



POSITION: Fire Safety Manager
DEPARTMENT: Event Operations
REPORTS TO: Director of Event Operations
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Fire Safety Manager at the McCormick Place Convention Center. Under general supervision of the Director of Event Operations, coordinates and oversees services related to the safety and welfare of McCormick Place guests.

Essential Duties and Responsibilities

- Reviews all floor plans for compliance with Fire Management Plan (FMP) and the City fire codes.
- Implements City Fire Prevention Code relating to McCormick Place and assists with any needed code revisions.
- Directs in-house fire safety and inspection programs.
- Acts as the liaison for McCormick Place with C.F.D to correct any fire violations.
- Investigates any major fire or serious incident.
- Provides policies and procedures for response to emergencies and fires.
- Coordinates the operation, repair and maintenance of all alarms.
- Assists Risk Management with safety requirements requested by MPEA and ASM Global Insurance carriers.
- Inspects exhibit construction and fire-regulation compliance.
- Directs Fire Safety personnel, EMS personnel and the First Aid Program.
- Approves schedules, payrolls, purchase requests, etc.
- Coordinates licensing of Security and Fire Safety Officers.
- Conducts Fire Drills/Evacuations to comply with the City of Chicago High-Rise city ordinances.
- Initiates E.M.S. Accident Reports and other related forms.
- Meets with MPEA Medical Director and CFD/EMS personnel.
- Assists with in-house Hazardous Materials Program.
- Oversees AED Program – training and equipment.
- Manages the review of air quality at all McCormick Place Buildings.
- Assists with Fire Safety and EMS budget for McCormick Place.
- Consults with Development on future construction of MPEA facilities in regard to Fire Safety.
- Must be able to develop a response plan for emergencies.
- Performs other job-related duties as assigned.

Supervisory Responsibilities

Manages personnel responsible for the following; First Aid, and Fire Safety. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws. Responsibilities include interviewing, hiring,

and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

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 Experience

- Bachelor's Degree from an accredited four-year college or university.
- Two (2) years related experience and/or training, or an equivalent combination of education and experience.

Skills and Abilities

- Must have a strong working knowledge of local and applicable fire and life safety codes including, but not limited to the Chicago Fire Code, the Uniform Fire Code, and the NFPA Life and Safety 101.

Computer Knowledge

Knowledge of and working competency in spreadsheet, and word processing software. Must be capable of utilizing and enterprise-wide event management systems for planning and scheduling purposes.

Certificates, Licenses Registrations

State Certified Firefighter II and State Certified EMT.

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 may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-10 hours daily. The employee is regularly required to sit for long hours as well; may have to use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

Hours of work and travel requirements

Normal business hours and will also work nights and weekends and holidays as needed. Minimum travel may be required. This position will be on call 24/7 as needed.

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-Manager_R10014695-1

Internal Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Fire-Safety-Manager_R10014695-1

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 accept applications from 12-01-22 and until position is filled