

Africa Diving Services Ltd seek to engage self-driven and experienced Nigerian professionals to fill the vacancies.

Diving Superintendent

He is responsible to assist and liaise directly with the Offshore Construction Manager prior to the commencement of the project as well as closely monitoring the diving activities as carried out by the diving supervisor. The diving superintendent can take on the role of offshore construction manager if agreed before the commencement of the contract.

Tasks and Responsibilities

- Overall responsibility for all diving operational activities and equipment, including vessel deployment during and preceding any diving on board the vessel or work site.
- Liaising with client's representative(s).
- Maintaining the Company quality assurance.
- Maintain the diving operations and activities in accordance with the relevant standards, specifications set out by the Client's representative(s) and company procedural documentation.
- Treat all documentation as classified. Clients can view the manuals but no copies to be made (electronic or paper), and no manuals to be removed from offices or dive control.
- Proof reading of reports sent to shore by inspection coordinator.
- Ensuring all operational/diving activities undertaken comply with the relevant legislation.
- Ensuring all operational/diving activities undertaken comply with the Company diving/operational manuals and safety manuals.
- The implementation of the Company's health and safety policy is undertaken by all company employees and/or the Company subcontractors on board the work site.
- Ensuring that project safety meetings are carried out and minuted in accordance with the Safety Manual.
- Ensuring that the implementation, maintenance and documentation of a routine preventative maintenance/certification programme regarding the diving system and support equipment, including ROV is carried out.
- Liaise with third party contractors such as ROV personnel to ensure correct record keeping, reporting and maintenance activities.
- Maintain close communication with the Project Manager and Offshore Construction Manager.
- Ensure that any third party (design) audit is reviewed on a monthly basis.
- Action any corrective measures raised by audits and/or inspections carried out by QHS&E Department pertaining to personnel, the work site and supporting equipment.
- Present the work scope and procedures to the diving personnel for information and discussion.
- Supervise any familiarisation programme necessary for the work.
- Ensure that all personnel selected for the work are fully qualified, experienced and possess the relevant in-date certification.
- Liaise with any sub-contractors involved in the project.
- Obtain all necessary documentation for the work including:

- Plant and equipment test certificates
 - Diving Operation Manuals
 - Letters of appointment for all supervisory personnel and appropriate qualifications
 - Client Work Permit
 - All paperwork necessary for the running of the operation.
- Ensure that ADS Diving and Marine safety and operational procedures are adhered to.
 - Ensure that the work is performed in accordance with the contract terms.
 - Establish and maintain clear lines of communication with the Client.
 - Liaise with sub-contractors' personnel.
 - Maintain full and detailed records throughout the project.
 - Maintain good discipline amongst the diving team.
 - Ensure that all personnel matters are handled in a correct and efficient manner.
 - Closely monitor the progress of the work.
 - Continuously monitor and assess the performance of the personnel.
 - Ensure that safety meetings are held on a weekly basis and following any incident.
 - Check the maintenance routines are being diligently carried out
 - The diving superintendent will sign for and accept ownership of all ADS equipment on mobilisation and make sure that all equipment is returned in a reasonable condition. It will then be signed for on receipt and inspection at the operational base. All items must be accounted for.
 - Monitor PPE and spares so that inventories are correct, and deficiencies accounted for and re-ordered within a reasonable time frame to avoid any unnecessary shortages/ delays. Load out lists should be checked for stock items required
 - Police and report any petty pilfering.
 - Regularly review preventative maintenance records and equipment certification.
 - Ensure ROV maintenance and operational records and reports are maintained.
 - Proof read inspection reports.
 - Ensure that on the job training is carried out whenever possible and reports, including photographs sent to the office.
 - Ensure that all equipment is maintained and kept in good condition.
 - Supervise and assist with the demobilisation as required.
 - Ensure that any hired equipment is returned as soon as possible.
 - Submit project de-brief report to the Project Manager.
 - Ensure that any comments or queries from a Client are attended to.
 - Provide feedback to onshore departments regarding personnel and equipment performance.
 - Submit a lessons learned report for the project

Qualifications:

- Valid offshore safety/survival course
- Minimum of seven years offshore experience as a supervisor
- Working with Remote Operated Vehicle
- Valid offshore medical certificate
- Minimum of eight years diving experience plus experience of work scope (client requirement).
- IMCA Diving Supervisor Certificate

- Offshore Safety Management Certificate
- Nitrox/ surf O₂ experience (2 years)
- DP Awareness or previous confirmed 2 years' experience when operating a DP vessel.
- Project writing and Proficiency in Microsoft office suite

Diving Supervisor

The major responsibility of the Diving Supervisor is the safe implementation and completion of the work program. If in doubt, the Diving Supervisor shall obtain guidance from the Diving Superintendent or Offshore Construction Manager.

