



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

April 6, 2016

NOTICE OF AWARD

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

<u>BULLETIN NO.</u>	<u>POSITION</u>	<u>NAME</u>	<u>EFFECTIVE DATE</u>
01-16	Secretary	A. Oppenheimer	April 6, 2016

Melissa Newell
Assistant to the Chief Transportation Officer

POSTED: 9:00 AM
April 6, 2016

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No. 2640

Bids for the following position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) April 15, 2016. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to extension: 8012, or sent via inter-office mail to Mail Code 1421.

Position: Ticket Refund Clerk

Location: Jamaica, NY

Tour of Duty: 8:00 am – 4:00 pm

Rest Days: Saturday and Sunday

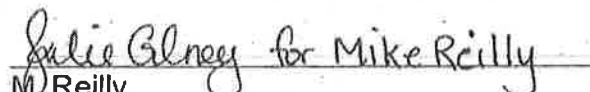
Rate of Pay: \$35.17 hourly

PRIMARY DUTIES: Must be able to calculate and process refunds; answer customers' written and telephone inquiries concerning refund applications and fares; provide customer service in a courteous and effective manner; assist in ADL process. Must be able to work with other departments: Public Affairs, TVM's, Mail & Ride and the Ticket Offices. Candidate must be very proficient in the use of a Personal Computer with a thorough understanding of Microsoft Word and Excel, along with the current refund system. Must have thorough knowledge of the Passenger Tariff, fares, tickets, refund policies and procedures. Must perform related clerical duties as assigned.

Must qualify in keyboard skills (25 wpm). Incumbent is required to prepare boxes of files that are sent to an offsite storage facility. Lifting of boxes weighing approximately 25 pounds will be necessary.

Other related duties.

Note: Bid withdrawals can only be accepted by calling us (ext: 8044) before the bulletin closes.


M Reilly
Controller
Posted: April 6, 2016

THE LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT

April 6, 2016

BULLETIN NO. 2401 (re post of 2400)

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

Bids for the following position in the Procurement & Logistics Department will be accepted by the Administration Section (Barbara DeBois), Mail Code 0335, until 5:00 P.M. on April 15, 2016.

POSITION: Clerk Typist – Procurement (D. Oliva)

LOCATION: 347 Madison Avenue New York NY

TOUR OF DUTY: 8:00 a.m. to 4:00 p.m. (or 7:30-3:30)

REST DAYS: Saturday and Sunday

RATE OF PAY: \$32.65 per hour

DUTIES: Must be a qualified typist (45 WPM) experienced in Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition to perform word processing assignments consisting of letters, forms, lists, bid documents, contracts, labels, mail merges, etc. Must have a working knowledge of Excel. General clerical duties include answering phones, scheduling meetings, distributing mail, filing and other related administrative duties.

QUALIFICATIONS: Thoroughly trained, experienced, rapid and accurate word processing skills (WORD), and working knowledge of Excel.

Barbara DeBois
Manager – Administration

POSTED: 9:00 AM

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

April 6, 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 2385	Stores Truck Driver ESA – Permanent (E.Schinella)	NO BIDS RECEIVED	
P&L 2386	Warehouse Person Various/Various Permanent (J. Fortner)	Malik Boyd-West	4/6/16
P&L 2387	Warehouse Person Warehouse 15 Shop Floor Various/Various Temporary (D. Chernoff)	WITHDRAWN	
P&L 2388	Warehouse Person Permanent (S. Wooten)	Ashton Rampersad	4/6/16

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

POSTED: 9:00 AM
April 6, 2016

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2390

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, April 15, 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, 2374, 2381 & 2385)
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
April 6, 2016

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2391

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, April 15, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person Vacation Relief – (D. Mendez) – Temporary
LOCATION: Morris Park / Richmond Hill
TOUR OF DUTY: Various
REST DAYS: Various
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
April 6, 2016

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2392

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, April 15, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (C. Ashby) – Permanent
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
April 6, 2016

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

April 6, 2016

AGENT'S BULLETIN NO. SD-05-2016

This bulletin will close **at 5:00 PM on Friday, April 15, 2016**. It will be open to Agents and Assistant Agents. 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, Dept 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 call Crew before the bulletin closes.**

Position No. 1	Permanent	Agent (A105)
Location:		Penn Station TSM
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$43.538
Rest Days:		Tuesday/Wednesday

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

April 6, 2016

BULLETIN NO. SD-07-2016

This bulletin will close **at 5:00 PM on Friday, April 15, 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 (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: 2	Permanent	Station Appearance Maintainer (V902)
Location:		Mon/Tues/Sat/Sun: Morris Park Wednesday: Valley Stream
Tour of Duty:		Wed/Sat/Sun: 6:00 AM – 2:00 PM Mon/Tues: 6:15 AM – 2:15 PM
Rate of Pay:		\$29.647
Rest Days:		Thursday/Friday

