



Long Island Rail Road
Going your way

BID SHEETS

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

May 2, 2018

**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 2590	Warehouse Person Permanent (T. Holm)	Jason Biagini	5/9/18
P&L 2591	Warehouse Person Permanent (A. Thompson) 7:30 am – 3:30 pm	Malik Boyd-West	5/9/18
P&L 2592	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2593	Assistant Warehouse Person Permanent (G. Kirk)	NO BIDS RECEIVED	
P&L 2595	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2596	Assistant Warehouse Person Temporary (R. Meade)	NO BIDS RECEIVED	
P&L 2597	Warehouse Person Permanent (A. Thompson) 11:30 am – 7:30 pm	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
May 2, 2018

**THE LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2598**

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, May 11, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver - (P. Bartholomew) – Temporary
LOCATION: Hillside
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
May 2, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2599

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, May 11, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stockman – (J. Biagini) – Permanent
LOCATION: Hillside Warehouse 15 – Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$38.297 per hour

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

Payroll (CTAMS), and must coordinate overtime through user departments. Monthly Stock Status reports, MP-151, SK-35, MW-12, Material Consumption report. Brass report, Wheel and Axle report, Bin Location report. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department Shipping and Receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

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
May 2, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2600

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, May 11, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (M. Boyd-West) – Permanent
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
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
May 2, 2018

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2601**

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, May 11, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver - (H. Cyrus) – Permanent
RE-ADVERTISED (P&L – 2585 & 2592)
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$ 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
May 2, 2018

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2602**

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, May 11, 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, 2586 & 2593)
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
May 2, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2603

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, May 11, 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, 2587 & 2595)
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.996 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
May 2, 2018

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2604**

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, May 11, 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, 2588 & 2596)
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
May 2, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2605

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, May 11, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (A. Thompson) – Permanent
RE-ADVERTISED (P&L – 2597)

LOCATION: Hillside

TOUR OF DUTY: 11:30 AM – 7:30 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
May 2, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2606

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, May 11, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person – (S. Williams) – Permanent
LOCATION: Morris Park
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
May 2, 2018

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

May 2, 2018

BULLETIN NO. SD-09-2018

This bulletin will close **at 5:00 PM on Friday, May 11, 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 (TS-1)
Location:		Hicksville
Tour of Duty:		Monday: 6:00 AM – 2 PM Tues/Fri/Sat/Sun: 7:00 AM – 3:00 PM
Rate of Pay:		\$35.978
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.

Position No: 2	Temporary	Ticket Clerk (TS-2)
Location:		Monday: Patchogue Tues/Sat/Sun: Jamaica Friday: Penn Station
Tour of Duty:		Monday: 6:00 AM – 2:00 PM Tues/Fri: 12:00 PM – 8:00 PM Sat/Sun: 8:00 AM – 4:00 PM
Rate of Pay:		\$35.131
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No: 3 Temporary TSM Clerk (C151)
Location: Penn Station
Tour of Duty: 6:00 AM – 2:00 PM
Rate of Pay: \$36.755
Rest Days: Saturday/Sunday

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

Position No: 4 Temporary 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: 5	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 4

Position No: 6	Permanent	Information Clerk (C124)
Location:		Penn Station
Tour of Duty:		2:30 PM – 10:30 PM
Rate of Pay:		\$33.890
Rest Days:		Monday/Tuesday

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: 7	Permanent	Ticket Clerk (C149)
Location:		Jamaica
Tour of Duty:		10:30 PM – 6:30 AM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No: 8	Temporary	Chief Station Appearance Maintainer (HC561)
Location:		Jamaica/Nostrand Ave./Atlantic Terminal
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$34.654
Rest Days:		Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must drive between Long Island Rail Road properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times. Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the General Terminal Manager.

