



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

**BID SHEETS**

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No. 2659

Bids for the following position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) May 25, 2018. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to extension: 8012, or sent via inter-office mail to Mail Code 1421.


Position: Ticket Refund Clerk **TEMPORARY**  
Location: Jamaica, NY  
Tour of Duty: 8:00 am –4:00 pm  
Rest Days: Saturday and Sunday  
Rate of Pay: \$36.95 hourly

**PRIMARY DUTIES:** Must be able to calculate and process a minimum of 50 refund applications per day; answer customers' written and telephone inquiries concerning refund applications and fares; provide customer service in a courteous and effective manner; assist in ADL process. **Must be able to work with other departments:** Public Affairs, TVM's, Mail & Ride and the Ticket Offices. Candidate must be very proficient in the use of a Personal Computer with a thorough understanding of Microsoft Word and Excel, along with the current refund system. Must have thorough knowledge of the Passenger Tariff, fares, tickets, refund policies and procedures. Must perform related clerical duties as assigned.

Must qualify in keyboard skills (25 wpm). Incumbent is required to prepare boxes of files that are sent to an offsite storage facility. Lifting of boxes weighing approximately 25 pounds will be necessary.

Other related duties.

Note: Bid withdrawals can only be accepted by calling us, (ext: 8044), before the bulletin closes.



M. Reilly  
Controller

Posted: May 16, 2018

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No. 2658

POSITION: Supervisor - Ticket Refunds

LOCATION: Jamaica, NY

AWARDED TO: Pete Scialino

EFFECTIVE: May 23, 2018



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M. Reilly  
Controller

Posted: May 16, 2018

**THE LONG ISLAND RAIL ROAD**  
**PROCUREMENT & LOGISTICS DEPARTMENT**

**Notice of Award**

Bulletin No. 2619, Clerk Typist –Procurement, is awarded to Meredith Sciarratta, effective May 9, 2018.

Barbara DeBois  
Manager – Administration

POSTED: May 16, 2018

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

**May 16, 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 2598                 | Stores Truck Driver<br>Temporary (P. Bartholomew)                                  | NO BIDS RECEIVED       |                              |
| P&L 2599                 | Stockman – Permanent<br>Hillside Warehouse 15<br>Shop Floor – Various (J. Biagini) | David Shaw             | 5/23/18                      |
| P&L 2600                 | Warehouse Person<br>(M. Boyd-West)   | NO BIDS RECEIVED       |                              |
| P&L 2601                 | Stores Truck Driver<br>ESA – Permanent (H. Cyrus)                                  | NO BIDS RECEIVED       |                              |
| P&L 2602                 | Assistant Warehouse Person<br>Permanent (G. Kirk)                                  | NO BIDS RECEIVED       |                              |
| P&L 2603                 | Assistant Warehouse Person<br>ESA-Temporary (R. Townsend)                          | NO BIDS RECEIVED       |                              |
| P&L 2604                 | Assistant Warehouse Person<br>Temporary (R. Meade)                                 | NO BIDS RECEIVED       |                              |
| P&L 2605                 | Warehouse Person<br>Permanent (A. Thompson)<br>11:30 am – 7:30 pm                  | Cindy Elliott          | 5/16/18                      |
| P&L 2606                 | Warehouse Person<br>Morris Park – Permanent<br>(S. Williams)                       | Danielle Chernoff      | 5/16/18                      |

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

POSTED: 9:00 AM  
May 16, 2018

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
PROCUREMENT & LOGISTICS DEPARTMENT  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2607**

**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 25, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver - (P. Bartholomew) – Temporary  
**RE-ADVERTISED (P&L – 2598)**

**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 16, 2018

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L - 2608**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, May 25, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (D. Shaw) – Permanent  
**LOCATION:** West Side Yard 401 10<sup>th</sup> Ave., NY, NY 10001  
**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.

