



Long Island Rail Road
Going your way

BID SHEETS

REVISED

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No. 2641

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.) June 10, 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: June 1, 2016

THE LONG ISLAND RAIL ROAD

PROCUREMENT & LOGISTICS DEPARTMENT

June 1, 2016
Bulletin No. 2416

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

Position: Contract Research Clerk (Temporary – G. Montero)

The Procurement and Logistics Department is currently considering candidates for appointment to the temporary position of Contract Research Clerk.

Major responsibilities will include word processing, research and analysis associated with contractual agreements and other various administrative duties. Requires efficient organizational skills to maintain and coordinate various reports and projects which include establishing new formats and updating manuals, forms and schedules. Compile statistical information, investigate and evaluate inquiries and problems concerning Contractors and Consultants. Arrange meetings and appointments and coordinate activities to assure deadlines are met. Other responsibilities will be to develop and maintain efficient filing system, and handle miscellaneous typing and entries in the PeopleSoft System.

All those interested in applying for this position must submit a resume to Barbara DeBois, Manager Administration, MC#0335 by Friday June 10, 2016. E-mail bdebois@lirr.org.

Rate of Pay: \$33.389 Per Hour
Hours: 7:30 am to 3:30 pm or 8:00 am – 4:00 pm
Relief Days: Saturday & Sunday
Location: 347 Madison Avenue NY NY

THE LONG ISLAND RAIL ROAD

OFFICE OF THE CHIEF PROCUREMENT & LOGISTICS OFFICER

June 1, 2016

BULLETIN NO. 2414

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

Bids for the following position in the Procurement and Logistics Department will be accepted by the P&L Administration Section, Mail Code 0335, until 5:00 P.M. on June 10, 2016.

POSITION: Inquiry Clerk – (E. Freeman)

LOCATION: 347 Madison Avenue NY NY

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

REST DAYS: Saturday and Sunday

RATE OF PAY: \$33.803 per hour

DUTIES: Formally tabulate vendor price quotations, maintain vendor records in PeopleSoft, set up blanket orders in PeopleSoft, maintain control logs and records; prepare/mail correspondence to vendors/company personnel and various other related administrative duties. This position is also responsible for records retention and maintenance of departmental files and documentation.

This position requires the utilization of a computer for various computer applications including the PeopleSoft (PLS) and spreadsheet analyses (Excel, Word).

B. DeBois
Manager – Administration
bdebois@lirr.org

Posted: 9:00 AM

Under the contract effective July 26, 1982, the following must be included on LIRR bid application: Seniority date, current position held, and date awarded current position.

**LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT**

JUNE 1, 2016

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

NOTICE OF AWARD

<u>Bulletin #</u>	<u>Position</u>	<u>Employee</u>	<u>Effective Date</u>
2413	Clerk Typist Procurement	C. Delgado	5/3/16

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

June 1, 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 2399	Warehouse Person Temporary (L. James)	WITHDRAWN	
P&L 2402	Assistant Warehouse Person Permanent (B. Otero)	Bryan Accardi	6/8/16
P&L 2403	Stores Truck Driver ESA – Permanent (E.Schinella)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
June 1, 2016

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2404

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, June 10, 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, 2390, 2393, 2396 & 2403)

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
June 1, 2016

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

June 1, 2016

BULLETIN NO. SD-11-2016

This bulletin will close **at 5:00 PM on Friday, June 10, 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 L&F 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: 11	Temporary	Chief Station Appearance Maintainer (HC531)
Location:		Babylon
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$32.853
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. Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the General Terminal Manager.

Position No: 14	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.

Position No: 15	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday

Primary Duties: Same as Position No. 14

Position No: 16	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday

Primary Duties: Same as Position No. 14

AWARDS TO AGENT'S BULLETIN SD-08-2016

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary A971	T. Downs	6/1/16
POSITION NO. 2	Temporary A701	J. Pitka	6/1/16

AWARDS TO BULLETIN SD-10-2016

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C136	J. Marinazzo	Pending
POSITION NO. 2	Temporary C822	D. Brown	6/8/16
POSITION NO. 3	Temporary TS-1	J. Dugan	6/1/16
POSITION NO. 4	Temporary TS-2	C. Pepe	Pending
POSITION NO. 5	Permanent RSC3	D. Campbell	6/1/16
POSITION NO. 6	Permanent JAM130	R. Garcia	6/1/16
POSITION NO. 7	Temporary SL-01	S. Eckert	6/1/16
POSITION NO. 8	Temporary SL-02	Re-Advertised	
POSITION NO. 9	Permanent Ambassador	Re-Advertised	
POSITION NO. 10	Temporary Ambassador	Re-Advertised	
POSITION NO. 11	Temporary Ambassador	Re-Advertised	
POSITION NO. 12	Temporary Commissary Clk.	V. Billeri	6/8/16

John Dunne, Manager
Station Services Support

Posted: June 1, 2016

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW5/35

Bulletin Seq: 76

Bulletin Description: C/D BULLETIN 5/35

Open: 06/01/2016 00:01

Close: 06/10/2016 17:00

Effective: 06/15/2016 00:01

Posted: 06/01/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
REL4	CREW DISPATCHER	<i>TEMP</i>	JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 1159PM

Rest Days MONDAY & TUESDAY

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.

05/31/20 9:46

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

Bulletin ID: USBUL1-41 **Sequence:** 14

Description: USHER BULLETIN 1/41

Open: 05/18/2016 00:01 **Close:** 05/27/2016 17:00 **Effective:** 06/01/2016 00:01 **Posted:** 05/18/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
RUH3	USHERS	Temporary	JAMAICA	50521	M. AHRENS	

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.

05/31/20 9:45

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-34

Bulletin Seq: 69

Bulletin Description: TELEGRAPHERS BULLETIN 2-34

Open: 06/01/2016 00:01

Close: 06/10/2016 17:00

Effective: 06/15/2016 00:01

Posted: 06/01/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
BJ3	TRAIN DIRECTOR	Temporary	BABYLON
	Location		BABYLON TOWER
	Report Time		10PM
	Rest Days		WEDNESDAY & THURSDAY
	Rate Of Pay		*\$43.833 HOURLY
			*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.

LONG ISLAND RAIL ROAD

OFFICE OF EMPLOYEE TRAINING AND CORPORATE DEVELOPMENT

JUNE 1, 2016

NOTICE OF AWARD

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

<u>BULLETIN #</u>	<u>POSITION</u>	<u>NAME</u>	<u>EFFECTIVE DATE</u>
02-2016	Clerk	Ashton Rampersad	May 26, 2016

Arthur Fougner, Senior Director
Employee Training and Corporate Development

POSTED: 9:00 AM
JUNE 1, 2016

**THE LONG ISLAND RAIL ROAD
CORPORATE SAFETY DEPARTMENT**

June 1, 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>
05-2016	Safety Assistant	Elizabeth (Annie) Freeman	06/01/16

**Linda Katz
Manager – Safety Administration and Support**

Posted: June 1, 2016