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**SAFETY OFFICER II – FIRE SAFETY OFFICER**

**Position Summary:**

Illinois State University and Environmental Health & Safety is currently seeking to fill a Fire Safety Officer position. The purpose of Fire Safety Officer (Safety Officer II) is to support the designated subject areas of the Environmental Health & Safety department, including the day-to-day operations within those areas. This position is moderately complex and is responsible for managing several programs and many varied projects that impact the entire campus community. The performance and decisions made in this role are instrumental in providing a safe and healthy campus for faculty, staff, students and visitors.

**Required Qualifications:**

* Any one or any combination of the following types of preparation:

a. Credit for college training comparable to that leading to a major in engineering, science, safety, or health (such as safety engineering, civil engineering, mechanical engineering, general engineering, environmental engineering, chemistry, physics, biology, physiology, industrial hygiene, occupational health, or occupational safety.

b. Work experience as a safety inspector or officer that totals 1.0 unit according to the following conversion rates:

120 semester hours (or a Bachelor's degree) in 'a' = 1.0 unit

3 years of 'b' = 1.0 unit

\*Certification as a Certified Safety Professional by the Board of Certified Safety Professionals meets the above requirements.

* Two (2) years of experience as a safety inspector or officer in addition to the training/experience required in #1 above.
* If this position is Security Sensitive or if you are subject to a criminal background investigation based on University policy, employment is contingent upon you passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

**Preferred Qualifications:**

* Degree in Fire Sciences, Occupational Safety, Environmental Health or related degree, or a minimum of 3 years of experience in a related safety or environmental health field is required if the person does not have a degree.
* Working knowledge of current federal, state, and local regulations regarding fire safety, building safety and other EH&S issues.
* Certification as a Fire Safety Inspector
* Knowledge of how to wear and properly use personal protective equipment.
* Ability to analyze data and develop rational and realistic conclusions based on relevant information to resolve issues brought to his/her attention.
* Ability to write programs, letters, and reports in a clear and concise manner. Ability to develop and maintain recording systems.
* Ability to communicate with individuals from various technical and educational backgrounds.
* Display growth and adaptability in daily operations of an environment as diverse and ever-changing as Environmental Health & Safety.

**Application Process:**

To ensure full consideration, an application along with a cover letter, resume/curriculum vita, reference list (specifically, the names, addresses, telephone numbers, and e-mail addresses of at least three professional references), and cover letter must be submitted online at [www.IllinoisState.edu/jobs](http://www.IllinoisState.edu/jobs).

**Illinois State University:**

Founded in 1857, Illinois State is a coeducational, residential university that emphasizes undergraduate study. Its 34 academic departments in 6 colleges offer 78 undergraduate programs in more than 167 fields of study. The Graduate School coordinates 40 masters, 33 certificate/specialist, and 10 doctoral programs. Illinois State ranks 83rd among the top 100 public universities in the nation according to U.S. News & World Report rankings of “Best National Universities” released in fall 2018 and has repeatedly been named a “Great College to Work For” by The Chronicle of Higher Education.

**Bloomington-Normal Community:**

Illinois State University is located in the twin-city community of Bloomington-Normal, with a population of approximately 125,000 and is located within easy driving distance of the financial and business centers in Chicago and St. Louis. Expansion Management Magazine rated Bloomington-Normal as one of two metro areas with a five-star quality of life, giving the community high rankings in such areas as standard of living, quality of schools, and traffic and commute. In 2016, Huffington Post named Bloomington one of the “11 Amazing Cities You’ve Never Thought To Live In, But Should.” Bloomington was also recently placed on Livability.com’s list of 100 Best Places to Live.

**For more information, please visit our website at:** [**http://www.ilstu.edu/**](http://www.ilstu.edu/)

**Illinois State University is an Equal Opportunity/Affirmative Action Employer.**