



Long Island Rail Road
Going your way

BID SHEETS

**LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

Bulletin ID: TELBUL2-30

Bulletin Seq: 67

Bulletin Description: TELEGRAPHERS BULLETIN 2-30

Open: 02/17/2016 00:01

Close: 02/26/2016 17:00

Effective: 03/02/2016 00:01

Posted: 02/17/2016 00:01

Asgn Position

Perm Or Temp

Terminal

BO1056 BLOCK OPERATOR

Permanent

LIRR-Extra List

Location TELEGRAPHER EXTRA LIST

Report Time VARIOUS

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$37.569 HOURLY* (MINIMUM)

***DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.**

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

02/16/20 12:51

**LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

Bulletin ID: CREW6/32

Bulletin Seq: 76

Bulletin Description: C/D BULLETIN 6/32

Open: 02/17/2016 00:01

Close: 02/26/2016 17:00

Effective: 03/02/2016 00:01

Posted: 02/17/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$41.699 HOURLY*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

02/16/20 12:42

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-35

Bulletin Seq: 14

Bulletin Description: USHER BULLETIN 1/35

Open: 02/17/2016 00:01

Close: 02/26/2016 17:00

Effective: 03/02/2016 00:01

Posted: 02/16/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU7	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 4PM

Rest Days MONDAY & TUESDAY

Rate Of Pay *\$36.189 HOURLY

***ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.**

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

*** Ushers are expected to be courteous at all times.**

*** In some instances, they must be able to work with minimal direction.**

*** Must work well with the public**

*** Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.**

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

*** During the course of the 3 week training program, the applicant will complete a review of all station stops.**

*** All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.**

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

02/16/20 12:34

Bulletin ID: USBUL1-35

Bulletin Seq: 14

Bulletin Description: USHER BULLETIN 1/35

Open: 02/17/2016 00:01

Close: 02/26/2016 17:00

Effective: 03/02/2016 00:01

Posted: 02/16/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU4	USHERS	Temporary	NEW YORK

Location NEW YORK

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$36.189 HOURLY

*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

* During the course of the 3 week training program, the applicant will complete a review of all station stops.

* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

02/16/20 12:34

Bulletin ID: USBUL1-35

Bulletin Seq: 14

Bulletin Description: USHER BULLETIN 1/35

Open: 02/17/2016 00:01

Close: 02/26/2016 17:00

Effective: 03/02/2016 00:01

Posted: 02/16/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0003	USHERS	Temporary	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$36.058 BASE RATE

***ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.**

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

*** Ushers are expected to be courteous at all times.**

*** In some instances, they must be able to work with minimal direction.**

*** Must work well with the public**

*** Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.**

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

*** During the course of the 3 week training program, the applicant will complete a review of all station stops.**

*** All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.**

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES
Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-34 **Sequence:** 14

Description: USHER BULLETIN 1/34

Open: 02/03/2016 00:01 **Close:** 02/12/2016 17:00 **Effective:** 02/17/2016 00:01 **Posted:** 02/02/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From			
UX0004	USHERS	Permanent	LIRR-Extra List	55468	MEDFORD, S	26 JAU7	US	JAM	
UX0007	USHERS	Permanent	LIRR-Extra List	Readvertis					

All bids must be in the transportation crew management services office prior to the close of this bulletin. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

02/16/20 12:36

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION &
MATERIALS**

February 17, 2016

**TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM
SENIORITY ROSTER OF CLERICAL FORCES:**

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2371	Warehouse Person Permanent – Various/Variuos (L. James)	Jeremy Fortner	2/17/16
P&L 2372	Stores Truck Driver ESA – Permanent (E.Schinella)	NO BIDS RECEIVED	
P&L 2373	Stores Truck Driver Permanent (E. Nock)	NO BIDS RECEIVED	

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
February 17, 2016

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2374

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, February 26, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver - (E Schinella) – Permanent
RE-ADVERTISED (P&L – 2315, 2325, 2333, 2348, 2351, 2354, 2359, 2367 & 2372)
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$ 32.846 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class "B" CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road's property. New applicants must secure a New York State Class "A" CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00AM
February 17, 2016

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2375**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, February 26, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (E. Nock) – Permanent
RE-ADVERTISED (P&L – 2306, 2216, 2327, 2334, 2349, 2352, 2355, 2365, 2368 & 2373)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.846 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road’s property. New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00AM
February 17, 2016

