



Position Announcement

**Western Connecticut State University
University Police & Public Safety
Fire Safety University Assistant
Part-time Position**

Western Connecticut State University is pleased to announce applications are being accepted for part-time, 19 hours per week Fire Safety University Assistant position in our University Police & Public Safety department.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The University Police & Public Safety department oversees our Environmental Health and Safety services at the University. Additional information is available at www.wcsu.edu/police/ Information on the University may be found on www.wcsu.edu.

Position Summary: Primary responsibility will be to promote a safe work environment by providing technical support to ensure compliance with University policies and applicable codes and regulations. The position will involve moderate exposure to extreme temperatures and hazardous areas, handling fire extinguishers of 30 or more pounds, and extended periods of walking and standing. Duties will include:

- Conducting inspections and coordinating the testing and maintenance of fire detecting and life safety systems;
- Inspecting university facilities and equipment to ensure compliance with applicable fire and life safety codes;
- Conducting periodic training sessions to students, faculty, and staff on fire safety and fire extinguisher usage;
- Assisting with building inspections and evacuation drills, and possible response to fire related incidents;
- Maintains detailed records associated with the fire and life safety programs.
- Coordinate and communicate with campus stakeholders on fire safety and environmental health concerns.
- Inspect and manage university wide Automatic External Defibrillator (AED) program.
- Coordinate and manage contractors as they repair fire detection and life safety system issues.
- Assess and make recommendations for the university's efforts to upgrade fire safety monitoring systems.
- Inspect generators and work with contractors to remediate generator malfunctions; make recommendations for generator upgrades.



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Qualifications:

- High school diploma and prior experience in emergency management/fire safety is required;
- Must possess a current and clean driver's license;
- Must be proficient in the use of Microsoft Office, including Outlook, Word & Excel;
- Must possess excellent interpersonal skills to develop and maintain effective working relationships, as well as superior oral and written communication skills, and the ability to work collaboratively and independently.

Work Hours, Salary & Benefits: 19 hours per week. \$24.00 per hour. Additional information on part-time benefits can be found at www.wcsu.edu/hr/benefits/. Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the contact information for (3) current professional references and a resume. Submit application to: <https://westernconnecticutstateuniversity.applytojob.com/apply/yo9htSV9r1/Fire-Safety-University-Assistant> Questions may be directed to hrpositions@wcsu.edu – please reference Fire Safety UA in subject line. Application review will begin immediately and continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer