



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
SEARCY HOSPITAL
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ZELIA BAUGH
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

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

JOB TITLE: Safety Officer II

NUMBER: 11-09

JOB CODE: S6500

POSITION #: 8805142

SALARY RANGE: (64) \$28,516.80 - \$43,339.20 Annually **DATE:** 10/7/2011

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a standard senior high school, supplemented by special training in the techniques of building inspection and the operation of first-aid, fire fighting equipment, or related field. Considerable (48 months) 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) working with NFPA Life Safety Code.

KIND OF WORK: This position is responsible for the fire and life safety program at Searcy Hospital. Work involves planning, organizing and directing all aspects of a hospital safety program. The development and proper utilization of safety equipment; the elimination or modification of hazardous working conditions, equipment, or materials; the dissemination of educational material; and the investigation of accidents to determine causes and to recommend remedial measures. Develops department policies, methods, and procedures relative to employee life safety, prepares and distributes life safety manual. Ensures all department employees are aware of all life safety rules and regulations and the proper utilization of approved life safety equipment. Conducts life safety inspections. Monitors the facility environment of care activity schedule. Consults with industrial and public officials concerning emergency preparedness, the interpretation and application of current life safety regulations, and the development and utilization of new and revised life safety methods, procedures, and devices. Provide employees with life safety and accident prevention training. Develops and coordinates the Safety First program, selects safety award recipients. Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of safety principles, practices, and devices. Thorough knowledge of the principles of employee training as they relate to accident prevention. Considerable knowledge of statistical methods and techniques as they relate to employee accident data analysis. Considerable knowledge of human motivation factors as they pertain to accident frequency and the acceptance or rejection of life safety

precautions. Ability to gather, correlate, and analyze facts and arrive at sound conclusions. Ability to plan, coordinate, and direct a hospital-wide employee life safety program. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, 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 Screening Required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications may also be obtained from our website at www.mh.alabama.gov. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, AL 36560** by **OPEN UNTIL FILLED** in order to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCES AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.