

<b>Alloy Toll Management Sdn Bhd</b>		<b>Job Title : Senior Supervisor, Toll Monitoring</b>	
<b>Doc No : JD22</b> <b>Effective Date : 01/01/2022</b>	<b>Version No. : 1.2</b>	<b>Reporting to:</b> <b>Manager / Assistant Manager, Toll Monitoring / Executive, Toll Monitoring</b>	<b>Page 1 of 3</b>

**JOB PURPOSE :** To ensure efficient and effective monitoring of Toll Plaza operations and perform planned / ad hoc inspections to ensure correct application and enforcement of procedures.

**RESPONSIBILITIES :**

- (1) Conduct scheduled inspections, ad-hoc inspections and continuous monitoring at Toll Plazas under the guidance of the Executive, Toll Monitoring to ensure the correct application and enforcement of procedures.
- (2) Investigate reasons for discrepancies between computer generated, collector declared and bank in revenue and report reasons for discrepancies.
- (3) Liaising with the toll plaza Supervisors for clarification and information on toll collections as and when required.
- (4) Conduct regular checks on Toll Floats and Petty Cash Floats maintained at the Toll Plazas to detect and deter pilferage.
- (5) Conduct random body checks on toll collectors in the presence of witnesses as and when necessary.
- (6) To inform immediately Executive, Toll Monitoring on all abnormal cases detected at plaza level such as pilferages, discrepancies on Toll Floats and Petty Cash Floats & etc.
- (7) Ensure compliance by all personnel to established procedures i.e “Prosedur Kerja Penyelia”, “Prosedur Kerja Jurutol”, “Arahan Kerja Penyelia” and “Arahan Kerja Jurutol”.
- (8) Auditing and viewing transactions from CCTV recording to trace any process non-compliance, suspected pilferages or negligence.
- (9) Conducting daily verification and reconciling image of class discrepancy, exemption, violation, wrong class and any exceptional transactions.
- (10) Preparing and submitting periodic reports and updates (daily, weekly, monthly and yearly) as required by Executive, Toll Monitoring and ATM HQ.
- (11) Assisting Executive, Toll Monitoring during Site Acceptance Test, System Testing or Works Verification, if required.
- (12) Assisting Executive, Toll Monitoring in validating inspection reports prepared by Supervisor, Toll Monitoring.
- (13) Conduct training to Toll Monitoring Team as well as Operations on topics related to Enforcement as directed by the Manager / Assistant Manager, Toll Monitoring and Executive, Toll Monitoring.
- (14) Assisting Executive, Toll Monitoring in reviewing Audit Checklist and Procedures from time to time.

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(15) Perform any other duties and responsibilities as directed by the Manager / Assistant Manager, Toll Monitoring and Executive, Toll Monitoring from time to time.

## **REQUIRED COMPETENCIES:**

### **a) Education and Experience**

- Diploma in any discipline.

**If the above requirement is not met, below criteria is to be considered:**

- Internal Staff – Supervisor with 5 years experience and rated as good performance.

### **b) Skills**

- Leadership skills
- Communication skills
- Planning and organizing skills
- Computer literate
- Trusty and honesty

**If the above skills are not met, training on related skill topic to be given, either internally or externally.**

### **Training to be given on below topics:**

- ATM Quality Management System
- Understand of following job responsibilities:
  - Senior Supervisor, Toll – JD 05
  - Supervisor, Toll – JD 06, PM 12 to PM 20, PM 22 to PM 25, PM 27 to PM 32, PM 35 to PM 41, AKP 02, AKP 04 to AKP 07
  - Supervisor, Toll Monitoring – JD 15
  - Assistant Supervisor, Toll – JD 19
  - Toll Collector – JD 09, PM 11, AK 01 to AK 16, AK 18 to AK 24
  - Kerani POS – JD 21
- Toll Collection System - Open / Closed System

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### DOCUMENT AMENDMENT REGISTER

<b>NO</b>	<b>DATE</b>	<b>REASON</b>	<b>CHAPTER</b>	<b>VERSION</b>
1	01/04/2017	Initial Release	-	1.0
2	23/03/2018	Updated training topics to be given based on the revised QMS.  Amendment; - Revision No. changes to Version No. as agreed in the 4 <sup>th</sup> ISO New Standard Transition meeting.	-	1.1
3	01/01/2022	Redesignation the Job title. Updated training topics to be given based on the revised QMS.	-	1.2

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