



Job Title:	Toll Collector	Job Posting Number:	19-23
Position Type:	Full-time	Group:	Operations
Location:	Central Region Positions: 1 Likely Shift: 10:45 p.m. to 6:45 a.m.	Department:	Toll Operations
Level/Salary Range:	\$41,310 - \$45,441	FLSA Status	Non-Exempt
Starting Salary:	\$41,310	Reports to:	Director of Toll Operations
Date posted:	May 22, 2019	External & Internal Posting:	Yes
Posting Closing:	June 01, 2019	Internal Promotional Posting Only:	No

HOW TO APPLY:

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

- ☒ **SUBMIT RESUME TO:**

DIRECTOR OF HUMAN RESOURCES
110 WOOD & GROVE STREETS, 4TH-FLOOR
MORRISVILLE, PA 19067 OR E-MAIL TO
- ☒ **OBTAIN APPLICATION FORM AT WWW.DRJTCB.ORG. COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING**
- ☐ **COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)**

WHO MAY APPLY:

A person over the age of 18 authorized to work in the United States

JOB DESCRIPTION

Summary:

Under the direction of the Director of Tolls, and/or Deputy Director of Tolls, 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).

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 resisters 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.

EDUCATION and EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

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, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to use common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized 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 frequently is required to sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee is occasionally required to stand and walk. 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.