



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2513**

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, August 25, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Mathiesen) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$33.667 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
August 16, 2017

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

August 16, 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 2510	Warehouse Person Temporary (K. Holland)	Andrea Thompson	8/16/17
P&L 2511	Stores Truck Driver Temporary (J. Mathiesen)	WITHDRAWN	
P&L 2512	Assistant Warehouse Person Permanent (S. Eckert)	Joseph Macedonia	8/16/17

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

POSTED: 9:00 AM
August 16, 2017

LONG ISLAND RAIL ROAD

Bulletin 26-2017

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, August, 25 2017 at 5:00 PM.

POSITION: CSR - 103 (Permanent)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 33.868

TOUR OF DUTY: 8:30 AM – 4:30 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 August 16, 2017

LONG ISLAND RAIL ROAD
BULLETIN NO. 27-2017

Resumes are being accepted for the APPOINTED position of Customer Service Supervisor. Please submit resumes to Gabrielle Aulicino, Manager Customer Service Center, Mail Code 3140, by Friday August 25, 2017 at 5:00PM.

POSITION: Customer Service Supervisor CSS-102 (Appointed) **LOCATION:** Customer Service Center (HSF)
TOUR OF DUTY: 2:00 PM – 10:00 PM **RELIEF DAYS:** Wednesday/Thursday
RATE OF PAY: \$40.357 per hour

JOB SUMMARY:

Responsible to ensure all Customer Service Representatives provide superior customer service to the public regarding all Long Island Rail Road travel and ticket services.

DUTIES OF CSC SUPERVISOR:

- Supervise and monitor performance of the Customer Service Representatives and the Call Center, utilizing available systems.
- Responsible to consult with Call Center Manager on all matters related to the efficient operation of the Center.
- Responsible to maintain payroll records. Perform payroll verification & use CTAMS system.
- Responsible to maintain various records of calls received regarding elevator/escalator condition and record and post up-front messaging during service disruptions and/or as required.
- Responsible to handle customer escalations and issues as needed. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Responsible to administer training to staff regarding track, train, or policy events.
- Maintains continuous contact with the Public Information Office (PIO) and if necessary the Movement Bureau in order to ensure information that is disseminated is accurate and up to date.
- Responsible to answer telephone inquiries from the public, 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 procedures for all MTA Agencies. 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 handling majority of calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate).
- 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.
- CSR will be required to document 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 calls, and record information, about problems, complaints, commendations, and other matters.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- 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:

- Must have full understanding of passenger station work and train operations. Must have ability to determine what impact late trains may have on the Call Center and the Long Island Rail Road.
- Must possess superior supervisory skills.
- Must have ability to administer and train staff on various policies, procedures and programs.
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must have excellent administrative skills with ability to maintain records.
- 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 have ability 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. Be able to execute all features associated with the automated and manual systems employed. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter with a customer.
- Must have ability to understand all alarms and visual displays.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Posted August 16, 2017

THE LONG ISLAND RAIL ROAD
OFFICE OF THE VICE PRESIDENT
MARKET DEVELOPMENT & PUBLIC AFFAIRS

Notice of Awards

*Bulletin No. 25-2017, CSR 904 (Appointed), has been
awarded to C. Sakowski
Effective 08/11/2017.*

Gabrielle Aulicino, Manager
Customer Service Center
HSF - #3140

POSTED: August 16, 2017

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

August 16, 2017

AGENT'S BULLETIN NO. SD-07-2017

This bulletin will close **at 5:00 PM on Friday, August 25, 2017**. It will be open to Agents and Assistant Agents. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Theresa Dorsey, Jamaica, Dept. 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by call Crew before the bulletin closes.**

Position No: 1	Permanent	Agent (A105)
Location:		Penn Station TSM
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$44.627
Rest Days:		Tuesday/Wednesday

Position No: 2	Permanent	Agent (A312)
Location:		Bethpage TSM
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$44.627
Rest Days:		Thursday/Friday

Position No: 3	Permanent	Agent (A982)
Location:		Bethpage TSM
Tour of Duty:		Monday: 5:00 AM – 2:00 PM Thurs/Fri: 8:00 AM – 4:00 PM Sat/Sun: 10:30 AM – 6:30 PM
Rate of Pay:		\$44.627
Rest Days:		Tuesday/Wednesday

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

August 16, 2017

BULLETIN NO. SD-16-2017

This bulletin will close **at 5:00 PM on Friday, August 25, 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 Theresa Dorsey, Jamaica, Department 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.**

Position No: 1	Permanent	Ticket Clerk (C970)
Location:		Sat/Sun/Tues/Wed: Hicksville Monday: Lynbrook
Tour of Duty:		Sat/Sun: 6:00 AM – 2:00 PM Monday: 5:30 AM – 2:00 PM Tues/Wed: 1:15 PM – 9:15 PM
Rate of Pay:		Sat/Sun/Tues/Wed: \$35.10 Monday: \$33.056
Rest Days:		Thursday/Friday

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

Position No: 2	Permanent	Ticket/TSM 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: \$35.725 Sat/Sun: \$39.426 Monday: \$34.006 Tuesday: \$33.19
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. 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. 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: 3	Temporary	Station Appearance Maintainer (JAM121)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$29.483
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. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

