



<b>Job Title:</b>	<b>Toll Collector</b>	<b>Job Posting Number:</b>	<b>17-25</b>
<b>Position Type:</b>	Full-time	<b>Department / Group:</b>	Operations
<b>Location / Positions Available / Shift:</b>	District III <b>Positions Available: 1</b> 1 <sup>st</sup> Shift (10:45pm – 6:45am)*	<b>Job Category:</b>	Tolls
<b>Level / Salary Range:</b>	\$40,107 - \$51,189	<b>FLSA Status:</b>	Non-Exempt
<b>Starting Salary:</b>	\$40,107	<b>Reports to:</b>	Toll Sergeant and Toll Corporal
<b>Date Posted:</b>	October 16, 2017	<b>External &amp; Internal Posting:</b>	Yes
<b>Posting Closing:</b>	October 22, 2017	<b>Internal Promotional Posting Only:</b>	No

**HOW TO APPLY:  
PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE  
FOLLOWING MANNER:**

**WHO MAY APPLY:**

- ☒ **SUBMIT RESUME TO:**  
**DEPARTMENT OF HUMAN RESOURCES**  
**110 WOOD & GROVE STREETS**  
**MORRISVILLE, PA 19067**
- ☒ **OBTAIN APPLICATION FORM AT [WWW.DRJTBBC.ORG](http://WWW.DRJTBBC.ORG). COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING. (EXTERNAL APPLICANTS ONLY)**
- ☒ **COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR. (INTERNAL APPLICANT ONLY)**

A PERSON OVER THE AGE OF 18 AUTHORIZED TO WORK IN THE UNITED STATES.

**JOB DESCRIPTION**

**Summary:**

Under the direction of the District Superintendent, and/or Assistant Superintendent, Toll Sergeant, and/or Toll Corporal, performs routine duties in the collection of tolls from patrons operating vehicles at Commission bridges and highways. Toll collections are in accordance with detailed rules and instructions with no latitude for deviation; Toll Collectors are responsible for creating a favorable impression upon patrons through friendliness, demeanor and appearance. Work is subject to frequent check by superior and to daily checks on accuracy. Works on scheduled shifts as assigned.

**MINIMUM EXPERIENCE AND ABILITIES:**

High school diploma or general education degree (GED);

\*Ability to work a steady shift, most likely 10:45pm – 6:45am. Location and shift are subject to change.

**ROLES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.**

- Receives change fund at start of shift and reports to assigned toll lane. Classifies and registers vehicles and collects proper toll from patrons. Issues proper receipt upon request. Answers patron's questions on routes, location, etc., as required. Totals cash and tickets at end of shift; prepares deposits and completes records of

cash, tickets, exceptions, as required by regulations; and accounts for toll receipts.

- Questions operators of commercial vehicles concerning cargoes being transported, as required. Denies passage to defective vehicles or those suspected of not being permitted by directing operator to Toll Supervisor.
- Maintains friendly and dignified personal contact with patrons at all times.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Candidate is subject to a criminal background check and drug test. Candidate must be authorized to work in the United States.

### **EDUCATION and EXPERIENCE**

High school diploma or general education degree (GED).

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid New Jersey or Pennsylvania driver's license required.

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move and/or slide up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**ADDITIONAL NOTES**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization.