



Tooele County Parks & Recreation

Job Title: Toll Booth Operator

Salary: \$10.64 per hour

Status: Seasonal

Closing Date: Open until filled



The Opportunity: Performs duties as a tollbooth operator to collect fees, monitor vehicle traffic. Provide visitors information and keeps toll booth and surrounding area neat and clean.

Example of Duties:

- Collect user fees, make daily deposits
- Maintain vehicle entrance log and overnight camping
- Performs light cleaning and maintenance on tollbooth and surrounding area
- Keeps records of accidents, reports statistical information to the director
- Works closely with the public

Minimum Qualifications:

Education and Experience:

A. Graduation from high school

AND

B. An equivalent combination of education and experience in customer service

Required Knowledge, Skills and Abilities:

Experience in collecting and handling funds, recording and tracking key information. Knowledge of computers. Ability to communicate effectively. Must possess a valid Utah Driver's License.

For a complete job description or an application please visit

<http://www.co.tooele.ut.us/hr.html>

Application and resume must be submitted to

Tooele County Human Resource Office, Rm 308

47 South Main Street, Tooele, Utah 84074

or email application and resume to tadams@tooeleco.org

Tooele County is an Equal Opportunity Employer

TOOELE COUNTY
Job Description

TITLE:	<u>Toll Booth Operator</u>	JOB CODE:	<u>624</u>
DIVISION:	<u>Canyons</u>	EFF. DATE:	<u>6/16/99</u> (Rev. 3/02)
DEPARTMENT:	<u>Parks & Recreation</u>	GRADE:	<u>8</u>
EEO CLASS:	<u>Service & Maintenance</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>No</u>

GENERAL PURPOSE:

Performs duties as a tollbooth operator to collect fees, monitor vehicle traffic, Provide visitor information and keep toll booth and surrounding area neat and clean.

SUPERVISION RECEIVED:

Works under the direction of the director of Parks and Recreation and/or the assistant director.

SUPERVISION EXERCISED:

None

DUTIES:

Responsible to collect user fees, make deposits, and maintain vehicle entrance log and overnight camping records.

Perform light cleaning and maintenance on tollbooth and surrounding area.

Works closely with parks and recreation supervisor to insure proper care and maintenance of recreation areas and facilities

Works closely with the public to maintain good relationship between the varieties of users recreating in the area.

Keeps records of accidents, reports statistical information to the director, uses computer for reporting and tracking information and reports all vandalism to proper authorities.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience

A. Graduation from high school;

And/Or

B. An equivalent combination of education and experience in a closely related field.

2. Required Knowledge, Skills, and Abilities

Demonstrated experience in collecting and handling funds, recording and tracking key information.

Computer skills and ability to compile key information for annual operational review.

Ability to communicate effectively; ability to establish and maintain effective working relationships with other employees, supervisors and the public, knowledge of local recreation information and history.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- X thoroughness, planning and organization, neatness and accuracy.
- X learning and knowing all phases of the job; recognizing and solving routine problems.
- X knowing the office policies, systems and services.
- X compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work.
- X being able to perform new duties, adjust to new situations, and control of self under pressure.
- X being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- X making decisions; studying and considering all facts; using common sense.
- X cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- X being friendly, helpful and showing self-control.
- X being punctual in attendance.
- X being professional in dress and manner; showing good housekeeping of the general work area.

Approved:

Dated this ____ day of _____, 2003.

Department Director

Human Resource Director

Commissioner