



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER**

POST OFFICE BOX 21231  
TUSCALOOSA, ALABAMA 35402  
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WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.  
COMMISSIONER

BEVERLY WHITE, BSN, MS  
FACILITY DIRECTOR

**AN EQUAL OPPORTUNITY EMPLOYER**  
**ANNOUNCEMENT OF INTENT TO FULL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** Safety Officer I

**NUMBER:** 13-46

**JOB CODE:** S6000

**DATE:** 11-07-13

**JOB LOCATION:** Mary Harper Geriatric Psychiatry Center  
P. O. Box 21231  
Tuscaloosa, AL 35402

**POSITION #:** 8801911

**SALARY RANGE:** 68 (\$31,488.00 - \$47,757.60 Annually)

**QUALIFICATIONS:** High school diploma or GED equivalency. Experience (24 months or more) as a fire fighter, enforcement officer, building inspector, safety officer, or in a hospital setting enforcing environment of care with respect to fire and safety issues. Some experience (12 months or more) working with NFPA Life Safety Code and knowledge of fire prevention.

**KIND OF WORK:** The employee in this class will be responsible for the management and coordination of the hospital safety program at a state mental health hospital. The individual will be responsible for the timely inspection of hospital buildings and grounds to ensure all applicable environment of care / fire safety standards are maintained. Essential job duties and responsibilities of the position include but are not limited to the following: Organize, manage and direct the hospital safety program. Conduct routine inspection of facility buildings, safety equipment and grounds to ensure all environment of care standards are met. Identify / report hazardous conditions for patients and employees taking appropriate and timely corrective action that minimizes risk to persons and property. Train / teach employees on safety issues, policies and procedures, and safety regulations. Demonstrate / apply strong knowledge of regulations (federal, state / JCAHO / CMS Standards) pertaining to environment of care, life safety and building code. Conducts fire / disaster drills at the facility. Document / input data regarding facility safety issues to ensure appropriate corrective measures are applied. Prepares appropriate safety reports. Ensure necessary records are prepared and maintained according to established guidelines. Direct / participate on various hospital committees. Enters incident reports into database system as needed/required. Responsible for all environment of care plans to include writing, revising, and evaluating of plans. May assist as backup when needed for facility investigations.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the NFPA Life Safety Codes. Knowledge of Environment of care Standards. Knowledge of JCAHO / CMS standards. Knowledge of fire safety and prevention practices. Ability to communicate effectively both verbally and in writing. Ability to instruct staff on fire and safety procedures and practices. Ability to interpret and enforce regulations. Ability to interact with various officials, professional associates, private contractors / vendors and hospital department heads in an effective and professional manner. Ability to effectively utilize a PC and various business software. Ability to manage / participate on required hospital committees.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum

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qualifications as mentioned above. All relevant information is subject to verification. *Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.*

**HOW TO APPLY:** Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **UNTIL FILLED** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. **\*A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

*“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*

*[www.mh.alabama.gov](http://www.mh.alabama.gov)*