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

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

POSTED: 9:00 AM  
May 16, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2609**

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 25, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (M. Boyd-West) – Permanent  
**RE-ADVERTISED (P&L – 2600)**

**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 16, 2018



## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2610**

#### **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 25, 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 & 2601)**

**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  
May 16, 2018

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2611**

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 25, 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 & 2602)  
**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 16, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2612**

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 25, 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 & 2603)  
**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  
May 16, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2613**

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 25, 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, 2580, 2588, 2596 & 2604)  
**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 16, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2614**

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 25, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (D. Chernoff) – 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  
May 16 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2615**

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 25, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (P. Sciaulino) – 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  
May 16, 2018

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

May 16, 2018

AGENT'S BULLETIN NO. SD-07-2018

This bulletin will close **at 5:00 PM on Friday, May 25, 2018**. It will be open to Agents and Assistant Agents. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Alicia St. Nicholas, Jamaica, Dept. 1106. **If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by call Crew before the bulletin closes.**

|                |           |  |
|----------------|-----------|--|
| Position No: 1 | Permanent | Agent (A303)   |
| Location:      |           | Long Beach   |
| Tour of Duty:  |           | Mon/Tues/Wed/Fri: 6:00 AM – 2:00 PM<br>Thursday: 5:00 AM – 2:00 PM |
| Rate of Pay:   |           | \$43.48  |
| Rest Days:     |           | Saturday/Sunday  |

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

May 16, 2018

BULLETIN NO. SD-10-2018

This bulletin will close **at 5:00 PM on Friday, May 25, 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 (C952)  |
| Location:      |           | Bethpage TSM   |
| Tour of Duty:  |           | Thurs/Fri: 8:00 AM – 4:00 PM<br>Sat/Sun: 10:30 AM – 6:30 PM<br>Monday: 5:00 AM – 2:00 PM |
| Rate of Pay:   |           | \$36.618   |
| Rest Days:     |           | Tuesday/Wednesday  |

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.

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|   |           |   |
|---|-----------|---|
| Position No: 2  | Temporary | Ticket Clerk (TS-2)   |
| Location:   |           | Monday: Patchogue<br>Tues/Sat/Sun: Jamaica<br>Friday: Penn Station                      |
| Tour of Duty:   |           | Monday: 6:00 AM – 2:00 PM<br>Tues/Fri: 12:00 PM – 8:00 PM<br>Sat/Sun: 8:00 AM – 4:00 PM |
| Rate of Pay:  |           | \$35.131  |
| 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. |           |   |

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|                 |           |                        |
|-----------------|-----------|------------------------|
| Position No: 3  | Temporary | Ticket Clerk (C104)    |
| Location:       |           | Penn Station           |
| Tour of Duty:   |           | 6:00 AM – 2:00 PM      |
| Rate of Pay:    |           | \$36.463               |
| Rest Days:      |           | Tuesday/Wednesday      |
| Primary Duties: |           | Same as Position No. 2 |

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|                |           |                 |
|----------------|-----------|-----------------|
| 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.

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|                 |           |                        |
|-----------------|-----------|------------------------|
| 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 |

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|                |           |                            |
|----------------|-----------|----------------------------|
| Position No: 6 | Permanent | Chief Ticket Seller (C130) |
| Location:      |           | Atlantic Terminal          |
| Tour of Duty:  |           | 6:00 AM – 2:00 PM          |
| Rate of Pay:   |           | \$46.154                   |
| Rest Days:     |           | Saturday/Sunday            |

Primary Duties: Must be qualified in the sale and accounting of tickets. Must be completely familiar with TSM ticket stock and types of tickets and Metro Cards available for sale to our customers. Must be able to supervise, coordinate and instruct employees in the performance of their duties in the ticket office. Must be able to handle all transactions pertaining to the ordering and distribution of NYCT Metro Cards, including maintaining all records for ordering, receipt and transfer of Metro Cards. Must have a thorough knowledge of all union rules and regulations pertaining to employees under their jurisdiction. Must be able to accurately count and verify ticket clerk's cash remittances and prepare large amounts of money for Bank deposits and change orders. Must be able to sell change to ticket clerks and balance and maintain records for a large operating safe. Must interact with the armored car service personnel and verify and document deposit pickup and change order deliveries. Must order, document and transfer CF-9 ticket stock to TOMs and rolled stock and stackers to TSMs. Must prepare Mail & Ride payments for delivery to bank. Must have a thorough working knowledge of the Ticket Office Machine and Ticket Vending Machines and be able to service equipment, to include but not limited to replacing rolled ticket stock and ticket stackers, take test tickets, reset MKV1 and MKV2 printers, replace MKV2 printer ribbon, produce and understand operational reports, removal and replacement of TVM bill vaults/coin vaults and hoppers. Must have at least 3 years of Ticket Selling experience. Must be able to accurately process TVM revenue, and prepare all revenue accounting documents. Must be able to produce and understand error and jammed ticket TSM reports and be able to re-boot TSM and properly power down TVM. Must be able to trouble shoot TVM malfunctions, such as BNA jams, coin errors and ticket stock problems. Must be familiar with the sales and accounting of tickets and revenue from special tours operated by the Group Sales Department. Must have a thorough working knowledge of the policies, topics, instructions and procedures governing Agents and Ticket Clerks. Must address customer complaints, questions and inquiries regarding the ticket office window and ticket vending machine operations and handle to a satisfactory conclusion. The position is responsible for insuring all customer information, such as timetables, brochures and posters are available and properly displayed. Must be able to assume complete responsibility for the efficient operation of the Jamaica Station Facility/Atlantic Terminal Facility under the Terminal Manager's jurisdiction during his/her absence.

