

1.0 DUTIES AND RESPONSIBILITIES

The Saturation (SAT) Manager will ensure that the specifications of the Aqueos Saturation Systems are maintained within local legislation, Aqueos standards, industry guidelines and best practices and client requirements.

The SAT Manager is responsible for:

- Overseeing the implementation and upkeep of the Planned Maintenance system and testing of Saturation equipment ensuring all Aqueos assets are maintained per the manufacturer's specifications and any appropriate or applicable industry guidance such as, but not limited to: Classification, IMO, IMCA D014, D018, D023, D024, D037 and D053.
- Reviewing current Best Industry Practice for the equipment to be used and adopting as appropriate.
- Responsible for ensuring that any equipment forming part of the spread (including all diving, lifting, electrical and mechanical systems) are tested and certified to be fit for purpose prior to mobilization of the Saturation diving System.
- Responsible for ensuring Saturation Diving systems are inspected and prepared for the next mobilization when returned from a project.
- Oversees the Saturation Tech Supervisors and Saturation Technicians and coordinates their work rotations with Offshore Resources Manager
- Provide work directions and instructions to the Saturation Tech crewing, in addition to any third party technical personnel employed by the Company.
- Effectively operate and manage the Companies certification system.
- Assist in providing input in annual budgeting for system repairs and maintenance and track costs for management review.

Specific responsibilities include:

- Ensures all work is carried out in a safe and efficient manner and as per AQUEOS Management System and that direct reports comply and participate in safety processes.
- Ensures the operations comply with local legislation and approved project procedures.
- Calls and chairs site execution related meetings for system repairs and maintenance.
- Ensures that personnel are qualified and competent for the work and completes periodic evaluations of work performance.
- Ensures that all personnel are familiar with the work procedures, risk assessments, safety and emergency related procedures.
- Identifies additional training needs of all personnel operating under his direct supervision.
- Will support the Diving Superintendent in case of diving emergencies.
- Ensures that emergency procedures are and remain in place, the relevant personnel are familiarized with procedures and resources are kept available for emergency response and evacuation.
- Ensures that drills are done by each of the departments on board independently and/or jointly.
- Performs frequent line manager visits and hazard hunts on the vessels or installations and ensures the findings are reported, shared and suitably corrected/mitigated until positively closed out.
- Reports all unsafe and substandard acts, -conditions, near miss incidents and accidents to the Project Manager and HSEQ Manager.
- Ensures implementation and execution of the management of change procedure.

- Ensures that appropriate spares and consumable supplies are maintained onboard and/or available in a timely manner.
- Other duties as assigned.

2.0 REQUIREMENTS

2.1 EDUCATION AND TRAINING

- Vocational degree or certificate in Commercial Diving or Marine Technology.
- Engineering or Project Management degree or PMP certification is preferred.
- IMCA or ADCI Bell supervisor or LST credentials is preferred
- Supervisor Drug and Alcohol training.
- Valid offshore survival course suitable for geographical area of work.
- Completion of Diving System Assurance IMCA D011 course
- Completion of Failure Mode, Effect & Criticality Analysis (FMECA) course

2.2 EXPERIENCE

- A minimum of five (5) years of related field experience within the underwater service industry, specifically with Sat Tech experience on Classed, IMCA compliant systems.
- Documented Experience and Training in aspects of leadership and assessment.
- Experience working in an ISO 9001, ISO 14001, and ISO 45001 environment a plus.

2.3 KNOWLEDGE AND SKILLS

- Required to be fully conversant with the contents of: (provided by Aqueos)
 - Aqueos Policy Statements
 - BBSO Program
 - Aqueos ISO 9001, ISO 14001, and ISO 45001 practices
 - Risk Management sections on Project SWP, JSA, Toolbox Talk (Last Minute Risk Assessment, LMRA), and Stop Work Responsibility
 - Management of Change
 - Stop Work
 - Diving Manuals (as applicable)
 - Rigging and Lifting Manual
 - Simultaneous Operations Manual
 - Vessel Specific Manual (if applicable);
 - USCG Diving Regulations
 - OSHA Diving Regulations
 - ADCI Guidance Notes
 - IOGP recommended practice
 - IMCA Diving Division Guidance Notes and safety flashes
 - IMCA Guidance on DP vessels for Diving operations
 - DMAC Guidance Notes

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Valid offshore medical certificate suitable for the geographical area of work.
- Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions.
- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 25 lbs.
- Must comply with any safety or PPE requirements.

4.0 OTHERS

- Attention to detail.
- Produces error-free work.
- Deadline-oriented.
- Makes sure that customers' requests come first.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Works with minimal supervision.
- Flexible and able to adapt to our dynamic environment.

5.0 REPORTING

- Position reports to VP of Operations with lateral line to Director of Diving
- Position is based in Broussard, LA shorebase, however, dockside or offshore trips to vessels or installations will be required as needed
- Afterhours, weekend, and holiday work may be required.

6.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee's Signature

Supervisor's Signature

Employee's Printed Name

Supervisor's Printed Name

Date Signed

Date Signed