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2376

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY ROSTER OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, February 26, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Assistant Warehouse Person (J. Fortner) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$31.406 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

REQUIREMENT: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
February 17, 2016

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2379**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, February 26, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person - (E. Mely) – Temporary
LOCATION: Hillside / Shop Floor
TOUR OF DUTY: 8:00 AM - 4:00 PM
REST DAYS: Sunday & Monday
RATE OF PAY: \$33.632 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
February 17, 2016

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2380

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, February 26, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (S. Wooten) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$33.632 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez
Deputy Chief Stores Officer
Stores Operation & Materials
Procurement & Logistics Department

POSTED: 9:00 AM
February 17, 2016

**THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

February 17, 2016

BULLETIN NO. SD-04-2016

This bulletin will close **at 5:00 PM on Friday, February 26, 2016**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to John Dunne, Jamaica, Department 1106. If you fax your bid (718-558-7429), you **MUST** call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.

Position No: 1	Permanent	Ticket Clerk (C703)
Location:		Westbury
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$32.804
Rest Days:		Saturday/Sunday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

Position No: 2 Temporary Ticket Clerk (C928)

Location: Wednesday: Wantagh
 Thursday: Penn Lost & Found
 Friday: Penn
 Sat/Sun: Long Beach

Tour of Duty: Wednesday: 6:00 AM – 2:00 PM
 Thursday: 9:00 AM – 5:00 PM
 Friday: 2:00 PM – 10:00 PM
 Sat/Sun: 10:00 AM – 6:00 PM

Rate of Pay: Wednesday: \$33.177
 Thursday: \$30.645
 Friday: \$34.706
 Sat/Sun: \$33.308

Rest Days: Monday/Tuesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Must be able to maintain all records, reports, manifest and vouchers (to New York City Police Department Property Clerk). Must write legible, and all records must be kept accurately for auditing upon request. Must comply with and have a working knowledge of Lost Property Policy and Procedures. Must answer phones courteously, be competent and knowledgeable of train manipulation, and contact all stations and terminals pertaining to lost articles. *NOTE: Copies of the Lost Property Policy and Procedures may be obtained from the Terminal Manager of Penn Station.

Position No: 3 Permanent Station Appearance Maintainer (JAM103)

Location: Jamaica

Tour of Duty: 8:00 AM – 4:00 PM

Rate of Pay: \$28.763

Rest Days: Tuesday/Wednesday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

Position No: 7 Temporary Station Appearance Maintainer (V457)
Location: Garden City
Tour of Duty: 3:00 PM – 11:00 PM
Rate of Pay: \$29.647
Rest Days: Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times.

Position No: 8 Permanent Ambassador
Location: Various
Tour of Duty: Various
Rate of Pay: \$30.918
Rest Days: Saturday/Sunday

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

AWARDS TO AGENT'S BULLETIN SD-02-2016

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A603	M. Congimi (A)	2/17/16

AWARDS TO BULLETIN SD-03-2016

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C905	M. Howlett	2/17/16
POSITION NO. 2	Permanent C153	C. Webb	Pending
POSITION NO. 3	Permanent C917	T. Morales	Pending
POSITION NO. 4	Temporary C928	Re-Advertised	
POSITION NO. 5	Permanent HMC111	C. Bridges	2/17/16
POSITION NO. 6	Permanent RSC1	D. Gregory	2/24/16
POSITION NO. 7	Temporary HMC118	Withdrawn	
POSITION NO. 8	Temporary JAM120	Withdrawn	
POSITION NO. 9	Temporary P202	S. Wooten	Pending

**John Dunne, Manager
Station Services Support**

Posted: February 17, 2016

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 446

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Sako Chandra – Sr. Manager – Planning & Administration, Mail Code 3146 until 5:00 PM on Friday February 26, 2016

POSITION: Payroll Information Clerk (Appointed)
(TEMPORARY)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$34.565

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Christopher Calvagna
Chief Engineer

POSTED: February 17, 2016

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 447

Bids for the following position in the Office of the Chief Engineer will be received by: (Attn: Sako Chandra, Sr. Manager- Planning & Administration) until 5:00 PM on Friday February 26, 2016. Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.

POSITION: Clerk-Typist (TEMPORARY)

LOCATION: Office of the Chief Engineer
HSF

RATE OF PAY: \$32.356

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Christopher Calvagna
Chief Engineer

POSTED!

February 17, 2016