HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Alcohol Breath Testing Unit Supervisor

Job Code: W2778
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Perform technical and supervisory work analyzing content of breath samples under the general supervision of an immediate supervisor who evaluates performance through observation of work, periodic conferences, critiques, and/or records and reports. Primary duties include supervising a staff of technicians, maintaining documentation, and monitoring the quality and accuracy of analyses.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Arrange work schedules, evaluate performance, and supervise activity of assigned technicians.
- Prepare personnel and payroll documents and statistical reports.
- Order supplies and maintain inventories.
- Train technicians in preparation and maintenance of logs, operation of breath testing machines, and the use of cameras and recorders in sobriety tests.
- Maintain relationship with assistant state attorneys to stay current with applicable statutes, court procedures, and other sources of information related to alcohol breath testing.
- Review tests for accuracy, ensure evidence chain of custody is maintained, and testify to basic alcohol physiology and testing procedures.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of state and county laws, ordinances and regulations governing alcohol breath analysis.
- Working knowledge of court procedures and actions.
- Working knowledge of safety measures in the use of alcohol breath analysis equipment and supplies.
- Ability to follow established procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to handle difficult situations involving hostile individuals.
- Ability to handle confidential information.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to organize information into a logical presentation format.
- Ability to maintain work related records and prepare reports.
- Ability and willingness to work rotating shifts to include nights, weekends, and holidays.
- Ability to lift and carry up to 20 pounds.
- Ability to use a computer and related software.

SKILLS

- Inventory Management

- Legal Procedures
- Court Testimony
- Order Processing
- Employee Supervision
- Witness Testimony
- Handling Difficult People
- Legal Practices
- Breath Alcohol Testing
- Order Management
- Documentations
- Report Preparation
- Evidence Processing

WORKING CONDITIONS

- Work within a lab environment within a detention or correctional environment, with occasional contact with inmates.
- Frequent exposure to intoxicated individuals.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Possession of a current State of Florida permit to conduct alcohol testing as a Breath Test Operator.
- Six months of experience in alcohol breath testing or related procedures.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A bachelor's degree from an accredited institution of higher education.
- One year of experience in alcohol breath testing or related procedures.
- Previous experience in courtroom witness testimony.