



**Long Island Rail Road**  
*Going your way*

**BID SHEETS**

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

**April 4, 2018**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2570	Warehouse Person Permanent (F. Morfesi, Jr.)	Lauren Ross	4/11/18
P&L 2571	Assistant Warehouse Person Permanent (F. Perez)	Corey Webb	4/11/18
P&L 2572	Warehouse Person Permanent (T. Holm)	NO BIDS RECEIVED	
P&L 2573	Warehouse Person Permanent	Andrea Thompson	4/11/18
P&L 2574	Warehouse Person Permanent	Hahsahnee Cyrus	4/11/18
P&L 2575	Stockman – Permanent Hillside Warehouse 15 Shop Floor – Various (D. Frazier)	Jason Biagini	4/11/18
P&L 2576	Warehouse Person Temporary (D. Chernoff)	Pat Melia	4/11/18
P&L 2577	Stores Truck Driver ESA – Temporary (H. Cyrus)	WITHDRAWN	
P&L 2578	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2580	Assistant Warehouse Person Temporary (R. Meade)	NO BIDS RECEIVED	
P&L 2581	Assistant Warehouse Person Permanent (G. Kirk)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
April 4, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2582**

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 13, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (C. Webb) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 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 4, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2583**

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 13, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (T. Holm) – Permanent  
**RE-ADVERTISED (P&L – 2572)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$35.335 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 4, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2584**

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 13, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (A. Thompson) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 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 4, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2585**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, April 13, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver - (H. Cyrus) – Permanent  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$ 34.51 per hour

**DUTIES:** Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long Island Rail Road’s property. **New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.**

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

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

POSTED: 9:00AM  
April 4, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2586**

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 13, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (G. Kirk) – Permanent  
RE-ADVERTISED (P&L – 2581)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 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.

**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 4, 2018

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L - 2587**

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 13, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (R. Townsend) – Temporary  
RE-ADVERTISED (P&L – 2524, 2527, 2532, 2537, 2540, 2544, 2548,  
2551, 2555, 2559, 2566 & 2578)  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 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.

**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 4, 2018



**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2588**

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 13, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (R. Meade) – Temporary  
RE-ADVERTISED (P&L – 2557, 2561 & 2568)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 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.

**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 4, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2589**

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 13, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (A. Burl) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 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 4, 2018

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

April 4, 2018

BULLETIN NO. SD-07-2018

This bulletin will close **at 5:00 PM on Friday, April 13, 2018**. 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 Alicia St. Nicholas, 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 (C201)
Location:		Woodside
Tour of Duty:		10:30 AM – 6:30 PM
Rate of Pay:		\$34.020
Rest Days:		Saturday/Sunday

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	Information Clerk (C121)
Location:		Penn Station
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$33.890
Rest Days:		Tuesday/Wednesday

Primary 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 answers 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	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
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: 4	Permanent	Station Appearance Maintainer (H562)
Location:		Jamaica/Atlantic/Nostrand Avenue
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$31.423
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.

Position No: 5                      Permanent                      Station Appearance Maintainer (RSC3)

Location:    Atlantic Terminal

Tour of Duty:    Mon/Tues/Wed/Thurs: 2:00 PM – 10:00 PM  
Friday: 2:30 PM – 10:30 PM

Rate of Pay:    \$30.220

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: 6                      Permanent                      Station Appearance Maintainer (RSC2)

Location:    Atlantic Terminal

Tour of Duty:    Mon/Tues: 5:00 AM – 1:00 PM  
Wed/Thurs: 6:00 AM – 2:00 PM  
Friday: 6:30 AM – 2:30 PM

Rate of Pay:    \$30.220

Rest Days:    Saturday/Sunday

Primary Duties:    Same as Position No. 5

---

Position No: 7                      Permanent                      Station Appearance Maintainer (HMC130)

Location:    Hillside

Tour of Duty:    3:00 PM – 11:00 PM

Rate of Pay:    \$30.220

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.

---



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

We are accepting resumes for the APPOINTED position of **Temporary Reservation Supervisor** in the Stations Department. Please forward resumes to **Tim Hughes, Director Ticket Selling and Technology** via email to [thughes@lirr.org](mailto:thughes@lirr.org) by 5:00 PM on April 13, 2018. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

POSITION No. 10:	Temporary	Reservation Supervisor (Exception 4 position represented by TCU)
LOCATION:		Jamaica Finance Building
TOUR OF DUTY:		8:00 AM – 4:00 PM
RATE OF PAY:		\$40.383
RELIEF DAYS: (required)		Saturday/Sunday (some weekend/holiday work required)

