

**Dive Safety and Marine Operations Officer**  
**General Pay Plan**  
**Grade = J**  
**\$31,076 - \$54,771**

**Nature of Work**

The Dive Safety and Marine Operations Officer (DSMOO) reports to the Director, Marine Laboratory and directly supervises the Marine Laboratory Dive Program including oversight of diving operations, scientific diver training, first aid/CPR/Emergency Oxygen training, dive program record keeping, report to the Dive Safety Control Board, and compliance with dive program rules and regulations. Maintenance and some repair of diving equipment is also essential. In addition, this position conducts boat operations so as to advance research objectives of the Marine Laboratory. The DSMOO also ensure that all operations are undertaken in a safe manner under safe conditions. Maintenance and repair of boats, boat-towing trucks, and related equipment is also necessary. The Marine Laboratory's Dive Program cannot operate in the absence of this position.

**Duties and Responsibilities:**

- **Dive Program Operation:** The DSMOO ensures compliance with Dive Safety Program rules and regulations; trains and evaluates scientific divers entering dive program; reporting to AAUS and Dive Safety Control Board; serves diver master in field operations; maintains diving data base
- **Boat Operations and Maintenance:** Operate and maintain boats and towing trucks used for Marine Laboratory operations; requests purchase orders for supplies, equipment, and repairs; maintains use of maintenance records and bills for boat and truck use time
- **Collection of Field Data:** Collect oceanographic and biological data, including specimens, as required by research program
- **Maintenance of Diving Equipment:** Oversee dive equipment maintenance; obtains scuba tank refills; requests purchase orders for supplies, repair, and maintenance of diving equipment
- **Performs other duties as required**

**Minimum Qualifications**

- Boat operator license, dive instructor certification , and five (5) years of relevant experience
- First Aid/CPR/Emergency Oxygen training and certification
- Experience with boat electronics and navigational equipment
- Ability to train scientific divers

**Preferred Qualifications**

- Boat maintenance and repair skills
- Dive equipment maintenance and repair skills
- Skills with tools, paints, fiberglass, etc.



**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

**GOVERNMENT OF GUÁHAN**  
**(GUBETNAMENTON GUÁHAN)**

**DEPARTMENT OF ADMINISTRATION**  
**(DIPATTAMENTON ATMENESTRASION)**

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**Anthony C. Blaz**  
Acting Director  
**Alfred F. Duenas**  
Deputy Director

**APR 08 2015**

**HRD NO.: OG-15-079**

**MEMORANDUM**

**To:** President, University of Guam  
**From:** Human Resources Manager, Human Resources Division  
**Subject:** University of Guam Creation of Classified Positions

*Buenas yan Háfa Adai!* This is written in response to your correspondence dated December 1, 2014, requesting our office to update the Government of Guam Classification Listing to include four (4) newly created positions at the University of Guam (UOG) which were approved by the UOG Board of Regents under Resolution No. 14-18. It is our understanding that UOG has provided the required ten (10) business day public notice and no formal written comments were received.

In accordance with your request and the mandates of 4 GCA §4101(d), we have assigned the following Class Codes and have placed it in the government of Guam's Classification and Compensation Class List as follows:

[REDACTED]

**Laboratory Safety Manager – Class Code No.: 4.138**  
**Category V:** Business Regulation, Public Safety & Related  
**Sub-Category A:** Safety Inspection and Administration

**Dive Safety and Marine Operations Officer – Class Code No.: 10.803**  
**Category XI:** Trades, Plant Operation & Related  
**Sub-Category F:** Electronics and Related

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1219/1131/1201/1264.

*Dángkolo na Agradesimiento!*

**SHANE G.L. NGATA**