



Long Island Rail Road
Going your way

BID SHEETS

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

November 2, 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 2450	Stores Truck Driver ESA – Permanent (E.Schinella)	NO BIDS RECEIVED	
P&L 2451	Warehouse Person Warehouse 15 Shop Floor Various/Various Permanent (D. Chernoff)	NO BIDS RECEIVED	
P&L 2452	Assistant Warehouse Person Temporary (R. Rocco)	NO BIDS RECEIVED	
P&L 2453	Warehouse Person Temporary (A Okolo)	David Loyed	11/9/16
P&L 2454	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (T. Hinrichs)	Bryan Accardi	11/9/16

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

POSTED: 9:00 AM
November 2, 2016

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2455

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, November 11, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Assistant Warehouse Person (R. Redmond) – Temporary
RE-ADVERTISED (P&L – 2452)
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
November 2, 2016

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2456

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, November 11, 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, 2404, 2405, 2407, 2410, 2412, 2421, 2434, 2440 & 2450)
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
November 2, 2016

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2457

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, November 11, 2016**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (D. Chernoff) – Permanent
RE-ADVERTISED (P&L – 2423, 2436, 2441, 2446 & 2451)
LOCATION: Hillside Warehouse 15 Shop Floor
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
November 2, 2016

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2458

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, November 11, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:	Warehouse Person – (D. Loyed) – Temporary
LOCATION:	West Side Yard
TOUR OF DUTY:	8:00 AM – 4:00 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
November 2, 2016

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2459

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, November 11, 2016. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:	Assistant Warehouse Person (B. Accardi) – Permanent
LOCATION:	Hillside Warehouse 15 Shop Floor
TOUR OF DUTY:	8:00 AM – 4:00 PM
REST DAYS:	Friday & Saturday
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
November 2, 2016

LONG ISLAND RAIL ROAD

Bulletin 07-2016

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, November 11, 2016 at 5:00 PM.

POSITION: CSR - 904 (Temporary)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 32.555

TOUR OF DUTY: 2:00 PM – 10:00 PM

RELIEF DAYS: Wednesday and Thursday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting 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, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization.
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino
Customer Service Manager

Posted November 2, 2016

LONG ISLAND RAIL ROAD

Bulletin 08-2016

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, November 11, 2016 at 5:00 PM.

POSITION: CSR - 905 Permanent
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 32.555

TOUR OF DUTY: 2:00 PM – 10:00 PM

RELIEF DAYS: Tuesday and Wednesday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting 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, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino
Customer Service Manager

Posted November 2, 2016

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

November 2, 2016

BULLETIN NO. SD-21-2016

This bulletin will close **at 5:00 PM on Friday, November 11, 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	Temporary	TSM Clerk (C151)
Location:		Penn Station
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.984
Rest Days:		Saturday/Sunday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for 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-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times. Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook. Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

Position No: 2	Temporary	Ticket/Information Clerk (C916)
Location:		Penn Station
Tour of Duty:		Tues/Wed: 6:00 AM – 2:00 PM Thurs/Fri: 6:30 AM – 2:30 PM Saturday: 10:15 PM – 6:15 AM
Rate of Pay:		Tues/Wed/Sat: \$32.257 Thurs/Fri: \$34.706
Rest Days:		Sunday/Monday

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 read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No: 3	Permanent	Ticket Clerk (C119)
Location:		Penn Station
Tour of Duty:		11:30 PM – 7:30 AM
Rate of Pay:		\$34.706
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.

Position No: 4	Permanent	Ticket Clerk (C911)
Location:		Penn Station
Tour of Duty:		Friday: 5:30 PM – 1:30 AM Saturday: 3:00 PM – 11:00 PM Sunday: 2:00 PM – 10:00 PM Mon/Tues: 11:30 PM – 7:30 AM
Rate of Pay:		\$34.706
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 3

Position No: 5

Permanent

Cashier/TSM Clerk (C997)

Location:

Bethpage Facility

Tour of Duty:

Sat/Sun/Mon: 10:30 AM – 6:30 PM
Thurs/Fri: 8:30 AM – 4:30 PM

Rate of Pay:

Sat/Sun/Mon: \$38.464
Thurs/Fri: \$34.853

Rest Days:

Tuesday/Wednesday

Primary Duties: CASHIER: This position must be able to verify Ticket Vending Machine cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the Ticket Vending Machines and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales of Transportation Services for processing. Must be able to lift full coin hoppers as part of daily routine. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties.

TSM CLERK: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports.

The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook. Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

Position No: 6	Temporary	Chief/Station Appearance Maintainer (HMC112)
Location:		Hillside
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		Mon/Tues: \$32.854 Wed/Thurs/Fri: \$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. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. All duties must be performed in an efficient and courteous manner. Responsible to complete daily facility cleaning reports and to provide reports to supervisors as directed. Responsible to perform, all related duties as directed. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas. Also, 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 employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Foreman and/or Terminal Manager.

Position No: 7	Permanent	Chief Station Appearance Maintainer (HMC118)
Location:		Hillside
Tour of Duty:		Wed/Thurs/Fri: 7:30 AM – 3:30 PM Sat/Sun: 9:00 AM – 5:00 PM
Rate of Pay:		\$32.854
Rest Days:		Monday/Tuesday

Primary Duties: Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas. 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: 8	Permanent	Station Appearance Maintainer (V902)
Location:		Mon/Tues/Sat/Sun: Morris Park Wednesday: Valley Stream
Tour of Duty:		Mon/Tues: 6:15 AM – 2:15 PM Wed/Sat/Sun: 6:00 AM – 2:00 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: 9	Permanent	Station Appearance Maintainer (JAM130)
Location:		Jamalca
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: 10	Permanent	Chief/Station Appearance Maintainer (H572)
Location:		Hicksville/Babylon/Northport
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		Mon/Tues/Wed: \$29.778 Sat/Sun: \$32.853
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: 11	Permanent	Station Appearance Maintainer (SSM005)
Location:		April 1 – November 30: Babylon Yard December 1 – March 31: Various
Tour of Duty:		April 1 – November 30: 7:30 AM – 3:30 PM December 1 – March 31: Various
Rate of Pay:		April 1 – November 30: \$30.039 December 1 – March 31: \$29.778
Rest Days:		Sunday/Monday

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 be available to drive between Long Island Rail Road properties as required. 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. A copy of the driver's license must be on file with Customer Services. 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: 12	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: 13	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 13

AWARDS TO AGENT'S BULLETIN SD-13-2016

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary A961	J. Pitka	11/2/16

AWARDS TO BULLETIN SD-20-2016

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C107	J. Garcia	11/2/16
POSITION NO. 2	Permanent C821	Withdrawn	
POSITION NO. 3	Temporary C116	Withdrawn	
POSITION NO. 4	Permanent C923	A. Johnson	11/2/16
POSITION NO. 5	Permanent C930	T. Williams (A)	11/2/16
POSITION NO. 6	Permanent C145	S. Massey	11/2/16
POSITION NO. 7	Temporary HMC112	Re-Advertised	
POSITION NO. 8	Permanent V902	Re-Advertised	
POSITION NO. 9	Permanent JAM132	R. Garcia	11/2/16
POSITION NO. 10	Permanent V464	A. Gilmour	11/2/16
POSITION NO. 11	Permanent L316	A. Bacchus	11/2/16
POSITION NO. 12	Permanent H573	D. Brienza	11/2/16
POSITION NO. 13	Permanent AMB	N. Pryor	11/2/16
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Permanent AMB	Re-Advertised	

John Dunne, Manager
Station Services Support

Posted: November 2, 2016

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

Bulletin ID: TELBUL2-42 **Sequence:** 75

Description: TELEGRAPHERS BULLETIN 2-42

Open: 10/19/2016 00:01 **Close:** 10/28/2016 17:00 **Effective:** 11/02/2016 00:01 **Posted:** 10/19/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BJ3	TRAIN DIRECTOR	Permanent	BABYLON	51772	PEREZ, MA	85 TX1014 BO LIRR
TRI	TRAIN DIRECTOR	Permanent	JAMAICA	52535	CHWALEK, J	108 BO1051 BO LIRR

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.

10/30/20 13:19

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-43

Bulletin Seq: 74

Bulletin Description: TELEGRAPHERS BULLETIN 2-43

Open: 11/02/2016 00:01

Close: 11/11/2016 17:00

Effective: 11/16/2016 00:01

Posted: 11/01/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$37.569 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1054	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$37.569 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
MT1	BLOCK OPERATOR	Temp	NASSAU TOWER
	Location NASSAU TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$37.569 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		
TR13	TRAIN DIRECTOR	Permanent	VALLEY TOWER
	Location VALLEY TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay VARIOUS		
	SAT/SUN V1 6:01AM *\$46.640 HOURLY		
	MON/TUES V2 2:01PM *\$46.640 HOURLY		
	WEDS. V3 10:01PM *\$45.202 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES 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.

