



Job Title: Part Time Toll Collector (1 Position)

Location: Eastpoint-Angola Toll Plazas

Salary: \$10.38 hourly (No Benefits)

County/State: Steuben, IN

Job Description

POSITION POSTED FROM 11-14-2016 to 11-19-2016

Position Responsibilities:

- Observes for safety and / or security issues and takes corrective action as necessary
- Reports to authorities all tolls collected with complete and accurate input of transactions
- Follows prescribed procedures in opening, operating, and closing vehicle traffic lanes
- Collect proper tolls and makes change as necessary to exiting vehicles
- Verifies each toll ticket received from patron signifies the proper class rate and axle count
- Deposits cash, tickets, checks, and reports in the appropriate toll plaza safes
- Prepares various daily reports and forms; bank deposit slip, money bag report, ticket box report, change fund error report, etc.
- Ensures that the traffic lane is clear of obstructions, and ascertains that the traffic cones are properly placed especially during shift changes
- Follows prescribed procedures for emergency lane use; supervises U-turns, oversized vehicles, and other unusual occurrences
- Takes immediate action to resolve problems; lost toll tickets, illegal U-turns, misclassified vehicles, unpaid tolls, mutilated tickets, misclassification of cash and charge vehicles, and various other unusual occurrences that may arise in an exit lane
- Advises motorists on available routes and current road conditions
- Respond and make expedient decisions in emergency situations
- Performs other duties as required

Qualifications

- High school diploma/ GED
- Ability to effectively communicate verbally and in writing
- Positive outgoing personality with the ability to remain courteous with the public and fellow employees
- Ability to effectively respond and make expedient decisions in emergency situations
- Ability to make change rapidly and accurately

Mail Applications to: ITR Concession Company
Attn: Human Resources
52551 Ash Rd.
Granger, IN 46530

Applications@indianatollroad.org

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