to start: December 1st, 2020
Term of employment: 1 year renewable
Location: Little Cayman, Cayman Islands
Manager: Director of Operations - Jon Clamp

SUMMARY

CCMI's key strategic goal is to become the premiere research institution, unlocking the clues to coral reef resilience and bringing relevant science to society. CCMI's programs aim to strengthen ocean literacy and ocean stewardship in the Cayman Islands; promote women in science; and train and mentor a local workforce who value healthy oceans. We seek extraordinary employees to help us bring to focus the positive changes that can occur when we reduce human impact on the planet.

With this in mind, we seek to hire a mature and experienced **facilities and operations manager** to maintain the physical facilities, manage field station operational personnel and field station operational budgets, and provide support for diverse research and educational programs.

CCMI maintains well-funded internal research and education programs that require effective on-site leadership. Through strong organizational and operational leadership, the Field Station Manager will ensure safety and excellence while providing field and operational support for leading marine scientists and universities.

ROLES AND RESPONSIBILITIES.

The primary responsibility is to manage all aspects of daily operations of the field station to ensure all research and education programs are supported to the highest standards and safety.

- Manage the overall station schedule, including facilities (dorm and kitchen), vehicles, boats and equipment.
- Maintain all systems in-house according to schedule and repair as needed, arranging for professional maintenance of systems when required. Systems include:
 - Facility and grounds
 - Labs
 - Boats
 - Vehicles
 - Dive Equipment
 - Renewable Energy System
 - Communications (phone, internet)
 - Composting and Sanitation
 - Salt-water and Fresh-water systems
- Work closely with CCMI staff to ensure compliance with company standard operating procedures.

- Provide oversight of all operational activities to ensure safe practices and minimize risk.
- Organize and execute storm and hurricane preparations to ensure the safety of persons on site as well as the facilities.
- Develop strategies to increase energy efficiency including reducing waste, water and energy use, increasing green energies, and enforcing sustainable practice.
- Keep detailed records of all activities and provide operational information and statistics to our development and financial team when needed, including staff attendance, facility use, resource use, asset condition, etc.
- Provide estimates and arrange invoices for all in-house charges to resident staff and visiting groups/scientists, such as boat usage, bench fees, accommodation, etc.
- Maintain station inventory (e.g. food, office supplies, kitchen and dorm supplies) and order supplies as needed.
- Receive and ship supplies and equipment (e.g. barge, airport), including all customs, duty, and fees.
- Handle all incoming general inquiries to the facility (phone and email) and redirect as necessary.
- Assist visiting groups and researchers with obtaining government permits, including work permits for temporary staff.
- Liaise with Cayman Islands Government Departments, including the Departments of Immigration, Customs, Environment and Education, ensuring compliance with local laws, guidelines and restrictions

QUALIFICATIONS:

- Prior experience managing a research, conservation, or diving facility with significant marine operations.
- Experience managing a team of employees.
- Evidence of strong leadership and decision-making skills.
- Ability to diagnose, troubleshoot, and repair all systems at a remote field site, including boats, vehicle, dive compressor, solar, utilities, and other off-the-grid systems.
- Certified diving professional (Instructor or Divemaster certification), extensive boat handling experience, and good working understanding of scientific research operations. Technical diving capabilities would be an asset.
- Excellent organizational, communication, and team building skills
- Excellent interpersonal skills and open to direction in a collaborative working environment
- Willingness to work odd hours when required
- Must be able to perform physical labor in the Caribbean heat and capable of lifting 50lbs

SALARY AND BENEFITS

- Competitive salary commensurate with experience
- Generous benefits package including health insurance and pension



OFFICE GUIDELINES

Work week: 5 days

Location: Primarily based on Little Cayman Island

Little Cayman is a remote tropical island with fewer than 200 people. Marine protection has been in place since the mid-1980's making this an ideal location for coral reef research. This position requires an individual who is capable of working under strenuous conditions and who is well-adapted to living in a small community.

For consideration, please send a cover letter, CV and a list of 3 references (emails and phone numbers) along with salary requirements to: manager@reefresearch.org