



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

April 5, 2017

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>
01-17	Secretary	P. Riehm	March 29, 2017

Melissa Newell
Assistant to the Chief Transportation Officer

POSTED: 9:00 AM
April 5, 2017

THE LONG ISLAND RAIL ROAD COMPANY
OFFICE OF THE CONTROLLER
BULLETIN No. 2650

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 14, 2017. 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 ext. 8012 or sent via inter-office mail to MC:1421.

Position: RIC-9 Clerk **Permanent**

Location: Monday, Thursday & Friday
Jamaica, NY

Tuesday & Wednesday
Hillside Support Facility

Tour of Duty: 7:30 am – 3:30 pm

Rest Days: Saturday and Sunday

Rate of Pay: \$34.968 hourly (includes .25 skill differential)

PRIMARY DUTIES: Document receipt of all ticket stock delivered to HSF from the Ticket Selling Machine (TSM) locations. Empty ticket magazines and record ticket stock serial numbers for all ticket types into TSM workstation. Notify analyst of any irreconcilable ticket discrepancies. Destroy all ticket stock as instructed by RIC supervision. Retrieve and transport items for shredding from RIC main office as requested by RIC personnel.

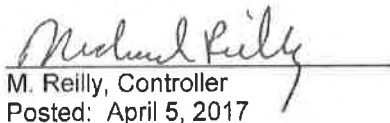
Maintain inventory records of short-term storage items. Audit trainmen cash reports and cash fare duplex tickets. Issue correction notices and maintain related files and records. Maintain trainman duplex, service punch, and performance records. Provide and maintain service punch inventory control. Prepare cash reports and duplex invoices for storage and handling. Maintain remittance control records. Must have a full understanding of passenger trainmen crewboards. Must be capable of utilizing and maintaining the "Central Support System" (CSS). Preparation, typing and filing of monthly and daily records, reports and correspondence. Must be competent in the use of a printing calculator/adding machine. Must be capable of lifting and sorting boxes of various documents and service punches on a daily basis. Must have a thorough understanding of the Manual of Instructions to Passenger Trainmen. Must be able to communicate clearly, courteously and professionally with customers, trainmen and representatives of various Railroad departments concerning complaints and inquiries. Must possess the ability to exercise good judgement and to efficiently perform related and assigned duties.

Working knowledge and experience in MS Word, Excel, Outlook and mail merge.

Must qualify in keyboard skills (25 wpm). Prepare boxes (approx. 30 pounds) to be sent to an offsite storage facility.

Other related duties.

NOTE: "Bid withdrawals can only be accepted by calling us at ext. 8044 before the bulletin closes".


M. Reilly, Controller
Posted: April 5, 2017

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN NO. 2648

POSITION: Ticket Refund Clerk - Permanent

LOCATION: Jamaica, NY

AWARDED TO: Annette Lockett

EFFECTIVE: March 29, 2017


Michael Reilly
Controller

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN NO. 2649

POSITION: RIC – 8 Clerk - Permanent

LOCATION: Jamaica, NY

AWARDED TO: Thomas O'Connor

EFFECTIVE: March 29, 2017


Michael Reilly
Controller

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

April 5, 2017

**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 2473	Warehouse Person Temporary (S. Giuliano)	WITHDRAWN	

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

POSTED: 9:00 AM
April 5, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2474

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

Resumes for the following position in the organization of Procurement & Logistics will be accepted by the Officer named below until the close of business on **Friday, April 14, 2017**. Resumes can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stockman Exception 4 – Permanent
LOCATION: Hillside Support Facility
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$37.478 per hour

DUTIES: Must be proficient in WMS, Maximo, LIMS (PLS) & Core Peoplesoft operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Must have complete working knowledge of the Long Island Rail Road accounting and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department Shipping and Receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications. Must be familiar with all Stores Safety Policies. Must have basic knowledge of TCU rules and agreements.

