

# DUNES COMMUNITY DEVELOPMENT DISTRICT JOB DESCRIPTION

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**Job Title:** Toll Collector-Full & Part Time  
**Reports to:** Bridge Manager  
**Date:** January 4, 2018  
**FLSA Classification:** Non-Exempt

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## JOB SUMMARY

Collect tolls using computer-based toll monitoring system. Make change and assist customers with travel directions when requested. Work with a sense of urgency to keep traffic moving.

## ESSENTIAL JOB FUNCTIONS

- Collect money tendered for bridge passage.
- Scan vehicles participating in the prepaid toll program.
- Balance out daily cash collections with toll monitoring system input.
- Basic cashier work.
- Perform all duties as instructed by your supervisor.
- Responsible for knowing and following District policies and procedures, including safety guidelines.
- Part time Toll Collectors are required to be available to work all holidays, all shifts, and to replace full time employees as required.

## KNOWLEDGE, SKILLS AND ABILITIES

### Technical:

- Ability to communicate effectively and deal tactfully with the public and fellow employees under trying conditions and work effectively under pressure.
- Aptitude for record keeping and cashiering work.
- Close concentration, visual attention and need for manual dexterity and repetitive motion.
- Prepare accurate and complete reports.
- Ability to work with p.c. based computer system for the toll monitoring system..
- Valid Florida driver's license or permanent Florida resident.

### Physical:

- Ability to work in a confined area for long periods of time.
- Ability to stand and walk as needed throughout the day.
- Ability to lift moderate weights, bend, stoop and reach throughout the day.

- Close concentration, visual attention and need for manual dexterity.
- Non-sensitivity to dust, pollen, vehicle exhaust and climate changes from open tollbooth.

Other Capabilities:

- Possess tact, firmness, patience, reliability, neat appearance, willingness and ability to accept responsibility, and keenness of observation.

CONDITIONS OF EMPLOYMENT

- Ability to qualify for a fidelity bond. Pass a background check and drug test.
- Willingness to work weekends or holidays and to report for duty or work additional hours whenever traffic or other emergencies arise.
- Employees are required to work in a drug-free and smoke-free workplace.

QUALIFICATIONS

- High school diploma.
- Previous cashiering or collection experience.

NOTE

The statements contained in this job description reflect general duties as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences. Please be aware that this job description is subject to change at any time due to the changes in technology or departmental procedures. This position requires a candidate who is flexible and open to change.

ACKNOWLEDGEMENT

I acknowledge that I have received the Toll Collector Job Description. I have read and understand the job's objectives, essential and other functions, minimum requirements, performance standards and working conditions outlined in the Job Description and agree to conform to them.

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date