11/01/20 9:28

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

Bulletin ID: CREW7-20 **Sequence:** 76

Description: C/D BULLETIN 7-20

Open: 10/19/2016 00:01 **Close:** 10/28/2016 17:00 **Effective:** 11/02/2016 00:01 **Posted:** 10/19/2016 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD20	CREW DISPATCHER	Temporary	JAMAICA	Readvertis		
CX4006	CREW DISPATCHER	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.

11/01/20 9:09

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW7-21

Bulletin Seq: 76

Bulletin Description: C/D BULLETIN 7-21

Open: 11/02/2016 00:01

Close: 11/11/2016 17:00

Effective: 11/16/2016 00:01

Posted: 11/02/2016 00:01

Asgn	Position	Perm Or Temp	Terminal
CD2D	CREW DISPATCHER	Temporary	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	359PM		
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 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**

CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$41.699 HOURLY*		

***RATE OF JOB COVERED WITH \$26.629 MINIMUM**

APPLICATIONS 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 MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

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.

11/01/20 9:15

(TCU BULLETIN NO. 1662; page 1 of 1)

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
November 2, 2016

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

AWARD BULLETIN NO. 1661

POSITION AWARDED TO THE FOLLOWING:

Job No. 3 N. Cleary (effective 8/3/2016)

BULLETIN NO. 1662

We are currently considering candidates for appointment to the **PERMANENT** position of **HEAD CLERK – CENTRAL MANPOWER** in the Maintenance of Equipment Department.

Location: Hillside Maintenance Complex

Tour of Duty: Monday-Friday

Saturday/Sunday: 6:30 a.m. – 2:30 p.m.

Relief Days: **Saturday & Sunday**

Rate of Pay: \$40.508 hourly

Primary Duties:

- Candidates must have successfully completed the Central Manpower training program. Responsible for and must be knowledgeable of all contract agreements pertaining to payroll, sick leave, and Department Policy and must interact daily with the Benefits, Safety, Medical and Payroll Departments and inter-department personnel. This position is responsible to ensure:
- Responsible for the training and development of Central Manpower clerks.
- Division 2 weekly payroll is processed accurately for approximately 1,800 employees to ensure dates for absences are coded properly; punches are rounded correctly; meal allowances and double-time are paid correctly; payroll-related PLB awards are paid correctly; perform monthly random audit checks on payroll edits.
- Division 5 weekly payroll is processed accurately and must be knowledgeable of CTAMs Payroll System.
- Maintenance of vacation roster for all M/E employees; record and monitor all changes within the guidelines of the M/E Vacation Procedure, and proper notification to departments.
- All payroll records have been adjusted as a result of vacation overuse/underuse, keypunch error, miscoded time card, wage progressions, grievance and award settlements.
- All Military Leave employees are tracked against entitlement; track and keep records of Code 7; Jury Duty, Military Duty against CTAMs reports and time cards; ensure Hour of Service cards are submitted to guard the Company and employees against FRA liabilities.
- Proper locations for employee call-offs are notified and appropriate forms are submitted accurately and timely; ensure all Initial Accident Reports are completed and dispatched to all necessary locations; ensure all AR-20s are completed accurately and timely.
- Information service for all employees and inter/intra departments.
- And all tasks as assigned by Assistant Manager/Manager of Central Manpower.

All interested candidates should forward their resumes to A. M. Micheletti, Sr. Manager - M of E Manpower Resource Management, at HMC Mail Code 3012 no later than the close of business November 11, 2016. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

A. M. MICHELETTI
OFFICE OF M/E MANPOWER, HMC 3012

Posted 9:00 a.m.; November 2, 2016

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
November 2, 2016

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

BULLETIN NO. 1663

We are currently considering candidates for appointment to the **PERMANENT** Exception 4 position of **FLEET OPERATION SUPPORT CLERK** in the Maintenance of Equipment Department.