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Position No: 7                      Permanent                      Ticket Clerk (C310)

Location:    Valley Stream

Tour of Duty:    6:00 AM – 2:00 PM

Rate of Pay:    \$35.255

Rest Days:    Saturday/Sunday

Primary Duties:    Same as Position No. 2

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Position No: 8                      Temporary                      Crew Dispatcher (CDR105)

Location:    Jamaica

Tour of Duty:    Sun/Mon: 10:00 PM – 6:00 AM  
Thursday: 7:30 AM – 3:30 PM  
Fri/Sat: 2:00 PM – 10:00 PM

Rate of Pay:    \$45.233

Rest Days:    Tuesday/Wednesday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department. Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

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Position No: 9                      Temporary                      Station Appearance Maintainer (RSC1)

Location:    Jamaica

Tour of Duty:    4:00 PM – 12:00 AM

Rate of Pay:    Wed/Thurs/Fri: \$30.220  
Sat/Sun: \$34.517

Rest Days:    Monday/Tuesday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Terminal Managers or Branch Line Managers.

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Position No: 10                      Temporary                      Station Appearance Maintainer (V462)

Location:    Babylon Yard

Tour of Duty:    6:00 AM – 2:00 PM

Rate of Pay:    \$31.148

Rest Days:    Thursday/Friday

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

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|                 |           |  |
|-----------------|-----------|--|
| Position No: 15 | Temporary | Station Appearance Maintainer (SSM8)   |
| Location:       |           | April 1 – Nov 30: Long Beach/Valley Stream<br>December 1 – March 31: Various |
| Tour of Duty:   |           | April 1 – November 30: 7:30 AM – 3:30 PM<br>December 1 – March 31: Various   |
| Rate of Pay:    |           | April 1 – November 30: \$31.560<br>December 1 – March 31: \$31.285           |
| Rest Days:      |           | Friday/Saturday  |

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

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|                 |           |  |
|-----------------|-----------|--|
| Position No: 16 | Permanent | Station Appearance Maintainer (JAM131) |
| Location:       |           | Jamaica                                |
| Tour of Duty:   |           | 6:00 AM – 2:00 PM                      |
| Rate of Pay:    |           | \$30.220                               |
| Rest Days:      |           | Saturday/Sunday                        |
| Primary Duties: |           | Same as Position No. 11                |

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|                 |           |  |
|-----------------|-----------|--|
| Position No: 17 | Permanent | Station Appearance Maintainer (H583)                               |
| Location:       |           | Jamaica/Atlantic Terminal/Nostrand Ave.                            |
| Tour of Duty:   |           | 4:00 PM – 12:00 AM   |
| Rate of Pay:    |           | April 1 – November 30: \$31.560<br>December 1 – March 31: \$31.423 |
| Rest Days:      |           | Saturday/Sunday  |
| Primary Duties: |           | Same as Position No. 10  |

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

May 16, 2018

**TO ALL CLERICAL EMPLOYEES:**

We will be accepting resumes for the permanent APPOINTED position of Chief Division Operations Support Clerk in the Stations Department. Interested applicants must forward their resumes to Chris Long, Mineola, Mail Code PJ05, by Friday, May 25, 2018.

|               |                       |
|---------------|-----------------------|
| Location:     | Mineola               |
| Tour of Duty: | 6:00 A.M. - 2:00 P.M. |
| Rate of Pay:  | \$39.360              |
| Rest Days:    | Saturday/Sunday       |

**Primary Duties:** The duties associated with this position include, but are not limited to the following tasks:

Perform all general clerical functions for the area: typing, handling telephone inquiries, sorting mail, distributing reports, maintaining records. Maintain safety statistics – prepare daily and monthly safety statistics, assist with electronic filing of safety matters. Order supplies and equipment. Enter requisition in database and follow-up. Provide assistance for Trial Office as required. Preparation of warning letters, trial notices, and company trials.