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 5, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2475

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 14, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
April 5, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2476

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 14, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
April 5, 2017

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

April 5, 2017

BULLETIN NO. SD-07-2017

This bulletin will close **at 5:00 PM on Friday, April 14, 2017**. 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	Ticket Clerk (C992)
Location:		Fri/Sun: Bethpage TSM Saturday: Hillside TSM Monday: Wantagh Tuesday: Woodside
Tour of Duty:		Fri/Mon/Tues: 6:00 AM – 2:00 PM Saturday: 11:00 AM – 7:00 PM Sunday: 10:30 AM – 6:30 PM
Rate of Pay:		Friday: \$34.853 Sat/Sun: \$38.464 Monday: \$33.177 Tuesday: \$32.380
Rest Days:		Wednesday/Thursday

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.

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: 8

Permanent

Station Appearance Maintainer (SSM7)

Location:

Ronkonkoma/Hicksville

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:

Friday/Saturday

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: 9

Permanent

Station Appearance Maintainer (ARCH100)

Location:

Thurs/Fri: Arch St. Facility
Sat/Sun: Northport
Monday: Freeport

Tour of Duty:

Thurs/Fri: 6:00 AM – 2:00 PM
Sat/Sun: 7:00 AM – 3:00 PM
Monday: 5:00 AM – 1:00 PM

Rate of Pay:

Thurs/Fri/Mon: \$28.763
Sat/Sun: \$29.647

Rest Days:

Tuesday/Wednesday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with company property. Routine work includes the operation of mechanical cleaning equipment. 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.

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.

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.

AWARDS TO BULLETIN SD-06-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C703	C. Farley	3/29/17
POSITION NO. 2	Permanent C602	G. Winberry	3/29/17
POSITION NO. 3	Permanent C926	M. Smith	3/29/17
POSITION NO. 4	Temporary C822	Withdrawn	
POSITION NO. 5	Permanent JAM133	V. Giannitelli-Perez	3/29/17
POSITION NO. 6	Permanent H562	K. Carter	4/3/17
POSITION NO. 7	Temporary RSC3	D. DiNapoli (A)	3/29/17
POSITION NO. 8	Temporary HC581	S. Giuliano	4/5/17
POSITION NO. 9	Permanent WSY101	S. Brisco	3/29/17
POSITION NO. 10	Permanent WSY102	Re-Advertised	
POSITION NO. 11	Permanent WSY900	Re-Advertised	
POSITION NO. 12	Temporary RSC4	Withdrawn	
POSITION NO. 13	Permanent P202	T. D'Angelis	3/29/17

John Dunne, Manager
Station Services Support

Posted: April 5, 2017

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

April 5, 2017

TO ALL CLERICAL EMPLOYEES:

Resumes for the following PERMANENT position in the Lost and Found Office are being accepted via email by Theresa Dorsey at tdorsey@lirr.org. In the subject line include your name, IBM# and "resume." This bulletin will close **at 5:00 PM on Friday, April 14, 2017.**

POSITION: Asset Disposition Clerk (Exception 4) (Permanent)
LOCATION: LIRR Penn Station Lost and Found Office
RATE OF PAY: \$36.296 per hour
TOUR OF DUTY: 12:00 PM - 8:00 PM
RELIEF DAYS: Saturday and Sunday

Summary:

Responsible for the disposition of items in the possession of the Lost & Found Department through various methods. Responsible for processing field manifests and entering those items into the Lost & Found database with complete accurate descriptions. Process and maintain the physical inventory of the Lost & Found office in a neat and organized manner and properly account for disposition. Responsible for running and completing reports to identify potential owners as well as retention limits of items in inventory. Must be proficient in all the Lost & Found clerk responsibilities. Must possess and maintain a customer service, customer friendly attitude to help individuals who may be stressed, anxious and upset about losing their property.