Location	Babylon Yard
Tour of Duty	7:30 a.m. – 3:30 p.m.
Relief Days	Saturday & Sunday
Rate of Pay	\$34.565 hourly
Primary Duties	<ul style="list-style-type: none">- Report to General Manager, Fleet Operations and support the administration requirements for more than 20 outlying points and supporting staff.- Provide timely and efficient flow of information and activity to the managers and employees.- Coordinate the Mechanical Safety Partnership Committee Meetings and accurately provide minutes, attendance and task lists.- Coordinate all HVAC Field Repairs, provide analysis and spreadsheets to Deputy General Manager, Master Mechanics and General Foremen.- Reconcile toilet invoices from contractors, identify cost discrepancies and prepare for authorization and approval.- Review daily Maximo and service reports including inspection/servicing, defects, FRA Establishment reports; identify operating trends and provide analysis weekly.- Establish, monitor and maintain Daily Toilet servicing activities from all yards utilizing Out of Service reports, Car Status Report Summary, Cars Successfully Serviced reports and identify discrepancies against control sheets and contractor data Maintain Fleet Cleaning Summary reports for all yards and stations; prepare monthly reports and spreadsheet; assist Law Department in investigations of facts for the presentation of claims requested for pending law suits.- Assist managers in the review of approximately 200+ overtime authorizations, daily manpower requirements and payroll controls; identify work order and department gang transfer discrepancies and provide analysis of payroll costs. Update daily Manpower Open Job Lists for craft employees and identify placements.- Assist local union representatives as it pertains to Corporate and departmental policies and procedures and be knowledgeable of governing collective bargaining agreements as it pertains to the coverage of positions and work rules.- Candidate must follow the confidentiality guidelines established by the Central Manpower Office.- All other clerical duties as assigned.
Qualifications	<ul style="list-style-type: none">- Must be a competent typist (25 wpm) and must possess the ability to take extensive meeting minutes and transcribe with detailed accuracy and perform all other administrative and clerical duties.- Must be proficient in inputting, formatting and processing summaries of data tabulations.- Must have knowledge of software packages, including Microsoft Word, Excel, etc. Must be able to assist in preparation of formal presentations.- Maximo proficiency is preferred.

All interested candidates should forward their resumes to A. M. Micheletti, Sr. Manager – M of E Manpower Resource Management, at HMC Mail code 3012 no later than the close of business November 11, 2016. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

A. M. MICHELETTI
OFFICE OF M/E MANPOWER, HMC 3012

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
November 2, 2016

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

BULLETIN NO. 1664

We are currently considering candidates for appointment to the **PERMANENT** Exception 4 position of **ADMINISTRATIVE SUPPORT CLERK** in the Maintenance of Equipment Department.

Location	Hillside Maintenance Complex
Tour of Duty	6:30 a.m. to 2:30 p.m.
Relief Days	Saturday & Sunday
Rate of Pay	\$37,340 hourly
Primary Duties	<ul style="list-style-type: none"> - Report to General Manager, Administration and Information Management. - Administer the distribution of cell phones and radios. Audit and review M of E users' usage, respective statements of usage, and ensure reimbursements. - Coordinate the maintenance and repairs of rolling doors, communicate with vendors, P&L and accounts payable and maintain database for tracking and charting of equipment expenditures. - Primary liaison with vendors for the M of E Department in the coordination of invoices and accounts payable issues. - Generate and coordinate PLS processes for requisitions, blanket orders and contractual agreements. - Coordinate and schedule MPA training requirements. - Arrange the disposition of vendor service contracts and monthly invoice reconciling, summary reports, including year-to-date and actual-to-budget comparisons. - Establish, monitor and maintain the Administration Operation Procedure (AOP) Manual to include all procedures developed based on Departmental and FRA guidelines. - Create all administration section reports and maintain, chart and distribute Monthly Force Account Report and all related reports - Monitor and ensure uninterrupted removal of refuse from all locations as required by contract and dictated operational activities. - Candidate must follow the confidentiality guidelines of the Central Manpower Office. - All other clerical duties and responsibilities as assigned.

Qualifications - Must be a competent typist (25 wpm) and must possess the ability to take extensive meeting minutes and transcribe with detailed accuracy. Must be proficient in inputting, formatting and processing summaries of data tabulations. Must have knowledge of software packages, including word processing. Must be able to assist in preparation of formal presentations. Familiarity with third-party contractor/vendor/consultant contract administration, and have general knowledge of activities involved in engineering design and Capital construction projects is also preferred.