Position requires the ability to carry out diverse tasks with limited supervision. This position handles confidential information and requires independent, good judgment, a high level of proficiency in many computer software programs, including but not limited to Excel, Access, Powerpoint, Peoplesoft, Outlook, CTAMS, and Word.



**AWARDS TO BULLETIN SD-09-2018**

|                        | <b><u>JOB #</u></b> | <b><u>NAME</u></b> | <b><u>AWARD DATE</u></b> |
|------------------------|---------------------|--------------------|--------------------------|
| <b>POSITION NO. 1</b>  | Temporary TS-1      | C. Kattou          | 5/23/18                  |
| <b>POSITION NO. 2</b>  | Temporary TS-2      | Re-Advertised      |                          |
| <b>POSITION NO. 3</b>  | Temporary C151      | D. Brienza         | 5/16/18                  |
| <b>POSITION NO. 4</b>  | Temporary AMB       | Re-Advertised      |                          |
| <b>POSITION NO. 5</b>  | Permanent AMB       | Re-Advertised      |                          |
| <b>POSITION NO. 6</b>  | Permanent C124      | J. Belizario       | Pending                  |
| <b>POSITION NO. 7</b>  | Permanent C149      | S. Stark           | 5/16/18                  |
| <b>POSITION NO. 8</b>  | Temporary HC561     | T. Fischer         | 5/16/18                  |
| <b>POSITION NO. 9</b>  | Temporary HC531     | D. Layer           | 5/16/18                  |
| <b>POSITION NO. 10</b> | Temporary SL-01     | Re-Advertised      |                          |
| <b>POSITION NO. 11</b> | Temporary V464      | J. Kiss            | 5/16/18                  |
| <b>POSITION NO. 12</b> | Permanent H562      | F. Agugliaro       | 5/16/18                  |
| <b>POSITION NO. 13</b> | Temporary ATL104    | Re-Advertised      |                          |
| <b>POSITION NO. 14</b> | Temporary SL-02     | Re-Advertised      |                          |

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Alicia St. Nicholas, Manager  
Station Services Support

Posted: May 16, 2018

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** TELBUL2-77

**Bulletin Seq:** 4

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-77

Open: 05/16/2018 00:01

Close: 05/25/2018 17:00

Effective: 05/30/2018 00:01

Posted: 05/16/2018 00:01

| Asgn   | Position   | Perm Or Temp | Terminal        |
|--------|--|--------------|-----------------|
| 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. |              |                 |

|     |   |             |      |
|-----|---|-------------|------|
| WL3 | BLOCK OPERATOR                                  | <i>TEMP</i> | LEAD |
|     | Location LEAD TOWER                             |             |      |
|     | Report Time 1001PM                              |             |      |
|     | Rest Days WEDNESDAY & THURSDAY                  |             |      |
|     | Rate Of Pay \$39.471 HOURLY*                    |             |      |
|     | *DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY |             |      |

|        |                                   |                 |         |
|--------|-----------------------------------|-----------------|---------|
| 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.

05/15/20 8:24

**LONG ISLAND RAILROAD  
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

Bulletin Awards - Non-Ops

**Bulletin ID:** TELBUL2-76      **Sequence:** 3

**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        | Emp Num   | Employee Name | Rank From          |
|--------|----------------|--------------|-----------------|-----------|---------------|--------------------|
| FT3    | BLOCK OPERATOR | Permanent    | BROOK           | 58066     | KOCOVIC, G    | 178 TX1041 BO LIRR |
| BO1051 | BLOCK OPERATOR | Permanent    | LIRR-Extra List | 56550     | RIVIELLO, E   | 160 WL3 BO LED     |
| BO1053 | BLOCK OPERATOR | Permanent    | LIRR-Extra List | 57676     | MORA, J       | 173 TX1042 BO LIRR |
| BO1058 | BLOCK OPERATOR | Permanent    | LIRR-Extra List | Readverts |               |                    |

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.

