



CLIPPER PEARLS ASSISTANT FARM MANAGER/ HEAD DIVER

Job Description

Title Assistant Farm Manager / Head Diver (AFMD)
Department(s) Elizabeth Bay, Quondong Pearl Farm and other farms as required.
Reports to Production Manager (PD)

Job Summary

As the (AFMD), the primary function of this role is to conduct, organise and supervise diving activities and any shell and farm husbandry and maintenance duties to the safe standards set out in the PPA Diving Code of Practice for the pearling industry, and as such be responsible for all the company's diving team.

Summary of Essential Job Functions

OPERATIONAL

- Maintenance of all pins, anchor lines and boat moorings, diving equipment
- Repairing any broken or fouled equipment
- Seafloor turning of pearl shell
- Recovery of lost product or equipment by conducting grid searches
- Dumping and elevation of shell
- Gridding and drilling new surface lines
- Cleaning and inspecting hulls/intakes of mother vessels
- Deckhand duties as required
- Reporting of repairs required and maintenance on trailers
- Maintenance and wash down of dive tenders at the end of the neap within the scope outlined by the Engineer.
- Development of turning program and scheduling of divers working during spring tides

Farm Maintenance

- Design and implement techniques to carry out maintenance on all sub surface equipment.
- Monthly schedules for all maintenance activities to be dispersed among management and divers.
- Notify Logistics Coordinator with due regard to ordering and receiving times, for the sourcing of all equipment requirements in conjunction with maintenance servicing schedule.
- Plan schedule for maintenance (preventative and necessities)

Record Keeping

- Maintain records for company and/or legal use including;
 - Dive logs
 - Training and assessment
 - Incident reports
 - Bottom farm maps including accurate figures
 - Code of Practice updates
 - Any shell on the bottom and husbandry required
 - GPS co-ordinates
 - Work schedules
 - Equipment servicing
 - Diving qualifications and licenses
 - Accurately report stock figures and observations
 - Any changes to farm infrastructure
 - Shell health and mortality

Maintenance and Service Co-Coordination

To ensure the reliability of all dive related equipment by using appropriate records and communication between Clipper Pearls staff and external contractors.

Scheduled Maintenance Programs Implemented

1. Bailouts

1.1 Maintain bailouts to within Australian Standards and standards set in the PPA Code of Practice.

1.2 Check bailout pressures before and at the end of each neap.

1.3 Maintain records of all servicing and a complete record of each bailouts history (including fills).

1.4 Ensure spares parts are available to minimise down time.

1.5 Spares shall be kept in a clean dry place.

1.6 Bailouts and all regulators and valves must be serviced annually.

2. Compressors

2.1 Maintain compressors to within Australian standards and standards set in the PPA code of

practice.

2.2 Ensure reliability of equipment by setting up and enforcing maintenance schedules eg. Plug, filter, belt, and oil changes at regular intervals.

2.3 One spare compressor shall be kept in working order at all times.

2.4 One spare Honda 9hp shall be kept in working order at all times.

3. Dive vessels

3.1 Ensure the correct maintenance and care of dinghies, including, outboards, electrical equipment, and hydraulics.

3.2 Spare parts for all hydraulics shall be kept in town to minimise down time.

3.3 Records shall be kept of all servicing on outboards. Communication between outboard mechanics and co-coordinator should be encouraged to achieve best performance and reliability from outboard motors.

4. Medical oxygen equipment

4.1 Ensure the reliability and safe keeping of all medical oxygen equipment.

4.2 All oxygen equipment shall be serviced annually as in 1.6

4.3 One therapy mask and two demand valves must be kept at all times on board the mother vessel

4.4 Gas bottles shall be kept at 90% capacity unless drift diving, and replaced immediately thereafter.

HUMAN RESOURCES

- Keep your self abreast of existing and new company policies and ensure they are implemented and enforced as required, adhering to any relevant Government legislation. Ensure that there is no breach of company policy at any time. Maintain a high level of professionalism at all times so as to set a good example to crew.
- Oversee the Dive crew in all facets of their positions.
- Relay all dive crew performances under your responsibility on a regular basis to the GM of Operations.
- Relay to Farm Manager all crew numbers required for upcoming farm dive tasks providing enough time to allow for advertising and replacements.

Training and Assessment of Divers

- Assess new divers training and qualifications.
- Ensure that all trainees are fluent with US Navy Dive Tables, PPA Code of Practice, and Company Policy.
- Initial (i.e. First neap) dives and tendering activities must be accompanied by AFMD and Diver Induction completed.
- Ensure all divers knowledge of oxygen equipment including access, setup, handling and storage. Notify farm manager of any alterations.

- Assessment of divers for performance reviews.
- Record and notify PM before the end of each neap with days worked for casual divers.
- Assess divers and staff vessels appropriately with at least one diver who will be the head diver for that vessel.

OHS

- Maintain strict emphasis on diving to the recognised Industry Dive Tables.
- Ensure the safe handling of all vessels you use and/or responsible for.
- Ensure that you follow, demonstrate, and exercise all PPA and DoT diving and vessel handling safety policies and procedures, and that the staff assigned to you are proficient to the same level.
- Ensure all diving and vessel handling licenses are kept maintained and up to date, and are on your person at all times whilst at sea.
- Set example for crew regarding safety requirements when working any wharf.

GENERAL

- Relay and communicate all issues relating to the vessel performance of dive boats to ensure Engineer and PM are aware of the issues.
- Liaise with engineering staff to ensure that crew are adhering to engineering requirements. If engineering staff want the crew to perform duties that will mitigate breakdowns, down time etc. ensure that directives are followed. This information will be communicated to crew members by yourself, and the PM.
- Report any defective equipment to the PM and/or Engineer so as to solve problems as soon as possible.
- Assist with shell cleaning and husbandry duties as requested by the PM.
- Assist with the processing of by-product during annual operations and harvest activities.
- Be required to assist with the wild fishing (drifting) activities when required by the Company.
- Attend and contribute to End of Neap Meetings.

Minimum Requirements

18 months Head Diver experience in the pearling industry

Two years pearling diving experience

Exemption 38 or coxswains qualifications including 2 years' experience driving a commercial boat

High level of computer literacy an advantage

Highly demonstrated oral and written communication skills

Emergency First Responder including operation of a defibrillator

Rescue Diver (or above) accreditation or ADAS 1 & 2 (desirable but not essential)

Current Dive Medical to AS/NZS 2299.1:2007 standards done by SPUMS doctor with a chest bone x-ray report

Extensive experience in living and working in a remote location

Pearl Divers and Pearl Masters Licence (Department of Fisheries)

Pearl Producers Association Certificate (PPA)

Abilities Required

Must be mentally and physically fit

Must be self motivated and be able to work as a team leader and be part of a team

Excellent time management and self organisation skills

Excellent interpersonal skills

Ability to obtain MSIC card

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.