All interested candidates should forward their resumes to A. M. Micheletti, Sr. Manager – M of E Manpower Resource Management, at HMC Mail code 3012 no later than the close of business November 11, 2016. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

A. M. MICHELETTI
OFFICE OF M/E MANPOWER, HMC 3012

(TCU BULLETIN NO. 1665; page 1 of 1)

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
November 2, 2016

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

BULLETIN NO. 1665

We are currently considering candidates for appointment to the **PERMANENT** Exception 4 position of **CHIEF ADMINISTRATIVE SUPPORT CLERK** in the Maintenance of Equipment Department.

Location	Hillside Maintenance Complex
Tour of Duty	6:30 a.m. to 2:30 p.m.
Relief Days	Saturday & Sunday
Rate of Pay	\$40.508 hourly
Primary Duties	<ul style="list-style-type: none">- This position has a dual-reporting responsibility in that it supports the Chief Mechanical Officer in departmental administrative issues and provides direct assistance to the General Managers, both senior management positions.- Provide timely and efficient flow of information and activity to the managers and employees within the department and all other operating departments as required.- Assist the Chief Mechanical Officer in instituting and ensuring all MofE, LIRR and MTA policies and procedures are followed.- Provide direct supervision and guidance to the department's secretarial support and clerical staff, including, but not limited to, covering positions, administrative processes and workforce development.- Perform specific assignments as directed by the Chief Mechanical Officer and the General Managers, including, but not limited to, the coordination of parking passes, vehicle requests, signature approval tracking, safety statistics and all departmental and Corporate projects.- Coordinate and work closely with CMO's direct reports in matters of concern to the Maintenance of Equipment Department which may not require the personal attention of the CMO.- Coordinate the handling of Performance reviews, tuition assistance applications, travel requests, Winter Storm Operating Procedures/Service Disruptions, Emergency Lodging, Dual Employment Applications, departmental requisitions and other administrative tasks under the guidance of the CMO.- Assist the staff investigating, formulating and responding in matters of concern to the MofE Department, LIRR and/or MTA.- Schedule and coordinate with training department all MECC classes for supervisory and management staff as well as ensuring all mandated requirements are met.- All other duties and responsibilities as assigned by the CMO and General Managers.
Qualifications	<ul style="list-style-type: none">- Must be a competent (25 wpm) typist and must possess well-developed organizational skills and the ability to schedule work activities in a multi-craft diverse work environment.- Must be able to coordinate meetings and take extensive meeting minutes, transcribe with detailed accuracy- Extensive capabilities and knowledge of Microsoft Suite; must be able to assist in preparation of formal presentations, and be proficient in inputting, formatting and processing summaries of data tabulations.- Knowledge of Maintenance of Equipment Department policy and procedures is preferred.- Familiarity with third-party contractor/vendor/consultant contract administration, and general knowledge of activities involved in engineering design and Capital construction projects is also preferred.

All interested candidates should forward their resumes to A. M. Micheletti, Sr. Manager – M of E Manpower Resource Management, at HMC Mail code 3012 no later than the close of business November 11, 2016. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

A. M. MICHELETTI
OFFICE OF M/E MANPOWER, HMC 3012

Posted 9:00 AM; November 2, 2016

**STATIONS DEPARTMENT
NOTICE NO. 2016-36**



James Compton

Date: October 24, 2016
To: Ticket Agents and Ticket Clerks
From: James Compton, Chief Stations Officer
Subject: **Processing OBTIMs and Duplex Cash Reports and OBTIMs Stock**

OBTIMs Stock Reminder – The new OBTIMs printers utilize a smaller roll of stock than the stock you may have in inventory. If you need additional stock, please contact Neal Greenberg.

OBTIMs Processing - The OBTIMs rollout has begun and within the next year each Trainman will be issued an OBTIM device for on board ticket sales. There will be a transition period where some Trainmen will be using the OBTIM, and if they have any issues with their device, some may use a combination of both. The Stations Department is responsible for the proper processing of OBTIM and traditional Cash Reports and the distribution of tickets and cash reports turned in. The current white cash report envelope will be replaced by a two sided, color coded envelope in the near future. One side will be used for OBTIMs and one side for Duplex sales.

