



**POSITION:** Fire Safety Officer  
**DEPARTMENT:** Fire Safety Department  
**REPORTS TO:** Fire Safety Manager  
**FLSA STATUS:** Non-Exempt  
**PAY RATE:** 28.32 Hourly  
**SHIFT:** 1st Shift  
**HOURS:** 6am-2pm (Wednesday-Sunday)  
**DAYS OFF:** Monday and Tuesday Off

### **Summary**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Fire and Safety Officer at the McCormick Place Convention Center. Responsibilities include enforcing fire regulations and patrolling assigned area for fire violations. Responds to all fire calls, fire alarms and medical emergencies within an assigned facility.

### **Essential Duties and Responsibilities**

- Under general supervision, the Fire Safety Officer is responsible for the enforcement of all buildings(s) within the McCormick Place Complex.
- Responsible for completing and enforcing all fire safety protocol and regulations.
- Must be able to use arms and hands to access the roof with a ladder as needed.
- Responsible for conducting facility inspections of catwalks, stairways, docks and roofs as instructed.
- Responsible for inspection of convention hall exhibits and investigating hazardous incidents that may occur and prevent them.
- Responsible for the delivering emergency medical care as needed.
- Responsible for assisting in the control of fires and all medical emergencies.
- Other Duties as assigned as needed.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Must possess a State of Illinois Certification as a Firefighter II, and current State of Illinois Licensure as an EMT.

- Must have strong working knowledge of fire protection systems, fire prevention codes, and hazardous material.
- Must be able to perform any basic Firefighting or EMS skills.
- Must work well and communicate effectively with the Public and other Vendors.
- Must have basic computer knowledge, skills and ability.
- High School Diploma or equivalent.

#### **Skills and Abilities**

- Excellent organizational skills with proven ability to prioritize effectively.
- Excellent communication skills, both verbal and written.
- Ability to make sound judgment to plan and accomplish goals.
- Ability to take tasks that are not clearly defined and appropriately define problems and propose and implement solutions.
- Strong analytical and problem-solving abilities.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Stand for 8-10 hours in a day. Specific vision abilities required by this job include close vision to handle office correspondence.

#### **Hours of Work and Travel Requirement**

Must be able to work flexible hours. Minimum travel may be required.

#### **Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**Please use the below link to apply.**

#### **External Candidates:**

[https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Fire-Safety-Officer\\_R10011882](https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Fire-Safety-Officer_R10011882)

#### **Internal Candidates:**

[https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Fire-Safety-Officer\\_R10011882](https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Fire-Safety-Officer_R10011882)

Recruiter- Shalanda Hedrick  
McCormick Place – ASM Global  
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

**We will only accept applications from 06-09-22 to 06-21-22**