

% of Time Must equal 100%	Description of Responsibilities For those positions with supervisory or budgetary responsibilities, activities must be listed as an essential function. Marginal responsibilities are not included in the percentage of time allocation.	Essential Function
	instructor certification, and nitrox instructor certification.	
28	Oversees equipment maintenance: Preventative and corrective maintenance of SCUBA equipment including, but not limited to, SCUBA cylinders, regulators, buoyancy compensators, weight systems, and exposure suits. Maintain support equipment. Maintain inventory of diving equipment and support equipment: Control and management of inventory, including electronic database. Operate and maintain high pressure and low pressure compressed air systems. The following certifications are required: visual cylinder inspector certification, scuba gear equipment maintenance certification, and mixed gas blender certification.	Yes
20	Provides administrative support for certifications of diving, first aid, and diving logs.	Yes
4	Provides recertification training to students, faculty, staff, and volunteers.	Yes
10	Participates in special projects for the department. Promotes an atmosphere of teamwork and support of the FSUCML mission to conduct scientific research. Other duties as assigned.	Yes
<p><i>Note: In compliance with the Americans with Disabilities Act (ADA), those functions of the job which are identified essential are required to be performed with or without reasonable accommodations. Requests to facilitate the performance of essential functions will be given careful consideration. For purposes of the ADA, the functions identified as marginal are marginal only to individuals covered by ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.</i></p>		

Competencies

ID	Competency	Competency Description Using the competency catalog and/or generic job classification specification, list specific experience, knowledge, skills or abilities required for this position.	Proficiency Level
C003	Customer Service	Ability to demonstrate effective customer service skills.	2-Proficient
C004	Effective Communication	Ability to communicate effectively verbally. Ability to write well, clearly and concisely.	2-Proficient
C019	Working Relationships	Ability to establish and maintain effective working relationships and to work effectively both independently and as part of a team.	2-Proficient
C021	Process Evaluation	Ability to evaluate process effectiveness, develop change or alternatives, and contribute to program development. Able to accept and work with change.	1-Basic
C035	Physical Requirements	Ability to meet physical requirements as determined by position.	1-Basic
C045	Prioritize and Multi-task	Ability to prioritize, organize and perform multiple work assignments simultaneously.	1-Basic
C051	Equipment Operation	Knowledge of and ability to safely operate machinery, tools, equipment and materials used in area of work. Knowledge and experience with dive locker operation and maintenance requirements, including dive gear and high pressure compressors and fill systems. Includes knowledge of policy and procedures related to property.	1-Basic
C074	Laws, Rules & Regulations	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations. Knowledge of and ability to apply policy and procedure as defined by OSHA 29 CFR Part 1910, Subpart T.	1-Basic
C076	Computer Application Knowledge	Working knowledge of applicable computer applications and basic computer functions; at minimum, a proficiency in MS Excel, Word, and Power point.	2-Proficient

Education/Experience

Education Level	Years of Experience	Experience Substitutable	Specific Degree Required	Additional Details
C-High School Diploma or Equiv	2	Yes	No	Bachelor's degree is preferred.

Licenses & Certifications

List of required licenses and/or certifications for this position.
Driver's License, Class E

Tests/Examinations

Requirements	Description
Physical Examination	Physical examination completed by a qualified healthcare provider/ physician.
Background Check, FDLE Level 1	As defined by Chapter 435.03, Florida Statutes, Level 1 background check shall include, but not be limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement, and may include local criminal records checks through local law enforcement agencies.

Signatures

Employee Name	Employee Signature	Date
Immediate Supervisor Name	Immediate Supervisor Signature	Date
Dean, Director or Dept Head Name	Dean, Director or Dept Head Signature	Date
Appropriate Vice President or President Name	Appropriate Vice President or President Signature	Date
Human Resources Name	Human Resources Signature	Date