

# DUNES COMMUNITY DEVELOPMENT DISTRICT JOB DESCRIPTION

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**Job Title:** Assistant Bridge Manager  
**Reports to:** Bridge Manager  
**Date:** February, 2022  
**FLSA Classification:** Non-Exempt

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## JOB SUMMARY

Manage and direct toll collectors on a day-to-day basis. Perform toll collector functions as needed. Reconcile and review end of shift toll collector reports. Prepare work schedules. Handle daily bank deposit activity.

## ESSENTIAL JOB FUNCTIONS

- Assure adequate staffing of bridge toll collection activities.
- Receive end-of-shift reports and cash bank for toll collectors, reconcile cash to toll system reports and investigate discrepancies.
- Prepare daily bank deposits and related reports and deliver deposit to Bank.
- Perform the toll collector job function during collector's daily break and meal periods.
- Prepare work schedules in advance for toll collectors and supervisors.
- Review attendance records for payroll reporting. Prepare time sheets for upcoming pay periods.
- Responsible for knowing and following District policies and procedures, including safety guidelines.
- Assist Bridge Manager with customer phone calls and walk-in business.
- Perform basic customer account maintenance when Bridge Manager is unavailable.
- Run credit cards for toll accounts
- Perform other duties as requested by the Bridge Manager.

## KNOWLEDGE, SKILLS AND ABILITIES

### Technical:

- Ability to communicate effectively and deal tactfully with both the public and subordinate employees under trying conditions and work effectively under pressure.
- Aptitude for record keeping and cashiering work.
- Prepare accurate and complete reports.
- Ability to work with p.c. based computer programs for the automated toll monitoring system.
- Ability to perform basic p.c. based computer maintenance.
- Valid Florida driver's license.

### 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 cross traffic lanes.
- Ability to lift moderate weights (up to 30 pounds), 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:

- Possesses tact, firmness, patience, reliability, neat appearance, willingness and ability to accept responsibility, and keenness of observation.
- Ability to operate basic office equipment and toll system facilities.
- Demonstrate proficiency in Microsoft Office products including Excel, Word, PowerPoint and Outlook

### CONDITIONS OF EMPLOYMENT

- Ability to qualify for a fidelity bond.
- Working any shift as assigned.
- 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.
- Two years of college or higher preferred.
- Supervisory experience (5 years).

### 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 District Assistant Bridge Manager 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