05/15/20 8:18

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

**Bulletin ID:** USBUL1-72      **Sequence:** 16

**Description:** USHER BULLETTN 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        | Emp Num   | Employee Name | Rank From |
|--------|----------|--------------|-----------------|-----------|---------------|-----------|
| BKU2   | USHERS   | Permanent    | ATLANTIC AVE    | 53841     | MURKIN, M     | 16 JAU6   |
| RUH3   | USHERS   | Temporary    | JAMAICA         | 51605     | ARATE, J      | US JAM    |
| UX0003 | USHERS   | Permanent    | LIRR-Extra List | Readverts |               | US NYK    |

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:** USBUL1-73

**Bulletin Seq:** 16

**Bulletin Description:** USHER BULLETIN 1/73

Open: 05/16/2018 00:01

Close: 05/25/2018 17:00

Effective: 05/30/2018 00:01

Posted: 05/16/2018 00:01

| Asgn | Position | Perm Or Temp | Terminal |
|------|----------|--------------|----------|
| NYU4 | USHERS   | Permanent    | NEW YORK |

Location NEW YORK

Report Time 3PM

Rest Days SATURDAY & SUNDAY

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. CT-88 receipts is honored only if signed by employees working in the transportation crew management services office.

05/15/20 8:00

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** USBUL1-73

**Bulletin Seq:** 16

**Bulletin Description:** USHER BULLETIN 1/73

Open: 05/16/2018 00:01

Close: 05/25/2018 17:00

Effective: 05/30/2018 00:01

Posted: 05/16/2018 00:01

| Asgn | Position | Perm Or Temp | Terminal |
|------|----------|--------------|----------|
| IAU6 | USHERS   | Temporary    | JAMAICA  |

Location JAMAICA

Report Time 3PM

Rest Days SUNDAY & MONDAY

Rate Of Pay \*\$38.021 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

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

\* Must work well with the public

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

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

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

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

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

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

05/15/20 8:00

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**  
**Bulletin Jobs - T&E**

**Bulletin ID:** CREW8-55      **Sequence:** 77

**Description:** C/D BULLETIN 8-55

**Open:** 05/16/2018 00:01      **Close:** 05/25/2018 17:00      **Effective:** 05/30/2018 00:01      **Posted:** 05/16/2018 00:01

| Assignment Terminal |                 | Assignment Terminal |  |
|---------------------|-----------------|---------------------|--|
| CREW DISPATCH       |                 |                     |  |
| 4002                | LIRR-Extra List |                     |  |
| 4004                | LIRR-Extra List |                     |  |
| 4006                | LIRR-Extra List |                     |  |
| REL6                | JAMAICA         |                     |  |

All bids must be in the transportation crew management services office prior to the close of this bulletin. CTF-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:** CREW8-54      **Sequence:** 77

**Description:** C/D R111ETTIN 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        | Emp Num | Employee Name | Rank From      |
|--------|-----------------|--------------|-----------------|---------|---------------|----------------|
| CD1F   | CREW DISPATCHER | Temporary    | JAMAICA         | 53937   | RIZZO, JM     | 36 REL6 CD JAM |
| CX4002 | CREW DISPATCHER | Permanent    | LIRR-Extra List |         | Readvertis    |                |
| CX4004 | CREW DISPATCHER | Permanent    | LIRR-Extra List |         | Readvertis    |                |
| CX4006 | CREW DISPATCHER | Permanent    | LIRR-Extra List |         | Readvertis    |                |

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

05/15/20 8:21





**THE LONG ISLAND RAIL ROAD  
OFFICE OF CORPORATE SAFETY  
BULLETIN NO. 01-2018**

Resumes will be accepted for the **APPOINTED** position of **Safety Assistant** in the Office of Corporate Safety. Interested applicants must forward their resumes to Linda Katz, Manager-Administration and Support, Mail Code 1944 by Friday, May 18, 2018. All resumes must include seniority date, current position and date awarded, Bulletin No., LIRR extension, home address, and a daytime telephone number.