Position No: 9	Temporary	Chief Station Appearance Maintainer (HC531)
Location:		Babylon Yard/Divide/Ronkonkoma Yard
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.517
Rest Days:		Saturday/Sunday

Primary Duties: Same as Position No. 8

Position No: 10	Temporary	Station Appearance Maintainer (SL-01)
Location:		Long Beach
Tour of Duty:		11:30 AM – 7:30 PM
Rate of Pay:		\$30.220
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.

Position No: 14	Temporary	Station Appearance Maintainer (SL-02)
Location:		Monday: Woodside Tues/Wed: Long Beach Sat/Sun: Freeport
Tour of Duty:		Monday: 8:00 AM – 4:00 PM Tues/Wed: 11:30 AM – 7:30 PM Sat/Sun: 1:00 PM – 9:00 PM
Rate of Pay:		\$30.220
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 11

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

May 2, 2018

TO ALL CLERICAL EMPLOYEES:

We will be accepting resumes for the TEMPORARY APPOINTED position of Head Clerk in the Customer Services Mail & Ride Department. Interested applicants must forward their resumes to Angela Moran, Manager – Ticket Services Support, Mail Code, JAM 1438, by Friday, May 11, 2018.

Location:	Jamaica
Tour of Duty:	8:00 AM - 4:00 PM
Rate of Pay:	\$42.538
Rest Days:	Saturday/Sunday

Primary Duties: Oversee the daily operations of the Mail & Ride office, including applications processing, account credit of returned tickets and unscannable invoices, customer services, etc. Supervise employees, tracking attendance and performance, training when, necessary. Balance tour book daily. Supervise and perform quality assurance of ticket and Police Pass production, which includes vendor and in-house ticket printing, bursting, insertion and sorting. Verify all computer reports generated from a ticket close to verify ticket totals and revenue values. Interface with police departments to support Police Pass program. Liaison with NYC Transit on MetroCard issues. Account for all ticket stock and maintain an inventory of all Mail & Ride material (i.e., different envelopes, applications, etc.) Handle customer phone calls, including all customer problems which Mail & Ride clerks cannot satisfactorily conclude. Prepare monthly RIC and management reports. Review system reports to verify the accuracy of daily financial activity performed by office staff. Act as liaison with Ticket Refunds Office on Mail & Ride refund issues. Communicate with the lockbox bank for daily requests such as securing proper credits, copies of checks and correction of errors. Ensure proper procedures and accounting on Automatic Payment Options. Participate in marking initiatives and in station promotions. Coordinate and sell advertising insert space, dealing with LIRR departments and outside advertisers. Oversee all financial maintenance on authorized reliefs. Ensure that the database has address cleansing performed accurately and on time. Interface between Mail & Ride and Information Services staff for all programming requests and for all problems involving processing work, reports, tickets, etc. Oversee and coordinate revenue transfers and adjustments on annual subscriber accounts. Accept deliveries of materials and inserts from loading dock. Work with Treasury to reconcile bank statements, NDC reports, annual subscription refunds, etc. Participate in project work groups implementing new customer services and products, Mail & Ride features, enhanced system upgrades, etc.

Requirements: Must be familiar with the sale, accounting and refund of Mail & Ride tickets. Must be a team leader able to motivate and effectively supervise a staff. Must be extremely familiar with the equipment used to print, burst, and insert Mail & Ride tickets. Must have excellent customer communication skills. Must be extremely knowledgeable with all facets of the Mail & Ride computer system. Must be familiar with bank lockbox processes and prevailing U.S. Postal regulations effecting the Mail & Ride ticket mailing. Must be familiar with MetroCard features and the Joint Fare Card project. Proficient with computers and in particular Microsoft Word, Excel, Access are all highly preferable.