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: 3	Permanent	Station Appearance Maintainer (JAM102)
Location:		Jamaica
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$28.763
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. 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: 4	Permanent	Station Appearance Maintainer (ATL108)
Location:		Atlantic Terminal
Tour of Duty:		9:30 PM – 5:30 AM
Rate of Pay:		\$28.763
Rest Days:		Sunday/Monday
Primary Duties:		Same as Position No. 3

Position No: 5	Permanent	Mail & Ride Clerk (P201)
Location:		Hillside
Tour of Duty:		9:15 AM – 5:15 PM
Rate of Pay:		\$34.322
Rest Days:		Saturday/Sunday

Primary Duties: Must be a qualified 45wpm typist and be familiar with Microsoft Word software on a personal computer. Responsible for handling all outgoing and incoming mail, administration of postal permits and accounts, and coordination between Mail & Ride and Ticket Refunds offices. Must maintain and process all claims for lost/stolen tickets for entire railroad and attempt return of recovered tickets to customers. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters. Must perform pickup and delivery of payments and documents between Jamaica/Flatbush Ave./Penn Station/Hillside Facility and the Mail & Ride bank lock box, etc. Must be able to perform all other Mail & Ride related Duties.

Position No: 6	Temporary	Mail & Ride Clerk (P211)
Location:		Hillside
Tour of Duty:		9:15 AM – 5:15 PM
Rate of Pay:		\$34.322
Rest Days:		Saturday/Sunday

Primary Duties: Must be a competent 25 wpm typist and be familiar with Microsoft Word software on a personal computer. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters. Must be able to perform all other Mail & Ride related duties.

Ambassador

Various

Various

\$30.918

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.

Ambassador

Various

Various

\$30.918

Saturday/Sunday

Same as Position No. 7

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

We are accepting resumes for the APPOINTED position of **Seasonal Hamptons Reserve Supervisor** in the Stations Department. Please forward resumes to Theresa Dorsey, Director, Station Services Support, Mail Code 1106, Jamaica or fax resume to 718-558-7429 by April 15, 2016. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

POSITION No. 9: Temporary Seasonal Hamptons Reserve Supervisor
(Exception 4 position represented by TCU)

LOCATION: Hillside 4th Floor, ATS Office

TOUR OF DUTY: 8:00 AM – 4:00 PM

RATE OF PAY: \$38.438

RELIEF DAYS: Saturday/Sunday (some weekend/holiday work required)

JOB SUMMARY:

This position will be used to supervise the Hampton Reserve office for the summer months. They will be required to take on the responsibility of ensuring all reservations are completed correctly, in a timely manner and customers are satisfied with the outcome of their trip on the Cannonball. Will have the responsibility of ensuring that all revenue is collected correctly from the sale of the seats on the Hampton Reserve cars on the weekly Cannonball train.

WORK PERFORMED:

1. Supervise all aspects of the Hampton Reserve office from collecting reservations through email, mail and phone calls to charging credit cards, printing tickets, checking seating charts to make sure customers are seated correctly and monitoring the duties of the reservation clerk.
2. Correspond through email and phone calls with customers who are interested in reserving seats on the Cannonball.
3. Input reservations into the Hampton Reserve database, print out and email required confirmations for customers.
4. Report telephone, computer, printer, database and Ticket Office Machine (TOM) problems to the appropriate area to keep the functions of the office running to complete weekly reservations.
5. Assist with the on-site reservation process at Penn Station on Fridays and holidays; possibly assist with reservations and seating charts at the east end stations for the Westbound Cannonball if needed.
6. Correctly charge customer's credit cards and reconcile the (TOM) tour to end of day credit card system reports.
7. Open a TOM tour daily, print tickets correctly, record totals on reservation sheets, and resolve any TOM problems or issues.
8. Oversee all office work for correctness, accuracy and timeliness.
9. Take on the responsibility of maintaining the waiting list and contacting customers if they are eligible to get a reservation.
10. Run weekly seating reports for hostesses to check in customers on the Hampton Reserve Cars.
11. Accurately keep track of all tickets given to the Customer Service Office and given out to customers weekly to ensure no tickets get lost or given out incorrectly.

QUALIFICATIONS:

- Prior supervisory experience.
- General knowledge of transportation operation; employee timetables, station locations, train departure times and destinations.
- Familiarity with LIRR stations and branches.
- Familiarity with phone sales and securing pertinent information for reservations.
- Familiarity with LIRR tariffs, revenue information & control procedures.
- Strong customer service background.
- Proficiency in utilizing Microsoft Word, Outlook, Excel and Access as well as TOM qualified and experienced.

Position No: 10	Temporary	Hamptons Reserve Clerk
Location:		Hillside 4th Floor, ATS Office
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$34.322
Rest Days:		Saturday/Sunday (some weekend/holiday work required)

Primary Duties: Responsibilities are to administer superior customer service to the public while taking phone and emailed reservations for the east and west bound Cannonball trains.

