



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION

BRYCE HOSPITAL  
200 UNIVERSITY BOULEVARD  
TUSCALOOSA, ALABAMA 35401  
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JOHN M. HOUSTON  
COMMISSIONER  
CHARLES CUTTS  
HOSPITAL DIRECTOR

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

**JOB TITLE:** Safety Officer II

**NUMBER:** #0815

**JOB CODE:** S6500

**POS.** 8801909

**SALARY RANGE:** (64) \$27,552 to \$41,872

**DATE:** 3/01/08

**JOB LOCATION:** Bryce Hospital

**QUALIFICATIONS:** Graduation from a standard senior high school supplemented by special training in the techniques of building inspection and the operation of first aid and fire fighting equipment or related field. Considerable (**48 months or more**) experience in the area of safety management, or related field, with knowledge of fire prevention, rules and regulations and laws pertaining to hospital safety, and experience (**24 months or more**) working with NFPA Life Safety Code.

**KIND OF WORK:** Plans, assigns and directs operation of Safety Department. Supervises and evaluates performance of Safety Assistant. Writes and revises department policies, methods and procedures. Develops and maintains working knowledge of Life Safety Codes and JCAHO Standards. Teaches Safety related inservice classes. Investigates all fires and makes a written report to the Hospital Director. Maintains certain records, files and retrieves documents and reports. Consistently works toward implementation of ideas to create and promote safety awareness in all areas of the hospital. Input Incident Report data into the CARES computer system.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to communicate effectively, both orally and in writing. Ability to organize, plan and implement work in an independent manner. Knowledge of fire prevention, rules and regulations and laws pertaining to hospital safety. Ability to write factual, accurate, clear and legible reports. Ability to interpret standards, polices and regulations. Ability to deal with patients, employees, and others in a professional manner.

**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 qualifications as above mentioned. All relevant information is subject to verification.

**Drug test required. 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 OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site [www.mh.state.al.us](http://www.mh.state.al.us). THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **March 28, 2008**. IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*