Tasks and Responsibilities

- Assist the Diving Superintendent in mobilisation, training, familiarisation of personnel as required.
- Be competent with the work scope to be carried out on the project.
- Be familiar with any special procedures and/or equipment to be used for the work.
- Be familiar with all aspects of the system pertaining to his involvement. This will include dive control panels, bell handling systems, diving bells, emergency procedures etc.
- Liaise with all members of his proposed shift and his opposite in order to achieve a smooth start to the contract.
- Refer all questions that are out of his area of responsibility to the Diving Superintendent.
- Conduct all diving operations in a safe and proper manner and in accordance with the ADS Diving and Marine Operations and Safety manuals.
- Liaise with the Diving Superintendent and report any concerns.
- Maintain full, proper and legible records throughout his shift.
- Deck log to be completed each shift with name, date, location as well as dive details and timings of important facts such as crane lifts and work stages completed.
- Ensure that all the diving plant and equipment is tested, maintained and repaired.
- Monitor the performance of the personnel on his shift and encourage safe working practices.
- Liaise with the Client or his representative.
- Ensure complete knowledge of emergency procedures.
- Fully brief the diver(s) prior to each dive.
- Liaise with any sub-contractors and vessel crew as appropriate.
- Ensure that the plant and equipment being used meets all regulatory requirements.
- Ensure that each member of the diving team has access to a copy of the Company's diving Operations and Safety Manuals.
- Ensure that a diving operation logbook is maintained signed off on a daily basis.
- Ensure that dive communication recordings are of acceptable quality and retained for at least 48 hours.
- Ensure that all divers on the project are qualified and in possession of valid certificates of medical fitness.
- Ensure that visual contact with the divers in the bell is maintained throughout diving operations.
- Keep an accurate personal logbook.
- Ensure that at the end of his shift or on temporary break, he must fully brief his relief as to the status of the operation and that the shift handover log is appropriately completed.
- Ensure that he is fully conversant with the procedures concerning the diving operations and company policies.

- Ensure that the daily entries in the diver's log books are correct and that he countersigns those that he has supervised.
- ADS expect the diving supervisor to take ownership of equipment, ancillaries and spares as though they are his own.
- Police and report petty pilfering.
- Keep a close check and record of PPE issue.
- Assist the Diving Superintendent in demobilisation, as required.
- Assist in the preparation of the final report (if required).
- Attend debriefing session.
- Ensure that all equipment is cleaned and stowed in the manner it was received and correctly recorded on the inventory.
- Ensure that all equipment is secured prior to demobilisation

Qualifications

- Valid offshore safety/survival course.
- Valid offshore medical certificate.
- 5 years minimum diving experience.
- Nitrox/ surf O² experience (2 years)
- Microsoft office suite proficiency
- Dive Medic Technician
- IMCA Diving Supervisor Certificate.
- DP awareness or previous confirmed experience (when operating on a DP vessel).
- Minimum of 5 years Offshore experience as supervisor plus experience of the job to be done(client requirement)

Diving Technician

The major responsibility of the Diving Technician is the safe and efficient maintenance and certification of the dive system, associated ancillaries and equipment to ensure smooth operational performance throughout the project. If in doubt, the Dive Technician shall obtain guidance from the Diving Superintendent or Equipment Manager.

The Dive Technician reports directly to the Equipment Manager at the Lagos Operational base but will always inform the Diving Supervisor / Superintendent of his intentions and progress.

Tasks and Responsibilities

- Assist with all mobilisation activities as required and ensure that all systems are function tested and ready for use.
- Be familiar with the work scope to be carried out on the project.
- Be familiar with any special procedures and/or equipment to be used for the work.
- Be familiar with all aspects of the system pertaining to his involvement. This will include dive control panels, bell handling systems, diving bells, emergency procedures etc.
- Perform and record preventative maintenance routines as well as repairs and modifications.
- Monitor oil levels of all machinery on a daily basis.
- Work closely with the diving supervisor to ensure all equipment is kept in optimal condition and ready for use at all times.

- Instruct divers on use of tools and equipment. The diving supervisor will arrange training during any down time. No diver should be unable to use any piece of equipment whilst blindfolded.
- Report to the equipment manager on maintenance and repair issues but keep the diving superintendent/ construction manager informed.
- Ensure that the Equipment manager has copies of all new certificates issued
- Update the preventative maintenance system without altering any formats and forward new certificates to the equipment manager.
- Suggest possible changes to the system for improvement to the Equipment Manager
- Be involved with routine maintenance and employ the assistance of the dive team as and when available
- Keep track of spares and re-order as required
- Track PPE and consumables whilst ensuring security of the stock. PPE to be signed for and returned on completion of the project.
- Ensure “new for old” issue of PPE – Old / worn items to be returned
- Ensure workshop and tools kept tidy and in good condition
- Join the dive team on deck as and when possible to ensure handling and cleaning of diving equipment is done correctly.
- Join the dive team as a diver when requested by the Diving Supervisor as required.
- Ensure that container external paintwork is kept in good order and re-painted as necessary employ the dive team for assistance with consent of the diving supervisor.

Qualifications:

- Valid offshore safety/survival course
- Valid offshore medical certificate
- Technical training certification
- 3 years' experience of dive equipment maintenance

DP awareness or previous confirmed experience (when operating on a DP vessel)

All applicants that meet the requirements should send their C.V to info@ads-ng.com

Within the next 2 weeks .