Responsibilities:

Include but are not limited to:

- Able to work unsupervised and able to meet quotas involving the number of items entered into or removed from the Lost & Found database.
- Must be able to work unsupervised and complete reporting tasks.
- Must possess strong organizational skills and be detail oriented.
- Must check manifests and shipments of lost items sent from outlying stations and drop boxes when they arrive at Penn Station's Lost & Found office to be sure the manifests accurately describe the contents.
- Must be able to prepare monthly and weekly lists of items that were found, returned and disposed.
- Able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable.
- Able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as the customer side of the process (item inquiry).
- Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items.
- Must understand basic LIRR train movement to assist in locating items left on trains or retrieved in train yards.
- Perform excellent customer service when handling inquiries at the window or on the phone.
- Upon completion of training must exhibit a knowledge of NYS Property Laws as they pertain to Item Retention Periods, Disposition, rules governing Finders, and an understanding of the Lost & Found Corporate Policy & Procedure.
- Must be aware of and be able to populate all reports of the Lost & Found Department.

Asset Disposition Clerk Continued

Responsibilities:

- Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations.
- Must be able to work at a computer for extended periods of time
- Work as directed by the LIRR Stations Department management team.

Qualifications:

- Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills.
- Knowledge and proficiency with personal computers, I-pads, and I-Phones.
- Even-tempered personality with an ability to maintain a helpful, calm customer service demeanor during face-to-face interactions, as well as on the phone and in emails.
- Must possess a high degree of Professionalism and Integrity
- Able to lift 50 pounds and to step up on train ladders to board train cars in the yard.
- Must be a Qualified Ticket Seller.
- Experience with all Microsoft Applications is preferred.

**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 Clerk** in the Stations Department. Please forward resumes to **Tim Hughes, Director Ticket Selling and Technology** via email to thughes@lirr.org by 5:00 PM on April 14, 2017. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

Position No: 12	Temporary	Seasonal Hamptons Reserve Clerk (Exception 4)
Location:		Hillside 4th Floor, ATS Office
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$38.438
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. Ensure that all revenue is collected correctly from the reservation of seats on the Hamptons Reserve cars weekly.

Duties and responsibilities will include but are not limited to:

- 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. Reconcile TOM sales with credit card charges daily.
- Check to ensure seating charts are correct in the database system, make sure reservations are not being duplicated.
- 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.
- 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.
- Run weekly seating reports for hostesses to check in customers on the Hampton Reserve Cars.
- 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.

Seasonal Hamptons Reserve Clerk Cont.

- 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).
 - Ensure all office work is correct, accurate and completed on time.
 - 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.
 - Take on the responsibility of maintaining the waiting list and contacting customers if they are eligible to get a reservation.
 - Open a TOM tour daily and print tickets correctly, record totals on reservation sheets, and resolve any TOM problems or issues.
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**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 **Tim Hughes, Director Ticket Selling and Technology** via email to thughes@lirr.org by 5:00 PM on April 14, 2017. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

POSITION No. 11:	Temporary	Seasonal Hamptons Reserve Supervisor (Exception 4 position represented by TCU)
LOCATION:		Hillside 4 th 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.

Seasonal Hamptons Reserve Supervisor Cont.

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.
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LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW7-31

Bulletin Seq: 76

Bulletin Description: C/D BULLETIN 7-31

Open: 04/05/2017 00:01

Close: 04/14/2017 17:00

Effective: 04/19/2017 00:01

Posted: 04/05/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4101	CREW DISP. TRNEE	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$28.808/\$35.121 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

APPLICANTS MAY BE SUBJECT TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$35.121 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$41.699

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$41.699 HOURLY*	

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.

04/04/20 11:20

GROUP A

POSITION TEMPORARY

LOCATION

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK – CENTRAL MANPOWER TRAINEE (S)

M OF E CENTRAL MANPOWER OFFICE

VARIOUS

VARIOUS

\$27.154 PER HOUR

\$35.801 per hour, after successful completion of training.

To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays.

Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.
5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.

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6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 451

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development & Administration, Mail Code 3146 or emailed to: smnutzu@lirr.org **until 5:00 PM on Friday April 14, 2017.**

POSITION: Payroll Information Clerk (Appointed)
(PERMANENT)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$34.5653

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 5, 2017

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 452

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Christopher Calvagna
Chief Engineer

POSTED: April 5, 2017