

Hourly Toll Collector – 2021

Adopted March 15, 2018

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible clerical work in the collection of tolls charged motorists for crossing the bridge-tunnel, providing customer service and information; does related work as required. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Collecting tolls; recording transactions; providing customer service and information; preparing records.

Greets motorists courteously;

Observes and classifies vehicles; collects and receipts proper tolls;

Records vehicles and tolls in computerized system;

Provides information to motorists concerning services and attractions, weather conditions and bridge status;

Checks large vehicles for height and width;

Distributes maps, brochures and publications;

Counts, wraps and accounts for monies, scrip and passes received;

Prepares bank deposit;

Cleans and stocks booth;

Performs related tasks as required.

This position requires employees to work outside, and potentially in excess of, normally scheduled hours in response to District needs, including but not limited to, accidents, incidents and/or weather events.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the methods and procedures of cashier duties; general knowledge of bridge-tunnel operations, policies and procedures; ability to make arithmetical calculations and to count and handle monies with speed and accuracy; ability to serve the public courteously; ability to follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some clerical experience of a responsible nature, including the handling of monies.

WORK SCHEDULE:

Primary schedule is all weekends and Holidays, but flexible work schedule is required.