Please use the following procedures for processing OBTIMs Cash Reports:

1. **OBTIMs - No Voids, No Cash and No ADLs.**
 - a. If Trainmen submits EOT with White Cash Report Envelope
 - i. Process in "Quick Mode"
 - b. If Trainmen submits Envelope with NO EOT - just accept Envelope.
 - i. No processing
2. **OBTIMs - No Cash but with ADLs or Voids Remitted.**
 - a. Trainmen should submit EOT with White Cash Report Envelope
 - i. Process in "Quick Mode"
3. **OBTIMs - Cash remitted**
 - a. Trainmen should submit EOT with White Cash Report Envelope
 - i. Process in "Quick Mode"
4. **OBTIMs – Cash Sales and CF9 sales**
 - a. OBTIMs sales will be submitted with an EOT and a White Cash Report Envelope
 - i. Process in "Quick Mode"
 - b. CF9 sales will be submitted with a White Cash Report form
 - i. Full processing required

****Note: Duplex and ADL6009 are not to be included in the Remittance envelope. They must be processed using existing procedures.***

5. CF9 (Duplex Sales) – Cash Sales

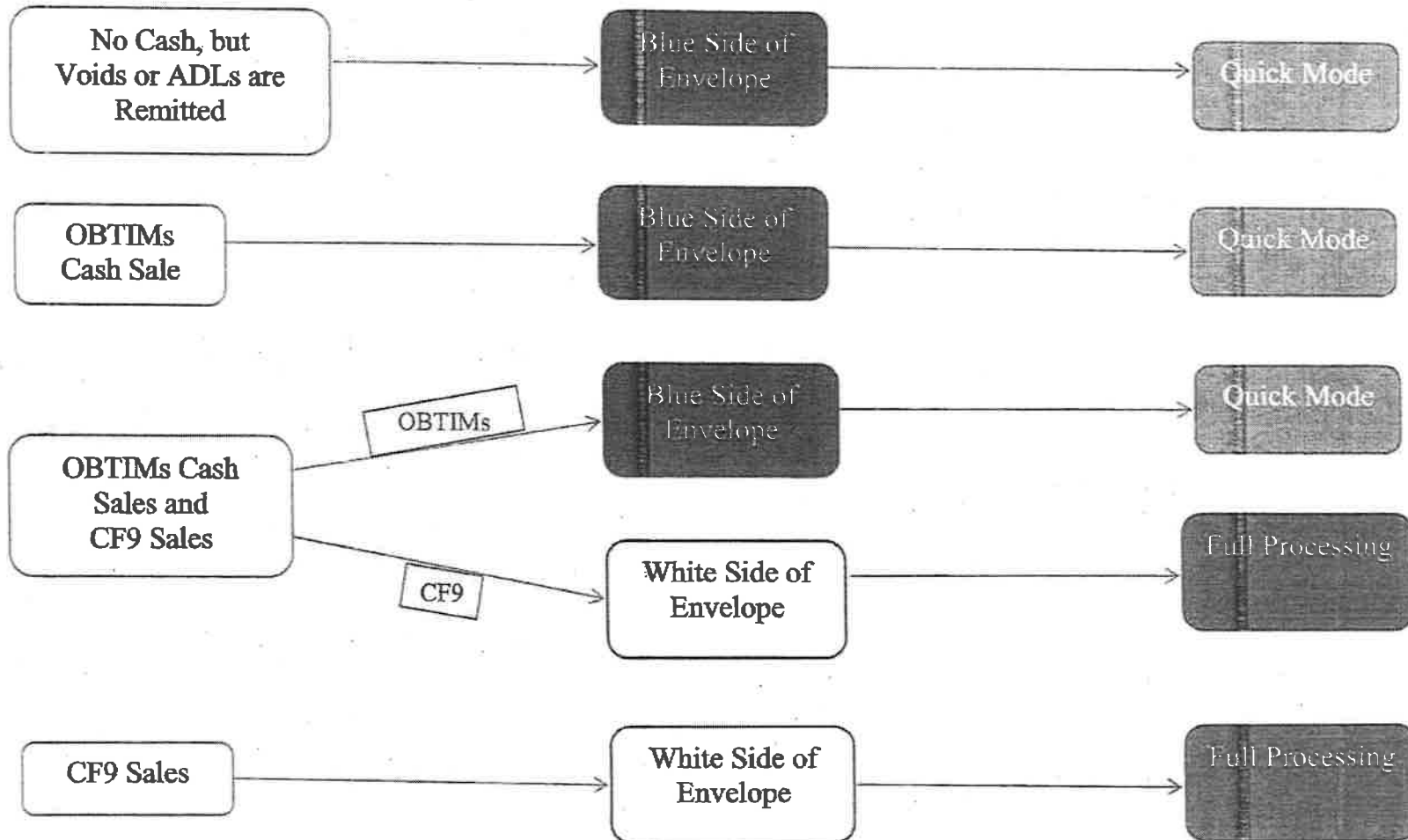
- a. CF9 sales will be submitted with a White Cash Report form
 - i. Full processing required

Use the attached flow chart as a guide for processing Cash Reports

If you require additional assistance please contact your Manager or Melissa Shiu in Train Revenue and Compliance at 718-558-3676.

