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MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

APPOINTMENT OF CONDUCTORS AND CONDUCTRESSES.

Appointment to the position of Conductor or Conductress is made from applicants who, in addition to possessing the following qualifications, pass prescribed educational tests in English reading and dictation, calculation of money, and who are passed as medically fit by the Board's Medical Officer.

PHYSICAL STANDARDS

| <u>CONDUCTORS</u> | | <u>CONDUCTRESSES</u> | |
|-------------------|---|----------------------|---|
| <u>Height</u> | Minimum - 5ft. 2 in. Maximum - 5ft. 11½ in. | <u>Height</u> | Minimum - 5ft. 2½ in. Maximum - 5ft. 11 in. |
| <u>Weight</u> | Minimum - 8 stone 7 lbs. Maximum - 12 stone 7 lbs. | <u>Weight</u> | Minimum - 8 stone. Maximum - 11 stone 7 lbs. |
| <u>Age</u> | Minimum - 19 years. Maximum - 45 years. | <u>Age</u> | Minimum - 21 years. Maximum - 40 years. |

Application must be made in person to the Employment Officer at the Board's Head Office, 616 Little Collins Street, Melbourne, on any day, Monday to Friday (Public Holidays excepted) between the hours of 8.30 a.m. and 3.45 p.m.

Further information may be had by telephoning the Employment Officer 62.0291, Extension 563.

References and verification of age must be submitted at the interview and applicants deemed suitable will be required to undergo medical examination at the Board's Head Office at 616 Little Collins Street, Melbourne.

CONDITIONS OF EMPLOYMENT

UNIFORM - IS PROVIDED FREE.

Travelling: Free on all trams and bus routes operated by the Board.

Training: Before commencing duty, prospective employees are required to undergo a course of training at the Board's School for Conductors. The course covers eight days, the Award wage being paid if the trainee commences work as a Conductor after completion of training. Two of these days are spent in the School and the remaining six on the Board's vehicles under an experienced Instructor. Trainees are issued with a uniform, free of charge. Subject to existing vacancies, trainees are placed at Depots nearest their homes.

Wages: Paid Weekly. The present minimum weekly wage for Conductor/Conductress is £15:19:6; for Tram Driver £17:10:6; for Bus Driver £18:18:0. The wage received each week may vary above these amounts according to the shifts and days worked. The Pay Week ends on a Saturday and monies due up to that day are paid on the following Thursday.

Conductors - 20/6d. per week additional after 12 months' service.

Conductresses

Service Increment: An additional 7/6d. per week after 10 years' service and a further 3/6d. per week after each additional 5 years' service.

Annual Leave: Annual Leave of 28 consecutive days is granted after each twelve months' service. Payment for annual leave is made prior to the commencement of same.

Sick Leave: To employees with more than 3 months' continuous service, one week's sick leave on full pay is granted each year. Any such leave not taken is carried forward from year to year. Accumulated sick leave may be allowed and paid for as recreation leave at the end of each ten-yearly period.

Gratuity: A generous non-contributory Retiring and Death Gratuity Scheme provides for retirement, ill-health and death, subject to age and service.

Long Service Leave: Long Service Leave accrues on the basis of 26 weeks after each 20 completed years of service.

Sick Benefits: New employees under 40 years of age are eligible for membership in the Tramways Mutual Benefit Society which is subsidised by the Board and provides full sick and medical benefits including hospital and surgical treatment in the Society's own hospital both for members and their wives and families at a low cost. In addition, the services of Nose, Throat, Eye, Ear and Dental Specialists are provided free, together with a qualified Masseur; other special treatment is also available at the Society's Headquarters and Clinic.

Ordinary Hours of Duty: 5 day - 40 hour week. Shift work - A.M. and P.M. shifts, Saturdays, Sundays and Public Holidays included. Work done on Saturdays is paid for at time and a half. Work done on Sundays and Public Holidays is paid for at double time. Penalty rates are paid for shifts involving spread of hours over 9 $\frac{3}{4}$ hours. Overtime - First 4 hours at time and a half, double time thereafter.

Types of Shifts to be worked:

| <u>Sign On</u> | <u>Sign Off</u> | <u>Sign On</u> | <u>Sign Off</u> |
|----------------|-----------------|----------------|-----------------|
| 5. 2 a.m. | 9. 0 a.m. | 10. 0 a.m. | 2. 2 p.m. |
| 7. 8 a.m. | 10.29 a.m. | 1.19 p.m. | 6. 4 p.m. |
| 11.41 a.m. | 3.17 p.m. | 4. 9 p.m. | 8.19 p.m. |
| 4.38 p.m. | 8.38 p.m. | 9.20 p.m. | 1.29 a.m. |

Shifts are worked in turn by weekly rotation.

Appointment as Drivers: All applicants for driving must first join the service as Conductor and are eligible to apply for driving work after completing 3 months' service. Successful applicants are then trained in their turn in numbers necessary to meet the driving requirements of the various Depots. After being passed as qualified they work as Conductor-Drivers, until appointment, in prder of seniority to a vacancy on the Drivers' roster.

C.W. MILLER.
STAFF MANAGER.