**JOB SUMMARY:**

This position will be used to supervise the Reservation office for the summer months. The incumbent 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. He/she 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 Reservation 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 Reservation database, print out and email required confirmations for customers.
4. Report telephone, computer, printer, database and Ticket Office Machine (TOM) problems to the appropriate area to keep the functions of the office running to complete weekly reservations.
5. Assist with the on-site reservation process at Penn Station on Fridays and holidays; possibly assist with reservations and seating charts at the east end stations for the Westbound Cannonball if needed.
6. Correctly charge customer's credit cards and reconcile the (TOM) tour to end of day credit card system reports.
7. Open a TOM tour daily, print tickets correctly, record totals on reservation sheets, and resolve any TOM problems or issues.
8. Oversee all office work for correctness, accuracy and timeliness.
9. Take on the responsibility of maintaining the waiting list and contacting customers if they are eligible to get a reservation.
10. Run weekly seating reports for hostesses to check in customers on the Hampton Reserve Cars.

11. Accurately keep track of all tickets given to the Customer Service Office and given out to customers weekly to ensure no tickets get lost or given out incorrectly.

**QUALIFICATIONS:**

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



## **NOTICE OF CORRECTION**

### **THE LONG ISLAND RAIL ROAD**

#### **OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

We are accepting resumes for the APPOINTED position of **Temporary Reservation Clerk** in the Stations Department. Please forward resumes to **Tim Hughes, Director Ticket Selling and Technology** via email to [thughes@lirr.org](mailto:thughes@lirr.org) by 5:00 PM on April 13, 2018. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

Position No: 11	Temporary	Reservation Clerk (Exception 4)
Location:		Jamaica Finance Building
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$40.383
Rest Days: (required)		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.
- 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.

**AWARDS TO AGENT'S BULLETIN SD-05-2018**

	<b><u>JOB#</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	<b>Temporary A603</b>	<b>R. Wakeford (A)</b>	<b>4/4/18</b>

---

**AWARDS TO BULLETIN SD-06-2018**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	<b>Temporary C104</b>	<b>S. Cureton-McMillian</b>	<b>4/4/18</b>
<b>POSITION NO. 2</b>	<b>Permanent C930</b>	<b>K. Carter</b>	<b>4/4/18</b>
<b>POSITION NO. 3</b>	<b>Permanent JAM102</b>	<b>N. Perri</b>	<b>4/4/18</b>
<b>POSITION NO. 4</b>	<b>Permanent JAM130</b>	<b>W. Haase</b>	<b>4/4/18</b>
<b>POSITION NO. 5</b>	<b>Permanent RSC3</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 6</b>	<b>Temporary SSM001</b>	<b>Withdrawn</b>	
<b>POSITION NO. 7</b>	<b>Temporary JAM112</b>	<b>K. Getavesky (A)</b>	<b>4/4/18</b>
<b>POSITION NO. 8</b>	<b>Temporary V902</b>	<b>D. DiNapoli (A)</b>	<b>4/4/18</b>
<b>POSITION NO. 9</b>	<b>Permanent HMC101</b>	<b>A. Edwards</b>	<b>4/4/18</b>

---

Alicia St. Nicholas, Manager  
Station Services Support

Posted: April 4, 2018

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

**Bulletin ID:** MVBULL19/74    **Sequence:** 20

**Description:** MOVEMENT BUREAU BULL19/74

**Open:** 03/21/2018 00:01    **Close:** 03/27/2018 09:00    **Effective:** 03/28/2018 00:01    **Posted:** 03/21/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
ACTD1	ASST. TRAIN	Permanent	JAMAICA		Readvertis	
ACTD2	ASST. TRAIN	Temporary	JAMAICA		Readvertis	
ACTD3	ASST. TRAIN	Temporary	JAMAICA		Readvertis	
INFO-1	INFORMATION	Permanent	JAMAICA	55647	REID, S	55 REL-5 AD JAM
INFO-3	INFORMATION	Permanent	JAMAICA		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 Awards - Non-Ops**

**Bulletin ID:** USBUL1-69      **Sequence:** 16

**Description:** USHER BULLETIN 1/69

**Open:** 03/21/2018 00:01      **Close:** 03/30/2018 17:00      **Effective:** 04/04/2018 00:01      **Posted:** 03/21/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU2	USHERS	Temporary	JAMAICA	51398	RHODES, S	13 JAU4 US JAM

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

Bulletin ID: USBUL1-70

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/70

Open: 04/04/2018 00:01

Close: 04/13/2018 17:00

Effective: 04/18/2018 00:01

Posted: 04/04/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU5	USHERS	Permanent	NEW YORK

Location NEW YORK

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$38.021 BASE RATE\*

\*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.

Bulletin ID: USBUL1-70

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/70

Open: 04/04/2018 00:01

Close: 04/13/2018 17:00

Effective: 04/18/2018 00:01

Posted: 04/04/2018 00:01

Asgn Position

Perm Or Temp

Terminal

USX100

USHERS

TEMP

PATCHOGUE

Location PATCHOGUE

Report Time 9A-5P

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$38.021 BASE RATE\*

\*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.