Position No: 7 Temporary Station Appearance Maintainer (JAM116)
Location: Jamaica
Tour of Duty: 4:00 PM – 12:00 AM
Rate of Pay: \$29.483
Rest Days: Saturday/Sunday
Primary Duties: Same as Position No. 3

Position No: 8 Permanent Station Appearance Maintainer (JAM122)
Location: Jamaica
Tour of Duty: 4:00 PM – 12:00 AM
Rate of Pay: \$29.483
Rest Days: Tuesday/Wednesday
Primary Duties: Same as Position No. 3

Position No: 9 Temporary Station Appearance Maintainer (RSC4)
Location: Atlantic Terminal
Tour of Duty: Thurs/Fri: 6:00 AM – 2:00 PM
 Saturday: 2:30 PM – 10:30 PM
 Sun/Mon: 9:30 PM – 5:30 AM
Rate of Pay: Thurs/Fri: \$33.675
 Sat/Sun/Mon: \$29.483
Rest Days: Tuesday/Wednesday

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

Position No: 10 Permanent Station Appearance Maintainer (HMC120)
Location: Hillside
Tour of Duty: 7:30 AM – 3:30 PM
Rate of Pay: \$29.483
Rest Days: Saturday/Sunday
Primary Duties: Same as Position No. 3

Position No: 11 Temporary Station Appearance Maintainer (SV-01)
Location: Patchogue
Tour of Duty: 5:00 AM – 1:00 PM
Rate of Pay: \$30.388
Rest Days: Wednesday/Thursday
Primary Duties: Same as Position No. 4

Position No: 12 Permanent Mail & Ride Clerk (P201)
Location: Jamaica
Tour of Duty: 7:30 AM – 3:30 PM
Rate of Pay: \$35.181
Rest Days: Saturday/Sunday

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

Position No: 13 Permanent Mail & Ride Clerk (P206)

Location: Jamaica

Tour of Duty: 9:15 AM – 5:15 PM

Rate of Pay: \$35.181

Rest Days: Saturday/Sunday

Primary Duties: Must be a competent 25 wpm typist and be familiar with Microsoft Word software on a personal computer. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters. Must receive deliveries from the Loading Dock/Receiving Office, arranging for transfer of deliveries to Mail & Ride storage areas and must perform monthly inventories of Mail & Ride supplies. Must be able to perform all other Mail & Ride related Duties. Must be familiar with collection procedures for the sole purpose of collection of Long Island Rail Road past accounts.

Position No: 14 Permanent Mail & Ride Clerk (P208)

Location: Jamaica

Tour of Duty: 9:15 AM – 5:15 PM

Rate of Pay: \$35.181

Rest Days: Saturday/Sunday

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

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

ADDITION

August 16, 2017

BULLETIN NO. SD-16-2017

This bulletin will close **at 5:00 PM on Friday, August 25, 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 Theresa Dorsey, 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: 17	Temporary	Station Appearance Maintainer (H532)
Location:		Babylon Yard/Divide/Ronkonkoma Yard
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$30.522
Rest Days:		Saturday/Sunday

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

Theresa Dorsey, Director
Station Services Support

Posted: August 16, 2017

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

ADDITION

August 16, 2017

BULLETIN NO. SD-16-2017

This bulletin will close **at 5:00 PM on Friday, August 25, 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 Theresa Dorsey, 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: 18	Temporary	Chief/Station Appearance Maintainer (HMC112)
Location:		Hillside
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		Mon/Tues: \$33.675 Wed/Thurs/Fri: \$29.483
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.

Theresa Dorsey, Director

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

NOTICE OF CORRECTION

BULLETIN NO. SD-16-2017

August 16, 2017

This bulletin will close **at 5:00 PM on Friday, August 25, 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 Theresa Dorsey, 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: 11	Temporary	Station Appearance Maintainer (SV-01)
Location:	<u>UPDATED</u>	Ronkonkoma Yard
Tour of Duty:		5:00 AM – 1:00 PM
Rate of Pay:		\$30.388
Rest Days:		Wednesday/Thursday

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.

Theresa Dorsey, Director
Station Services Support

Posted: August 16, 2017

Special Duty Traveling Foreman cont.

- Through direction from the Safety Manager, help to oversee all Job Task Hazard Assessments required by the Safety Dept. to ensure that SAMs and foremen are following newly established department standards.
- Support the LBLM's plan for all weed spraying and landscape projects within the department keeping in mind ease of maintainability and sustainability.
- Working with the LBLM and the Branch Line Managers establish standards for all equipment maintenance, perform "fingertip repairs" as required. Winterization knowledge for cleaning and snow equipment needed. Maintain inventory of frequently used parts. Work with all Traveling Foremen accordingly.

QUALIFICATIONS:

- Must have been a Traveling (Cleaning) Foreman in the Stations Dept.

PREFERRED QUALIFICATIONS:

- PC proficiency utilizing Microsoft Word, Excel, and Outlook.