AWARDS TO BULLETIN SD-08-2018

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C126	C. Ashby	5/2/18
POSITION NO. 2	Permanent C911	K. Carter	5/2/18
POSITION NO. 3	Permanent AMB	Re-Advertised	
POSITION NO. 4	Permanent ATL104	Re-Advertised	
POSITION NO. 5	Temporary WSY102	J. Cruz-Pacheco (A)	5/9/18
POSITION NO. 6	Permanent RSC4	A. Cintron (A)	5/9/18
POSITION NO. 7	Temporary SV-01	A. Gilmour	5/2/18

Alicia St. Nicholas, Manager
Station Services Support

Posted: May 2, 2018

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-76

Bulletin Seq: 3

Bulletin Description: TELEGRAPHERS BULLETIN 2-76

Open: 05/02/2018 00:01

Close: 05/11/2018 17:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1051	BLOCK OPERATOR	<i>TEMP</i>	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1053	BLOCK OPERATOR	<i>TEMP</i>	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1058	BLOCK OPERATOR	<i>TEMP</i>	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
F13	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-75 Sequence: 2

Description: TELEGRAPHERS BULLETIN 2-75

Open: 04/18/2018 00:01

Close: 04/27/2018 17:00

Effective: 05/02/2018 00:01

Posted: 04/18/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT1	BLOCK OPERATOR	Permanent	BROOK	53774	SWABY, K	149 FT3 BO BRK
PJCC	BLOCK OPERATOR	TEMP	JAMAICA	55474	PEREZ, D	150 BO1051 BO LIRR
PJCCA	BLOCK OPERATOR	TEMP	JAMAICA	56237	LOPEZ, S	154 BO1053 BO LIRR
BO1058	BLOCK OPERATOR	TEMP	LIRR-Extra List	Readvertis		
VDHUT1	BLOCK OPERATOR	TEMP	VD YARD	56233	THOMPSON, D	156 PX5007 PC LIRR

All bids must be in the transportation crew management services office prior to the close of this bulletin. C-1-88 receipts is honored only if signed by employees working in the transportation crew management services office.

Bulletin ID: USBUL1-72

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/72

Open: 05/02/2018 00:01

Close: 05/11/2018 17:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
RUI13	USHERS	Temporary	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay *\$38.021 HOURLY

FRI JAU2 (6AM)

SAT/SUN JAU3 (7AM)

MON/TUES BKU1 (630AM)

*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.

05/01/20 8:30

Bulletin ID: USBUL1-72

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/72

Open: 05/02/2018 00:01

Close: 05/11/2018 17:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0003 · USHERS

TEMP

LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$37.884 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.

05/01/20 8:30

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-72

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/72

Open: 05/02/2018 00:01

Close: 05/11/2018 17:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
BKU2	USHERS	Permanent	ATLANTIC AVE

Location ATLANTIC AVENUE

Report Time 230PM

Rest Days TUESDAY/WEDNESDAY

Rate Of Pay *\$38.021 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. C1-88 receipts is honored only if signed by employees working in the transportation crew management services office.

05/01/20 8:30

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-71 **Sequence:** 16

Description: USHER BULLETIN 1/71

Open: 04/18/2018 00:01

Close: 04/27/2018 17:00

Effective: 05/02/2018 00:01

Posted: 04/18/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JAU4	USHERS	Temporary	JAMAICA	52150	DUNNE, JD	17	RUH3 US JAM
UX0003	USHERS	Temporary	LIRR-Extra List	Readvertis			
NYU4	USHERS	Permanent	NEW YORK	53841	Muhammad, M		

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: CREW8-54

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-54

Open: 05/02/2018 00:01

Close: 05/11/2018 17:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CD1F	CREW DISPATCHER	Temporary	JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$43.810 HOURLY*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

CX4002	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 \$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.

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

04/30/20 11:27

Bulletin ID: CREW8-54

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-54

Open: 05/02/2018 00:01

Close: 05/11/2018 17:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location	MANAGER-TRANS. CREW MANAGEMENT JAMAICA	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$43.810 HOURLY*	
		*RATE OF JOB COVERED WITH \$26.629 MINIMUM	
		APPLICATIONS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A	
		THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND	
		UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE	
		MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.	