**POSITION:** Safety Assistant  
**LOCATION:** JCC - Fourth Floor Corporate Safety  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**RELIEF DAYS:** Saturday and Sunday  
**RATE OF PAY:** \$36.315 (Current)

**PRIMARY DUTIES:**

- Assists Reporting Officer with data entry (entering demographic information for Customer Accidents (ARNES) and MTA PD reports in the Enterprise Safety System (Accident Reporting System). Maintain records of all information including Elevator/Escalator Incidents, filing, etc.
- Process requests for travel, outside seminars/training, memberships, and expense reports. Assists with setting up departmental webinars.
- Record meeting minutes.
- Order office supplies, date/time stamp department mail and distribution and perform other clerical duties as assigned.
- Maintenance (service requests) and supplies for Copiers / Printers, etc.
- Corp Safety - Department Equipment – monitoring / updating / request repair / tracking - Computers, iPhones, iPads, Telephones, etc. (including Cable TV Documentation).
- Compose and mail letters, assist with mail merges, handle routing of all correspondence.
- Prepare and maintain reports and various logs and matrices.
- Department Offsite Storage Maintenance (Iron Mountain). Record Retention - maintain records and arrange for storage or destruction.
- Assists and provides departmental support as needed.

**QUALIFICATIONS:**

- Proficient in Microsoft Access, Excel, Word and Outlook.
- Must be a qualified typist (45 WPM) and have a thorough knowledge of grammar, punctuation and spelling.
- Attention to detail and accuracy is essential together with the ability to follow instructions and effectively prioritize assignments.
- Must be able to work comfortably with all levels of employees as well as outside contacts.
- Must have strong administrative and organizational skills The ability to handle data entry for extended periods of time and manage assignments and meeting deadlines under pressure and/or time constraints is a necessity.
- Must possess the ability to handle confidential information in a professional manner.
- Must be familiar with Corporate Policies and Procedures.

L. Ebbighausen  
Corporate Safety – Vice President

POSTED: May 16, 2018

**THE LONG ISLAND RAIL ROAD**

**OFFICE OF THE CHIEF TRANSPORTATION OFFICER**

Jamaica, NY  
May 16, 2018

**CHIEF TRANSPORTATION OFFICE BULLETIN NO. 2-18**

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 25, 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.

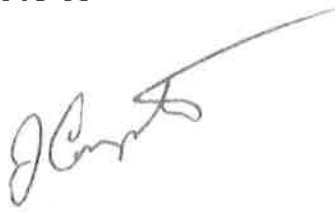
POSTED: May 16, 2018

CLOSES: May 25, 2018



**STATIONS DEPARTMENT**

**NOTICE NO. 2018-09**

Date: May 7, 2018  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer   
Subject: LIRR Medical Department Phone Number Changes

Effective immediately, the Medical Department has changed the phone numbers for the staff as indicated below:

LIRR Medical Main: (347) 494-6270

Chris Yodice, Assistant Director – Employee Services: (347) 494-6276

John Caragiorgis, Senior Manager – MTA OHS: (347) 494-6273

The previous phone numbers will remain active (concurrent with the new numbers) for approximately one to two weeks. On or about Monday, May 14, 2018, the previous numbers will be deactivated.

Please note: the following phone numbers will remain the same:

LIRR Medical Fax: (516) 248-3419

LIRR EAP Phone: (516) 248-3434

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**STATIONS DEPARTMENT  
NOTICE NO. 2018-10**

**Date:** May 9, 2018  
**TO:** All Stations Department Employees  
**FROM:** James Compton, Chief Stations Officer  
**SUBJECT:** HOLIDAY – Memorial Day, Monday, May 28, 2018

On Monday, May 28, 2018, the following will be in effect:

**TICKET AGENTS - The following positions WILL work:**

|                   |                     |                      |                   |
|-------------------|---------------------|----------------------|-------------------|
| A102 Hillside TVM | A312 Bethpage TVM   | A806 Babylon         | SWA3 Southhampton |
| A103 Penn TVM     | A602 Huntington     | A808 Patchogue       | SWA2 Easthampton  |
| A105 Penn TVM     | A603 Huntington     | A961 Broadway        | SWA1 West Hampton |
| A106 Hillside TVM | A608 Port Jefferson | A971 Ronkonkoma      | (Traveling)       |
| A110 Penn Spvsvr  | A701 Mineola        | A972 Ronkonkoma      | SWA4 Montauk      |
| A200 Woodside     | A702 Bethpage TVM   | A982 Bethpage TVM    |                   |
| A303 Long Beach   | A703 Hicksville     | A984 Bethpage TVM    |                   |
| A311 Bethpage TVM | A709 Ronkonkoma     | A988 Penn Supervisor |                   |