04/03/20 10:40

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-73    **Sequence:** 99

**Description:** TELEGRAPHERS BULLETIN 2-73

**Open:** 03/21/2018 00:01    **Close:** 03/30/2018 17:00    **Effective:** 04/04/2018 00:01    **Posted:** 03/21/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
VDHUT1	BLOCK OPERATOR	Permanent	VD YARD	29608	WATSON, J	94 FT1 BO BRK
VDHUT2	BLOCK OPERATOR	Permanent	VD YARD	54214	BADIA, D	119 TR8 TR QNS

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:** TELBUL2-74

**Bulletin Seq:** 1

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-74

**Open:** 04/04/2018 00:01

**Close:** 04/13/2018 17:00

**Effective:** 04/18/2018 00:01

**Posted:** 04/04/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
FT1	BLOCK OPERATOR	TEMP	BROOK
	Location	BROOK TOWER	
	Report Time	601AM	
	Rest Days	SATURDAY & SUNDAY	
	Rate Of Pay	\$39.471 HOURLY*	
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

TR8	TRAIN DIRECTOR	TEMP	QUEENS TOWER
	Location	QUEENS TOWER	
	Report Time	VARIOUS	
	Rest Days	FRIDAY & SATURDAY	
	Rate Of Pay	VARIOUS	
	SUN/MON	QN1	601AM \$49.849 HOURLY*
	TUES/WED	QN2	201PM \$49.849 HOURLY*
	THURSDAY	QN3	1001PM \$47.705 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.

04/03/20 10:33

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

**Bulletin ID:** CREW8-51      **Sequence:** 77

**Description:** C/D BULLETIN 8-51

**Open:** 03/21/2018 00:01      **Close:** 03/30/2018 17:00      **Effective:** 04/04/2018 00:01      **Posted:** 03/21/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
DT4101	CREW DISP. TRNEE	Permanent	LIRR-Extra List	<b>29856</b>	<b>ABURL</b>	

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:** CREW8-52

**Bulletin Seq:** 77

**Bulletin Description:** C/D BULLETIN 8-52

Open: 04/04/2018 00:01

Close: 04/13/2018 17:00

Effective: 04/18/2018 00:01

Posted: 04/03/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 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.

CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
--------	-----------------	-----------	-----------------

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 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.

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

04/03/20 9:01



JOB NO. 12

POSITION PERMANENT

LOCATION *Blagini, J.*

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK – CENTRAL CONTROL

MU CENTRAL CONTROL CENTER (Jamaica)

12:30 AM to 8:30 AM

SATURDAY & SUNDAY

\$36.856 PER HOUR

BIDS WILL ONLY BE VALID FROM APPLICANTS PREVIOUSLY QUALIFIED THROUGH THE MAINTENANCE OF EQUIPMENT CENTRAL CONTROL TRAINING PROGRAM. MUST BE QUALIFIED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. MUST HAVE A COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. MUST BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. MUST HAVE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. MUST UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE REPORTS INCLUDING BUT NOT LIMITED TO OUT-OF-SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. MUST HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. MUST PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

GROUP A

POSITION TEMPORARY

LOCATION

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK – CENTRAL CONTROL TRAINEE (S)

MU CENTRAL CONTROL CENTER (Jamaica)

VARIOUS

VARIOUS

\$34.835 PER HOUR

TO TRAIN IN COVERING ALL PHASES OF CENTRAL CONTROL CLERICAL DUTIES. TRAINEES MUST HAVE THE ABILITY TO THINK AND REASON IN A PRESSURE-FILLED ATMOSPHERE, MUST HAVE GOOD DECISION-MAKING SKILLS, MUST HAVE GOOD PHONE ETIQUETTE, MUST BE A COMPETENT TYPIST, MUST BE RELIABLE AND RESPONSIBLE AND MUST BE ABLE TO WORK ANY AND ALL HOLIDAYS.

TRAINEES WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF MAINTENANCE OF EQUIPMENT DEPARTMENT POLICIES. WILL BE REQUIRED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. WILL BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. WILL ACQUIRE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. WILL BE REQUIRED TO UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE EQUIPMENT WITH DEFECTS TO THE APPROPRIATE LOCATION. WILL BE REQUIRED TO PREPARE AND DISTRIBUTE VARIOUS REPORTS INCLUDING BUT NOT LIMITED TO OUT OF SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. WILL HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. WILL PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. WILL LEARN ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

---CONTINUED---

1. Training Positions will be bulletined and awarded in accordance with the Agreement.
2. Employees awarded training positions will post on all three shifts for a period not to exceed four weeks. Trainees will be required to become fully qualified during the four-week period. As part of determining the qualifications, the trainee will be required to work "alone" during the fourth 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. Employees awarded a training position, who fail to qualify, will be removed from the training position and shall return to their former position, unless it has been abolished or filled by a senior employee in the exercise of seniority.
3. During the training, trainees are prohibited from bidding any other position. Trainees will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. If no Central Control 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 Clerk – Central Control vacancy is advertised, only bids from applicants qualified through the training program will be entertained. If no qualified bid is received, the Central Control trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For one year following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Control Staff, if available to cover same.
7. A qualified employee awarded a position who has not covered a position within 6 months of the training program will be provided a five-day refresher course upon being awarded a Clerk – Central Control position, if required.

