City of Fort Worth, Texas
Job Description

Classification Title	Intoxilyzer Operator		
Job Code:	PS5070	**Job Family:**	Public Safety
Pay Grade	505	**Date Reviewed:**	06/25/15
FLSA Status	Nonexempt	**Date Revised:**	

GENERAL SUMMARY

Performs a variety of functions relative to DWI investigations; to administer intoxilyzer tests, videotape suspects, and complete required paperwork; and to perform a variety of technical tasks relative to assigned area of responsibility

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs a variety of functions relative to DWI investigations. Accepts and searches prisoners under investigation. Administers the intoxilyzer test.
2. Advises prisoners of their constitutional rights. Issues video and breath test warnings. Guides prisoner through physical sobriety test.
3. Interviews prisoners and videotapes interview utilizing various video equipment; completes required paperwork during interview.
4. Draws blood specimens under the supervision of a doctor. (Only during “no-refusal” weekends.)
5. Transports video tapes to property room and submits as evidence.
6. Records jail incidents for detectives.
7. Prepares analytical and statistical reports on operations and activities.
8. Maintains inventory of supplies. Orders supplies as needed.
9. Testifies in court during the prosecution of DWI cases.
10. Performs related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City’s Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
  - Perform a variety of functions relative to DWI investigations; accept and search prisoners under investigation; administer the intoxilyzer test.

- Advise prisoners of their constitutional rights; issue video and breath test warnings; guide prisoner through physical sobriety test.
- Videotape interview procedures utilizing various video equipment; complete required paperwork during interview.
- Transport videotapes to property room and submit as evidence.
- Prepare analytical and statistical reports on operations and activities.
- Maintain inventory of supplies; order supplies as needed.
- Testify in court during the prosecution of DWI cases.

- Skill in:
  - Operate assigned equipment.
  - Make observations.
  - Make sound decisions.
  - Use good judgment.
- Ability to:
  - Perform a variety of functions relative to DWI investigations.
  - Administer sobriety and intoxilyzer tests.
  - Interview and video tape prisoners during interview.
  - Operate video and intoxilyzer equipment in an efficient manner.
  - Testify in court during the prosecution of DWI cases.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS diploma/GED and one year of intoxilyzer testing experience.

OTHER REQUIREMENTS

Valid intoxilyzer operator certification.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.