**TICKET CLERKS - The following positions WILL work:**

|                |                      |                       |                       |
|----------------|----------------------|-----------------------|-----------------------|
| C102 Penn      | C132 Atlantic        | C313 Long Beach       | C904 Penn             |
| C104 Penn      | C134 Atlantic        | C331 Bethpage TVM     | C905 Atlantic         |
| C106 Penn      | C136 Atlantic        | C333 Bethpage Cashier | C911 Penn             |
| C107 Penn      | C139 Jamaica         | C411 Port Wash        | C913 Penn             |
| C108 Penn      | C140 Jamaica         | C412 Port Wash        | C917 Penn             |
| C110 Penn      | C142 Jamaica         | C602 Huntington       | C923 Jamaica          |
| C112 Penn      | C143 Jamaica         | C702 Bethpage TVM     | C924 Jamaica          |
| C113 Penn      | C144 Info Clerk (AM) | C704 Hicksville       | C952 Bethpage TVM     |
| C114 Penn      | C145 Jamaica         | C706 Hicksville       | C953 Bethpage TVM     |
| C117 Penn      | C147 Info Clerk (PM) | C813 Babylon          | C997 Bethpage Rel Csh |
| C118 Penn      | C149 Jamaica         | C814 Babylon          | TS01 Hicksville       |
| C121 Penn Info | C151 Penn TVM        | C821 Hillside TVM     |                       |
| C126 Penn      | C152 Penn TVM        | C822 Hillside TVM     |                       |
| C127 Penn      | C201 Woodside        | C823 Hillside Cashier |                       |
| C130 Atlantic  | C307 Hempstead       | C901 Penn             |                       |

**STATION APPEARANCE MAINTAINERS - The following positions WILL work:**

|                 |              |                         |                        |
|-----------------|--------------|-------------------------|------------------------|
| ATL102          | HMC123       | JAM133                  | SL-02 Woodside         |
| ATL103          | HMC124       | L302 Mineola            | V489 Woodside          |
| ATL105          | HMC125       | L303 Lindenhurst        | V456 Garden City PM    |
| ATL106          | JAC1 Jamaica | L304 Freeport           | V457 Garden City PM    |
| ATL107          | JAM102       | L307 Babylon            | V462 Babylon Yard      |
| ATL109          | JAM103       | L309 Hicksville         | V488 KO Yard (MTK Van) |
| ATL110          | JAM104       | L311 Huntington         | V903 Ronkonkoma Yd     |
| H552 Port Wash  | JAM108       | L312 Ronkonkoma         | V477 Long Beach        |
| H572 Northport  | JAM112       | L313 Farmingdale        | V479 Ronkonkoma        |
| HC551 Port Wash | JAM118       | L315 Bayside            | V480 Ronkonkoma        |
| HC571 Northport | JAM119       | L320 Port Washington    | V484 Northport         |
| HC581           | JAM120       | L911 Ronkonkoma         | V485 Northport         |
| HC582           | JAM124       | RSC2 Atlantic           | WSY101                 |
| HC583           | JAM130       | RSC3 Atlantic           | WSY900                 |
| HMC109          | JAM131       | SV-01 KO Yard (MTK Van) |                        |
| HMC112          | JAM132       | SL-01 Long Beach        |                        |

- AMBASSADORS:** WILL NOT work
- MESSENGER SERVICE:** WILL NOT operate.
- OFFICES CLOSED:** Commissary, General Offices, Lost and Found, Medical Facility, Mail and Ride
- SPEC SERVICES ATT:** WILL NOT work
- TICKET OFFICE HOURS:** HOLIDAY hours as shown on the Ticket Sales Hours Card.
- TICKET SALES:** Senior Citizens/People with Disabilities/Medicare card tickets and Off Peak tickets will be valid on all trains.
- TRAIN SERVICE:** Will operate on a **HOLIDAY** schedule.