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. 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: CREW8-53 **Sequence:** 77

Description: C/D BULLETIN 8-53

Open: 04/18/2018 00:01 **Close:** 04/27/2018 17:00 **Effective:** 05/02/2018 00:01 **Posted:** 04/18/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1C	CREW DISPATCHER	Permanent	JAMAICA	53793	ANDERSON, C	32 CX4004
CD2A	CREW DISPATCHER	Temporary	JAMAICA	29490	TOURAITTY, T	7 CD1F
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		CD JAM
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
DT4102	CREW DISP. TRNBE	<i>TEMP.</i>	LIRR-Extra List	<i>53821</i>	<i>FREEMAN, E.</i>	

All bids must be in the transportation crew management services office prior to the close of this bulletin. C7-88 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: MVBUL19/76

Bulletin Seq: 20

Bulletin Description: MOVEMENT BUREAU BULL19/76

Open: 05/02/2018 00:01

Close: 05/08/2018 09:00

Effective: 05/16/2018 00:01

Posted: 05/02/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
INFO-2	INFORMATION COORDINATOR	Permanent	JAMAICA

Location MOVEMENT BUREAU, JAMAICA

Report Time 145PM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$49.209 HOURLY

IF NOT QUALIFIED:

FIRST 30 DAYS: \$39.471 HOURLY

30 DAYS TO 180 DAYS: \$43.473 HOURLY

AFTER 180 DAYS: \$48.302 HOURLY

QUALIFIED RATE: \$49.209 HOURLY

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

04/28/20 8:49

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: MVBUL19/75 Sequence: 20

Description: MOVEMENT BUREAU BULL19/75

Open: 04/18/2018 00:01

Close: 04/24/2018 09:00

Effective: 05/02/2018 00:01

Posted: 04/18/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
ACTD1	ASST. TRAIN	Permanent	JAMAICA		WITHDRAWN	
ACTD2	ASST. TRAIN	Temporary	JAMAICA		WITHDRAWN	
ACTD3	ASST. TRAIN	Temporary	JAMAICA		WITHDRAWN	
INFO-3	INFORMATION	Permanent	JAMAICA	57884	RIVERA, C	68 MT3013 MT LIRR
REL-5	ASST. TRAIN	Permanent	JAMAICA	57887	QUINN, S	69 INFO-2 IN JAM

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

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

May 2, 2018

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

*_**

AWARD BULLETIN NO. 1690

POSITION AWARDED TO THE FOLLOWING:

Group A I. Latalladi (effective 4/25/2018)

*_**

AWARD BULLETIN NO. 1691

POSITION AWARDED TO THE FOLLOWING:

Job No. 2 No Qualified Bids Received
Job No. 5 No Qualified Bids Received
Job No. 6 No Qualified Bids Received
Job No. 11 No Qualified Bids Received
Group A Advertisement Canceled

*_**

BULLETIN NO. 1692

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM
– MAY 11, 2018

JOB NO. 2

POSITION PERMANENT	CLERK– RSMS
LOCATION <i>Campbell, D.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	8:30 AM to 4:30 PM
RELIEF DAYS	WEDNESDAY & THURSDAY
RATE OF PAY	\$34.835 PER HOUR
QUALIFICATIONS	MUST HAVE THE ABILITY TO PREPARE AND CODE DATA FOR INPUT INTO THE DEPARTMENT’S COMPUTERIZED INFORMATION SYSTEM. MUST BE QUALIFIED TO ENTER AND RETRIEVE DATA FROM THE VARIOUS SYSTEMS AND BE PROFICIENT IN EDITING AND VALIDATING ALL INFORMATION THAT IS INPUT AND EXTRACTED FROM THE SYSTEMS. MUST BE COMPETENT TYPIST AND PERFORM ALL OTHER CLERICAL DUTIES AS ASSIGNED.

