

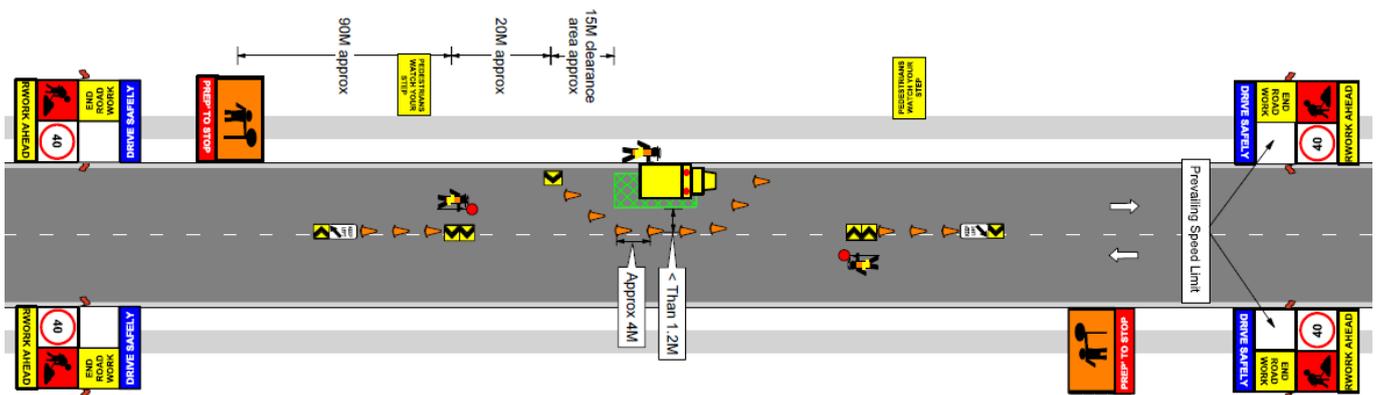
TRAFFIC CONTROLLER EMPLOYMENT INFORMATION

Thank you for your interest in seeking employment with ATC Traffic.

This document outlines what a Traffic Controller role involves, and what you are required to do to be considered for employment as a Traffic Controller with our company.

THE ROLE

As a Traffic Controller your role is to put measures in place to make worksites safer for the workers and any traffic (motorists or pedestrians). This is done by putting out signs, taking out lanes or closing roads. You learn about this when you do your Traffic Control qualifications.



Our clients are from a range of different companies – utilities, trees, mowing, construction, etc. These works take place all over Metropolitan and Regional Victoria, 24 hours a day, 7 days a week, 365 days a year. When we employ, we look for people that will add to the great team we have at ATC Traffic, who are ready and enthusiastic to work, and will be widely and readily available.

EMPLOYMENT TERMS

We employ on a casual basis - some weeks you might get 5 shifts of work or more but other weeks you may get less, particularly when you first begin – you are not guaranteed a set number of hours per week. Christmas and early January is our quiet period - there is less work during these weeks.

We do, however, try to share the work around as much as we can, and your availability, number of inductions you undertake, willingness to work at short notice and positive attitude can dramatically increase the number of shifts that you receive. You do have the potential to gain the equivalent of full time hours very quickly.

Our availability of work is subject to the number of job bookings we receive. This can be influenced by things like storms, extreme weather, and the time of year.

Most of our work is pre-booked, and is done during weekdays. Some of our work is done on an emergency or last minute basis. We are a 24/7 company. This means that you may be asked to work on weekends and/or nights.

FIT FOR WORK

Being *fit for work* means being in a state that enables an individual to perform tasks assigned to them competently and in a manner which does not compromise the safety and health of themselves or others.

In the role of a Traffic Controller you will be required to carry out tasks such as:

- Stand for periods of 8 hours or more
- Lift signage/cones weighing up to 10kg
- Maintain concentration for long periods of time
- Work in extreme weather conditions (hot, cold, wet)

During the application and interview process, you will be asked further questions about your fitness for work.



QUALIFICATIONS REQUIRED



Traffic Control Tickets

- RIIWHS205D – Worksite Traffic Management - Control Traffic with a Stop Slow Bat.
- RIIWHS302D – Worksite Traffic Management - Implement a Traffic Management Plan.

These need to be updated every 3 years. This is your responsibility and at your expense.

We recommend Associated Training Consultants: (03) 9879 7422

Red/White Card/OHS Construction Induction Card

You can do this online as long as the course is nationally or Victorian recognised.

This course can also be undertaken at a range of Registered Training Organisation's (RTOs)

First Aid

- HLTAID011 – Level 2 – Provide First Aid
- HLTAID009 – Provide Cardiopulmonary Resuscitation

The full course needs to be updated every 3 years. The CPR element needs to be updated every year. This will be at your expense.

APPLICATION PROCESS

Apply – Applicant submits ATC Job Application form via the ATC website: www.atctrffic.com.au

Review – ATC manager will review application and notify Applicant within a week.

You will receive an email that we have received your application. From then, it may take a couple of weeks before you are contacted for an interview. If it has been more than 6 weeks, we suggest to reapply to show that you are still interested in the role.

Interview – Interview conducted.

- Unsuccessful Interview – will be notified via email
- Successful Interview – will be asked by phone to attend our next induction

Induction – Induction attended by those who had successful Interviews.

Hot List– Any applicant who has progressed through the Employment Process to Induction stage will be added to our Hot List. The Hot List is our list of preferred Applicants. Once on this list, you are in the group that is the first point of call to employ when our booking levels require it. This may be days, weeks, or sometimes, even months.

If you are on our Hot List, please feel free to continue seeking employment elsewhere. You are not employed with us, but we have identified you as someone we would like to employ when we can.

Employment – Once we require more recruits you will be called up and asked if you are available to start your first shift with us. This may be at very short notice (the day before or sometimes even the day of your first shift).

You will be asked to come into our office to submit your employment paperwork and collect the PPE/uniform that we provide you.