Flow Chart for OBTIMs Processing

In the near future a new two sided envelope will be released
One side for OBTIMs and One side for Duplex



STIMs and OBTIMs FAQs:

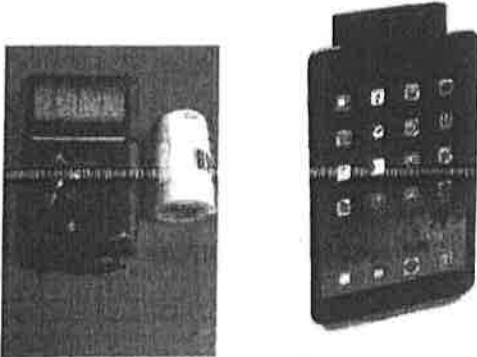
What Is a STIM?

A STIM (Station Ticket Issuing Machine) is a mini iPad with a credit card reader and a Bluetooth printer, used by Stations Dept. employees to sell one way tickets during certain special events and to assist with ticket selling during high volume sales, such as Friday afternoons in Penn Station. It can be used during power and network outages at stations. It will also have many useful apps, including, Station inspections. Lost & Found and Fire Extinguisher inspections. Other apps may be developed in the future to assist in Station Dept. Operations.

When will my station have one?

We will be deploying STIMs at all Agencies in the beginning of November. By the end of 2017, all ticket offices should have the devices.

STIM Device and Printer



What Is an OBTIM?

An OBTIM, (On Board Ticket Issuing Machine), is an iPhone mounted in a case with a credit card reader, and connected to a Bluetooth printer. By the summer of 2017, all Trainmen will be issued and using this device to sell on board tickets. It gives the Trainmen the ability to accept Credit cards for payment, and except for emergencies will replace the current use of Duplex stock for ticket sales. The OBTIM will eventually be used to scan and validate Mobile tickets as well.

OBTIM Device and Printer





Long Island Rail Road

**STATIONS DEPARTMENT
OFFICE of CHIEF STATIONS OFFICER
NOTICE NO. 2016-37**

TO: All Ticket Agents, Tickets Clerks, Station Appearance Maintainers
DATE: 10/24/2016
FROM: James Compton, Chief Stations Officer
SUBJECT: 2017 Vacation Selections

Attached is the 2017 Vacation Request Form that you must use to make your vacation selections. Please follow the procedures below to submit your 2017 vacation picks:

A. Complete Entire Heading:

1. Enter your name, employee number, craft and TCU seniority date.
2. Vacation allowance is based on years of LIRR service; not your TCU seniority date. These dates may not necessarily be the same. You must use your LIRR service date to accurately determine your 2017 vacation entitlement.
3. Using the following table, determine your 2017 vacation allowance and enter the number of weeks or days.

YEARS OF QUALIFYING SERVICE

VACATION ALLOWANCE

15 Years and over
10 Years, but less than 15 Years
5 Years, but less than 10 Years
1 Year, but less than 5 Years
Less than 1 Year

5 Weeks
4 Weeks
3 Weeks
2 Weeks
Up to 10 days (one day per month granted for each month you worked more than 15 days)

*Please note you must have 100 compensated days the previous year in order to receive your full vacation entitlement for 2017.

Under the existing TCU Agreement, if you have three years of service, you are entitled to one extra vacation day for your birthday. Enter whether you are entitled to the birthday vacation day.

