

Oceanographic Equipment Coordinator:

INSPIRE Environmental is hiring an Oceanographic Equipment Coordinator (Equipment Coordinator) to join our Field Operations Team. We are a growing environmental science consultancy, based in Newport, RI, and looking to add an exceptional equipment coordinator to our entrepreneurial team. We develop and implement innovative tools to rapidly measure the health of the marine environment, and we have a reputation for doing it very well. Our clients are leading companies in offshore energy, environmental consulting industries, and governmental regulatory agencies.

We seek a self-motivated candidate who is extremely organized, experienced in offshore field operations, has experience with marine electronics, and understands what it takes to be an essential part of a team. The selected candidate must represent INSPIRE's core mission and values in a professional, courteous, and ethical manner.

Position Summary:

The Equipment Coordinator will play a lead role in testing and maintaining a wide range of sea-going equipment including our Sediment Profile Imaging system, underwater video cameras, and sediment grab samplers. Associated duties include preparing and staging equipment for field team review; packing equipment for transport; arranging shipping (sometimes internationally); and documenting equipment maintenance. This person must have strong troubleshooting and technical problem-solving skills, a propensity for organization, and a sense of self-motivation. This position requires an individual to be flexible, multi-task effectively, and possess excellent documentation and communication skills. This position is a hands-on position and will be based in Newport, RI.

Key Job Functions and Requirements:

- Test all electronic equipment prior to deployment in the field.
- Develop packing lists, pack equipment, and perform quality assurance checks to ensure all the necessary equipment makes it to the job site.
- Supervise shipping of domestic and international shipments while adhering to all legal rules and/or company guidelines.
- Work with project managers to ensure all equipment needs are being met and that the appropriate resources are available to them.
- Work with other teams to ensure all the appropriate equipment, data, etc. are being deployed into the field.
- Perform routine maintenance on all gear as it returns from the field and prepare it for re-deployment. Turnarounds can be relatively rapid.
- Perform annual servicing on all field equipment, lab equipment, and safety equipment during the off season.
- Provide equipment-related support to teams in the field. This may include after-hours and/or weekend work.
- Develop documentation including field operations manuals, training documents, and equipment tracking processes.
- Develop and maintain a maintenance recording system.
- Stock equipment lab with consumables and peripherals and maintain redundancy as appropriate.
- Advise management on capital expenditures related to equipment.

Other requirements: Valid passport and driver's license and good driving record.

Desired Experience:

- 2 years relevant experience (education may substitute some of this).
- Knowledge of marine imaging and/or oceanographic sampling equipment.
- Basic knowledge of marine electronics, circuitry, deep-sea photography, and mechanics.
- Knowledge of safe use of hand tools, power tools, rigging equipment, and electronic tools, such as wire strippers, soldering guns, multi-meters, megohmmeters, etc.
- Knowledge of asset management and tracking of equipment from acquisition through retirement.
- Experience operating in an industry-standard health and safety program.

Desired Education:

- 2 years of experience and/or a BA/BS degree in relevant scientific, engineering, or technical field.

To Apply:

Please consider your experience and capabilities in relation to the desired skills and experience presented above. If you think we are a match, please send your resume, a cover letter, and three professional references to Careers@INSPIREenvironmental.com and put “Oceanographic Equipment Coordinator” in the subject line. Qualified candidates will be contacted by email and invited for web-based and/or on-site interviews.

At INSPIRE, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. INSPIRE believes that diversity and inclusion are critical to our success as a company, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

No recruiting agency calls or resumes please.