Listing of some specific duties and responsibilities:

- Reserve seats for multiple dates and multiple persons using a reservation database; compute the correct reservation dollar amount and charge our customer's credit cards.
- Accept incoming calls and make outgoing calls as required to follow-up on a customer matter; provide information on rules and regulations (i.e. on-board information, rates, schedules, service status, station/facility information, trip planning, fare purchase options, and policy procedures).
- Furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Assist with the reservations process on-site at Penn Station (for Cannonball East) on Fridays and possibly holidays; you may also be required to assist at the east end stations (for Cannonball West) on Sundays and holidays.
- Print and deliver at Penn Station, all tickets associated with the reservation process.
- General knowledge of transportation operations; i.e. employee timetables, station locations.
- Familiar with LIRR stations and branches.
- Familiar with phone sales and securing pertinent information for reservations.
- Familiar with LIRR tariffs, revenue information & control procedures.
- Proven excellent customer service background.
- PC proficiency utilizing Microsoft Word, Excel, and Access.
- Proficient in using a ticket office machine (TOM).

AWARDS TO AGENT'S BULLETIN SD-04-2016

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A103	S. Pride	3/30/16

AWARDS TO BULLETIN SD-06-2016

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C116	R. Dilone	4/6/16
POSITION NO. 2	Permanent C916	N. Pryor	4/6/16
POSITION NO. 3	Permanent V902	Re-Advertised	
POSITION NO. 4	Permanent JAM103	B. Altman	3/30/16
POSITION NO. 5	Permanent Ambassador	C. Ashby	3/30/16
POSITION NO. 6	Temporary Ambassador	Re-Advertised	
POSITION NO. 7	Temporary Ambassador	Re-Advertised	
POSITION NO. 8	Temporary P202	R. Lane	3/30/16

John Dunne, Manager
Station Services Support

Posted: April 6, 2016

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

Bulletin ID: USBUL1-37 **Sequence:** 14

Description: USHER BULLETIN 1/37

Open: 03/16/2016 00:01 **Close:** 03/25/2016 17:00 **Effective:** 03/30/2016 00:01 **Posted:** 03/15/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From		
NYU4	USHERS	Permanent	NEW YORK	51461	LOZADA, A	18 JAU6	US	JAM

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.

04/05/20 8:25

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-38

Bulletin Seq: 14

Bulletin Description: USHER BULLETIN 1/38

Open: 04/06/2016 00:01

Close: 04/15/2016 17:00

Effective: 04/20/2016 00:01

Posted: 04/05/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU5	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$36.189 HOURLY

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

04/05/20 8:25

Bulletin ID: USBUL1-38

Bulletin Seq: 14

Bulletin Description: USHER BULLETIN 1/38

Open: 04/06/2016 00:01

Close: 04/15/2016 17:00

Effective: 04/20/2016 00:01

Posted: 04/05/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU6	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SUNDAY & MONDAY

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

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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.

04/05/20 8:25

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 446

REPOST

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 April 15, 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: April 6, 2016

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 448

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 April 15, 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

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

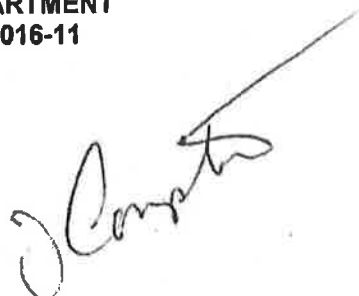
PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and 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: April 6, 2016

STATIONS DEPARTMENT
NOTICE NO. 2016-11

DATE: March 31, 2016
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: New Mail&Ride System Features



The Long Island Rail Road's popular Mail&Ride program just got easier. For the first time, the LIRR's Mail&Ride web page www.mailandride.com is allowing customers to use two credit cards to pay for their monthly commutation ticket.

For example, customers who put pre-tax savings toward the cost of their monthly ticket can now **add a second credit card** to their account to pay for the balance of their commutation ticket. They no longer have to pay their balance by check.

Customers should be instructed to visit www.mailandride.com and follow the instructions to add a second payment method to their account.

Customers will also now have the ability to make **one-time payments directly to their accounts**, as well as:

- **Update account information**- change their name, mailing address, e-mail, phone number, etc.
- **Update ticket preference** -make changes to origin and destination, connecting services and metrocard value.
- **Update payment options**- add/delete cards, update expiration, change billing address.
- **Update PIN**- ability to change PIN number.
- **Account Summary**- view account summary and financial activity.
- **Skip tickets**- Skip their monthly tickets up to 6 months.
- **Inactivate Account**- Cancel their accounts.

Any questions regarding the new Mail&Ride system, please contact the office at 718-558-3073.