AWARDS TO AGENT'S BULLETIN SD-06-2017

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A200	M. Congimi	Pending
POSITION NO. 2	Permanent A984	M. Arasa	8/16/17
POSITION NO. 3	Permanent A102	R. Rampersad	8/16/17

AWARDS TO BULLETIN SD-15-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C127	Withdrawn	
POSITION NO. 2	Permanent AMB	Withdrawn	
POSITION NO. 3	Permanent AMB	Withdrawn	
POSITION NO. 4	Temporary ATL105	Withdrawn	
POSITION NO. 5	Temporary ATL101	J. Scano (A)	8/16/17
POSITION NO. 6	Temporary JAM121	Re-Advertised	
POSITION NO. 7	Temporary V487	Withdrawn	
POSITION NO. 8	Permanent JAM122	Re-Advertised	
POSITION NO. 9	Permanent V902	K. Dick (A)	8/16/17
POSITION NO. 10	Permanent HC531	Withdrawn	
POSITION NO. 11	Temporary SV-01	C. Cagnina	8/16/17
POSITION NO. 12	Temporary ATL102	Re-Advertised	
POSITION NO. 13	Permanent V466	C. Supper	8/23/17
POSITION NO. 14	Temporary HMC113	N. Sangen	8/16/17

Theresa Dorsey, Director
Station Services Support

Posted: August 16, 2017

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

Bulletin ID: USBUL1-55 **Sequence:** 15

Description: USHER BULLETIN 1/55

Open: 08/02/2017 00:01 **Close:** 08/11/2017 17:00 **Effective:** 08/16/2017 00:01 **Posted:** 08/02/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
LX0010	USHERS	Temporary	LIRR-Extra List	15116	THORNTON	
NYU2	USHERS	Permanent	NEW YORK	29414	R. QUAGLIO	

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-56

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/56

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
BKU2	USHERS	Temporary	ATLANTIC AVE

Location ATLANTIC AVENUE

Report Time 230PM

Rest Days TUESDAY/WEDNESDAY

Rate Of Pay *\$37.094 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

08/15/20 10:55

Bulletin ID: USBUL1-56

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/56

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU3	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 7AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$37.094 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

08/15/20 10:55

Bulletin ID: USBUL1-56

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/56

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU5	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$37.094 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

08/15/20 10:55

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-58 **Sequence:** 87

Description: TELEGRAPHERS BULLETIN 2-58

Open: 08/02/2017 00:01 **Close:** 08/11/2017 17:00 **Effective:** 08/16/2017 00:01 **Posted:** 08/02/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Permanent	BROOK		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.

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUI.2-59

Bulletin Seq: 88

Bulletin Description: TELEGRAPHERS BULLETIN 2-59

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
FT2	BLOCK OPERATOR	Permanent	BROOK

Location BROOK TOWER

Report Time 201PM

Rest Days MONDAY & TUESDAY

Rate Of Pay ~~\$30.50~~ HOURLY*

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

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

08/15/20 9:15

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LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW7-37 **Sequence:** 77

Description: C/D BULLETIN 7-37

Open: 08/02/2017 00:01 **Close:** 08/11/2017 17:00 **Effective:** 08/16/2017 00:01 **Posted:** 08/02/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
REL6	CREW DISPATCHER	Permanent	JAMAICA		Readvertis	
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List		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.

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-37

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-37

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 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 *\$29.528/\$35.999 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 \$35.999 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 \$42.741 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.		

CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1) Report Time VARIOUS Rest Days VARIOUS Rate Of Pay \$42.741 HOURLY* APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.		

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

Bulletin ID: CREW8-37

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-37

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
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CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$42.741 HOURLY*

*RATE OF JOB COVERED WITH \$26.629 MINIMUM

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A

THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE

MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

REL6	CREW DISPATCHER	Permanent	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 359PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$42.741 HOURLY*

FRI & SAT. (CD2C)

SUNDAY (CD2A)

MON & TUE (CD2D)

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THEIR 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 MANAGEMNET SERVICES.

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

THE LONG ISLAND RAIL ROAD

OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
August 16, 2017

CHIEF TRANSPORTATION OFFICE BULLETIN NO. 4-17

TO ALL CLERICAL EMPLOYEES:

Bids for the following **TEMPORARY** position in the office of the Chief Transportation Officer will be received by Melissa Newell, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 5:00 PM on Friday, August 25, 2017.

POSITION: Denial Clerk (TEMPORARY)

LOCATION: Transportation Crew Management Services Office
Jamaica Station Building

RATE OF PAY: \$32.897

TOUR OF DUTY: 8:00 AM – 4:00 PM

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Responsible for the handling of claim denials for passenger, yard and road service, and non-operating personnel. Responsible for mail procedures governed by various time limits as stated in various contractual agreements. Must have knowledge of office procedures in the handling of files and other correspondence relating to Transportation Department employees. Individual must be a competent typist and proficient with Microsoft Word, Outlook and Excel. Must possess effective oral communication and interpersonal skills. Candidate must work as directed, and handle all other clerical duties as assigned. Responsible for packing and lifting boxes up to 25 pounds.

POSTED: August 16, 2017

CLOSES: August 25, 2017