JOB NO. 5

POSITION PERMANENT	CLERK– RSMS RELIEF
LOCATION <i>Luckett, A.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Thu-Fri 12:30 a.m. to 8:30 a.m. Sat-Sun-Mon 4:30 p.m. to 12:30 a.m.
RELIEF DAYS	TUESDAY & WEDNESDAY
RATE OF PAY	SAME AS JOB NO. 2
QUALIFICTIONS	SAME AS JOB NO. 2

JOB NO. 6

POSITION PERMANENT	CLERK– RSMS
LOCATION <i>Ganley, B.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	12:30 AM to 8:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 2
QUALIFICTIONS	SAME AS JOB NO. 2

JOB NO. 11

POSITION PERMANENT

LOCATION *Kowalsky, J.*

TOUR OF DUTY *NBR 1691*

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK – CENTRAL CONTROL

MU CENTRAL CONTROL CENTER (Jamaica)

4:30 PM to 12:30 AM

SUNDAY & MONDAY

\$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.

A. M. MICHELETTI

OFFICE OF M/E MANPOWER, HMC 3012

THE LONG ISLAND RAILROAD

OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 464 (Repost)

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 May 11, 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: May 2, 2018

**THE LONG ISLAND RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2018-02**

TO ALL CLERICAL EMPLOYEES:

APPOINTED One (1) Public Information Officer positions has become available in the Public Information Office (PIO) in the Public Affairs Department. All those interested in this position are invited to submit a resume to Stanley Davis, Director- PIO, Public Affairs, Mail Code 1131 or to swdavis@lirr.org. All resumes must be received by **5 PM, May 11, 2018**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

The Public Information Officer is responsible for providing information to Long Island Rail Road customers and the general public about all aspects of the Long Island Rail Road, including but not limited to service announcements, delays and policies.

Responsibilities:

- Monitor LIRR Train service via the Movement Bureau, Customer Communication Coordinator (CCC), TIMACS, or any other source as instructed.
- Ensure public announcements concerning train service are made as needed and are progressive in nature -- in consultation with the Customer Communications Coordinator (CCC) and at the direction of the PIO Director or his designee -- via all avenues of communication and media platforms as necessary, including but not limited to social media, customer e-Alerts and text messages, terminal message boards, digital screens, Service Status and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the LIRR's Customer Service Center.
- Ensure Assistant Station Master (ASM) communications with Train Crews and Ushers is consistent with all PIO messaging.
- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. Make call-arounds to the media regarding special events at the LIRR, as needed.
- Maintain an accurate record of announcements and a written transfer log including a list of all current announcements required as well as any other information relative to Public Address and AVPS operations.
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains; and update AVPS signs at branch line stations.
- Provide a comprehensive AM or PM peak summary report, including major causes for delays at the conclusion of each rush hour; as well as a summary report for overnights and weekend AM and PM shifts.
- Assist in the research and drafting text for use in press releases, customer correspondence and other reports or documents
- Record, review and compile daily electronic news media reports and compile clipped newspaper articles
- All other duties assigned, and review reports as assigned

Qualifications

- Prior customer service experience in a high pressure environment
- Prior media relations experience preferably in an operations environment
- Superior written and oral communication skills
- Experience directly responding to customer complaints arising from service emergencies
- Demonstrate ability to read and understand timetables, reports about upcoming track maintenance, special events, holiday programs, etc.
- Superior multi-tasking skills
- Flexibility and adaptability skills with ability to work various hours (24/7) and various days, including holidays, weekends, and during inclement weather.
- Knowledge of LIRR system and customer communication needs a plus.
- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.

Position: Public Information Officer
Location: Jamaica Station Building – 2nd Floor
Tour of Duty: various
Relief Days: various
Rate of Pay: \$39.80 per hour

Posted: May 2, 2018

THE LONG ISLAND RAIL ROAD

OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
May 2, 2018

CHIEF TRANSPORTATION OFFICE BULLETIN NO. 1-18

TO ALL CLERICAL EMPLOYEES:

Bids for the following 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 3:00 PM on Friday, May 11, 2018.

POSITION: Denial Clerk

LOCATION: Transportation Crew Management Services Office
Jamaica Station Building

RATE OF PAY: \$33.719

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: May 2, 2018

CLOSES: May 11, 2018