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

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**BULLETIN NO. 462**

Bids for the following position in the Office of the Chief Engineer will be received by: (Attn: Stephanie Nutzul, Manager – Resource Development and Administration - smnutzu@lirr.org) until 5:00 PM on Friday April 13, 2018. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

**POSITION:** Clerk-Typist (Temporary)

**LOCATION:** Office of the Chief Engineer  
(Various)

**RATE OF PAY:** \$33.995

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday and Sunday

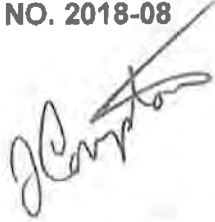
**PRIMARY DUTIES:** Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Glenn Greenberg  
Acting Chief Engineer

**POSTED:** April 4, 2018

**STATIONS DEPARTMENT  
NOTICE NO. 2018-08**

Date: March 27, 2018  
To: Station Appearance Maintainer  
From: James Compton, Chief Stations Officer  
SUBJECT: Temporary Traveling Foremen Coverage Positions - Island/Terminal Territories



The Department is seeking Station Appearance Maintainers (SAMs) to be considered to cover Traveling Foreman during projected days off (vacation, personal days, etc.). This will entail two separate coverage lists; Island/Terminal. You will be placed on the list in the area which you normally work and have a current position.

If you are interested in covering a temporary traveling foreman position from May 2018 through May 2019, please submit the attached form no later than Friday, April 20, 2018, via email to the appropriate manager/location below:

**Island (East End)** to Matt Baudier – mpbaudi@lirr.org

**Terminal (West End)** to John Persico – japersi@lirr.org

A traveling foreman is responsible for

- supervising all aspects of cleaning; routine, heavy duty, spray wash, graffiti removal, and snow removal
- ensure that all work is being performed according to SAM job descriptions and in a safe manner
- all job performance should be conducted in accordance with LIRR Corporate Safety Policy and Procedures; proper uniforms and personal protection equipment are worn and utilized
- conduct station inspections and submit detailed and legible required reports
- assist and instruct employees in completing paperwork when required
- be available during emergency situations to assist managers as needed
- responsible for ensuring that all stock rooms and vehicles are equipped with sufficient cleaning supplies, meet deliveries and verify shipment
- ensure that all equipment and vehicles are in good working order
- promote good customer service
- respond to customer complaints as directed by manager
- must be a current LIRR SAM and have a minimum of three (3) years as a SAM
- must have basic knowledge of operating a computer (Outlook 2016, Excel, Word, etc.)

In addition to the above, must conduct him or herself in a professional, courteous manner, maintain confidentiality with all aspects of the position, able to handle employee concerns and intervene to a satisfactory resolution. Also, responsible with company property as it pertains to supplies, keys, phones, vehicles, and any other equipment utilized by candidate or supervised employees. Candidate must have good work ethics and able to delegate.

Selection will be based on satisfactory safety record, attendance record, discipline records, a valid NY State Driver's license and attached "Request for Traveling Foreman Coverage Form". Upon covering a Foreman's position, SAM will be evaluated on job performance.

If you have any questions, contact your manager.

**(DOUBLE-SIDED)**





### REQUEST FOR TRAVELING FOREMAN COVERAGE FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To: **Please check one:**

\_\_\_Roe G. Mitchell, Director – Terminal Operations (Jamaica, Atlantic, HSF) West End

\_\_\_Christopher J. Long, Director – Station Operations (Island Branches) East End

From: \_\_\_\_\_ Employee No. \_\_\_\_\_  
(Please Print Full Name)

Current Job No. \_\_\_\_\_ Location \_\_\_\_\_

Re: Consideration for Temporary Traveling Foremen Positions

This is a request to be considered as a candidate to cover a traveling foreman position on a temporary basis when it becomes available. Based on the criteria as listed for the Traveling Foremen's duties and responsibilities, I am a good candidate to cover for the position due to the following reasons and qualifications:

1.

---

---

---

---

---

2.

---

---

---

---

3.

---

---

---

---

You may use the reverse side to provide additional information or attach a typed-written response to this sheet.  
Please make sure your name is written on all sheets submitted.