4. If you are entitled to 5 weeks vacation, you are eligible to use one week (5 days) of your entitlement as individual days. When filling out the attached vacation request form, indicate that you are entitled to 5 weeks vacation, but are only scheduling 4 weeks. If you schedule 5 weeks on the request form, you will not be entitled to utilize a week in days. Please indicate in the space provided if that is your intention. If you elect to use a week in days and make any or all individual vacation day selections to use with your week - long vacation selections, seniority will still prevail in those selections. Employees

who do not desire to pre-pick individual vacation days with their full - week vacation picks will be permitted to select them on a first come first served basis up to thirty (30) calendar days in advance. Requests for single vacation days must be made to the crew office at least twenty-four (24) hours prior to the day being requested. Single vacation day requests can be made no later than **November 30th** and must be taken by the end of the calendar year.

B. Entering Single and Full-Week Vacation Choices:

1. There are two separate vacation request forms. One for picking full vacation weeks and the other to pick single vacation days. Please be sure to utilize the correct request form.
2. Vacation weeks begin on Monday and are numbered accordingly. In addition, the legal holidays observed by the LIRR are listed and shaded on the calendar. Your vacation will begin on the **first workday following your second relief day.**
3. Picking your weeks and picking your days (if you are entitled to individual days):

- a. You may select up to 15 combinations of vacation weeks. Each selection should be listed **going across** in the space provided. Your first choice of combinations should be listed first; your second choice of combinations on the second line, etc.

Note: If you are entitled to 3 weeks vacation, you would list the 3 weeks that you wish to have off on the first choice line going across. On the second choice line, you would list your second choice for the three weeks you wish to have off. (See examples on the attached vacation pick schedule). Your vacation choices will be reviewed in order. Your first available choice will be awarded or, if none of your choices is available, your vacation will be assigned.

- b. Choose up to 15 single days (5 will be awarded) - Indicate the actual day you are choosing **NOT** the week number. This is only for employees who are entitled to 5 weeks' vacation.
4. If you are entitled to the birthday vacation day, review each of your choices and select the week you would prefer to take that day. Place the letter **A** or **B** next to each chosen week number.

B DAY = first working day BEFORE vacation week A DAY = first working day AFTER vacation week

5. Enter the season you would prefer if none of your choices were available.
6. Sign the completed form and forward it to the Stations Dept. Crew Office, Jamaica Station, Mail Code 1105, no later than **11/11/2016**. If your form is not submitted by this date, your vacation will be assigned.

If you have any questions, please feel free to contact John Dunne at jdunne@lirr.org or by phone at (347) 494-6071.

"All employees are reminded to be watchful for suspicious activity, behavior and packages."

Stations Department 2017 Single Vacation Day Request Form

(Please Print Clearly)

Name
Employee Number

Please check one:

	Ticket	Station	Customer
	Clerk	Appearance	Service
	Maintainer	Ambassador	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TCU Seniority Date
Date of Service for Vacation Allowance
Number of Weeks Claimed
Birthday Vacation Day Allowance Claimed (Yes/No)
Station Appearance Maintainer Entitled to 5 weeks vacation selecting to take a week of vacation in days (Yes/No)

Office Use Only	
Week	A/B

Vacation DAY Selections

Choice

D
A
Y
S

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Example

1st Choice	6/5/2017
2nd Choice	8/7/2017

Enter the date you want to use one of your vacation days. You have 15 choices.

Please do NOT enter the week number, just the actual date you are requesting.

Prepared By (Signature)
Date Prepared

RETURN TO:
Stations Department
Jamaica Station
Mail Code 1105

Customer Services Department

Vacation Weeks Calendar

2017

JANUARY

WK	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

FEBRUARY

WK	M	T	W	T	F	S	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

MARCH

WK	M	T	W	T	F	S	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

APRIL

WK	M	T	W	T	F	S	S
13						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

MAY

WK	M	T	W	T	F	S	S
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

JUNE

WK	M	T	W	T	F	S	S
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

Holidays Provided by Agreement

New Years Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Election Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

January 2nd
January 16th
February 20th
April 14th
May 29th
July 4th
September 4th
October 9th
November 7th
November 23rd
November 24th
December 25th

JULY

WK	M	T	W	T	F	S	S
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

AUGUST

WK	M	T	W	T	F	S	S
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

SEPTEMBER

WK	M	T	W	T	F	S	S
36					1	2	3
37	4	5	6	7	8	9	10
38	11	12	13	14	15	16	17
39	18	19	20	21	22	23	24
40	25	26	27	28	29	30	

OCTOBER

WK	M	T	W	T	F	S	S
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

NOVEMBER

WK	M	T	W	T	F	S	S
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

DECEMBER

WK	M	T	W	T	F	S	S
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31