

Diving Operations Supply Technician Lvl III — Virginia Beach, Virginia

****Position Type:**** Full-time, contingent upon U.S. Government contract award and funding.

****Location:**** Virginia Beach, Virginia.

****Anticipated Start Date:**** 8 Sept 2026.

****Period of Performance:**** Base period plus four one-year option periods, for up to five one-year periods of employment, subject to contract continuation.

****Compensation:**** **Negotiable** Salary commensurate with skills and experience.

Duties: Dive supply analyst assists Work Center Supervisor and reports to LOGSU-2's Dive Department Leading Chief Petty Officer (LCPO). Complete tasks to include but not limited to the following:

1. Forecasts ordering of all necessary preventative and corrective maintenance parts and equipment with inventory management.
2. Assists Work Center Supervisor with management of equipment parts and consumables to maintain Diving Department's Diver Life Support Equipment and ancillary equipment.
3. Possesses a working knowledge of logistics and requisition procedures and processes to include but not limited to Government Purchase Card Program (GCPC), Mil-Strip, Contracts, and Blanket Purchase Agreements (BPA).
4. Process and manage initial gear and equipment receipt, sustainment, and operational consumables. Conducts research for equipment and parts procurement, drafts of supply documents and submits for review and approval.
5. Tracks MFP2 and MFP11 requisition status and parts inventories.
6. Responsible for having a working knowledge of and maintaining the Authorized Users List (AUL) of hazardous materials as well as maintaining a readily available library of Safety Data Sheets (SDS) for proper handling and storage of hazardous materials currently authorized for use.
7. Conducts preventative and corrective maintenance as mandated by OPNAV Instruction 4790 scheduled in 3M for all open circuit items including SCUBA tanks, regulators, air compressors, Haskel oxygen charging booster pumps and kits, diagnostic test equipment and tools, buoyancy compensators, surface swim life preservers, depth gauges, pressure gauges, underwater communications equipment, full face diving masks, Diving Life Support Systems (DLSS) associated equipment and NAVSEA Certified Life Support Systems. Must be available to travel to conduct maintenance at remote sites within NSW.

****Minimum Qualifications****

1. Possess a valid states driver's license.
2. Be able to operate a Personal Computer (PC) with common/standard business software. Be proficient in Microsoft Office applications to include Word, PowerPoint, Excel and Outlook
3. Communicate clearly and effectively with others, both verbally and in writing.
4. Navy Dive School certified (NEC 5342 / M1DV, USCG OPSDC, or higher).
5. Minimum five years' experience as a certified 5342 / M1DV, USCG OPSDC, or higher diver.
6. Qualification as a Maintenance & Material Management (3M) Maintenance Person, 3M Quality Assurance Craftsman, and 3M Work Center Supervisor.
7. Qualified in accordance with NAVEDTRA 43910-H
8. Possess factory trained certification for diving equipment within inventory, DLSS Re-Entry Control (REC) Supervisor, and Oxygen Clean System Worker.
9. Minimum of Three (3) years NSW experience.
10. Maintain forklift license up to 6,000lb capacity.

11. Must meet the requirements to obtain and check out government vehicles / CESE for use in their official duties.
12. **Minimum SECRET security clearance.**

****Preferred Qualifications****

- Experience supporting Navy, NSW, NSWC, or other maritime government activities.
 1. Be able to operate a Personal Computer (PC) with common/standard business software programs.
 2. Be proficient in Microsoft Office applications to include Word, Outlook, Excel, PowerPoint and SharePoint.
 3. Shall complete and maintain training and certifications requirements for network access.
 4. Be able to communicate clearly and effectively with others, both verbally and in writing.
 5. Enter data into multiple databases accurately.

Employment conditions

Employment is contingent upon contract award, funding availability, customer approval where applicable, and the candidate's ability to satisfy all position and site access requirements. These position descriptions are intended to describe the general nature of the work and minimum standards for consideration and may be refined to align with final contract requirements and company hiring practices.

POC: Ron Carpenter 757 286-8403