



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 temporary position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) June 29, 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 ext. 8012 or sent via inter-office mail to MC:1421.


POSITION: RIC-8 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: Audit and balance daily TOM tour envelopes relative to ticket sales and deposits. Process related reports in accordance with Company Policies and Procedures. Audit and prepare reports relative to Bar Cart Attendant remittances. Preparation of reports, work papers and other accounting documents pursuant to the Revenue Information and Control Department. Must have knowledge of basic Accounting Procedures, Tariff Regulations and the Instructions to Agents and Ticket Clerk.

Must qualify in keyboard skills (25 wpm). Must complete a minimum of 25 tours per day. Prepare boxes (approx. 25 pounds) to be sent to an offsite storage facility.

Other related duties.

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



M. Reilly
Controller

Posted: June 20, 2018

THE LONG ISLAND RAIL ROAD

OFFICE OF THE CHIEF PROCUREMENT & LOGISTICS OFFICER

June 20, 2018

BULLETIN NO. 2641

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

Bids for the following position in the Procurement and Logistics Department will be accepted by the P&L Administration Section, Mail Code 0335, until 5:00 P.M. on June 29, 2018.

POSITION: Inquiry Clerk (T. Everett-Mitchell) -Temporary

LOCATION: Jamaica, NY (JCC)

TOUR OF DUTY: 8:00 a.m. to 4:00 p.m. (or 7:30 a.m. – 3:30 p.m.)

REST DAYS: Saturday and Sunday

RATE OF PAY: \$35.51 per hour

DUTIES: Formally tabulate vendor price quotations, maintain vendor records in PeopleSoft, set up blanket orders in PeopleSoft, maintain control logs and records; prepare/mail correspondence to vendors/company personnel and various other related administrative duties. This position is also responsible for records retention and maintenance of departmental files and documentation. Other related duties.

This position requires the utilization of a computer for various computer applications including PeopleSoft and spreadsheet analyses (Excel, Word).

B. DeBois

Manager – Administration

Posted: 9:00 AM
February 21, 2018

Under the contract effective July 26, 1982, the following must be included on LIRR bid application: Seniority date, current position held, and date awarded current position.

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

June 20, 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 2616	Stores Truck Driver Temporary (P. Bartholomew)	NO BIDS RECEIVED	
P&L 2617	Assistant Warehouse Person West Side Yard Permanent (D. Shaw)	NO BIDS RECEIVED	
P&L 2618	Warehouse Person Various/Various-Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2620	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2621	Warehouse Person Permanent (R. Lipton)	NO BIDS RECEIVED	
P&L 2622	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2624	Warehouse Person Permanent (D. Chernoff)	Joseph Casali	6/20/18
P&L 2625	Warehouse Person Permanent (P. Sciaulino)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
June 20, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2623

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, June 29, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (D. Shaw) – Permanent
RE-ADVERTISED (P&L – 2608 & 2617)
LOCATION: West Side Yard 401 10th 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
June 20, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2626

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, June 29, 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, 2609 & 2618)

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
June 20, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2627

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, June 29, 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, 2610 & 2620)

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
June 20, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2628

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, June 29, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (R. Lipton) – Permanent
RE-ADVERTISED (P&L – 2621)
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
June 20, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2629

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, June 29, 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, 2612 & 2622)
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
June 20, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2630

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, June 29, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (P. Sciaulino) – Permanent
RE-ADVERTISED (P&L – 2615 & 2625)
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
June 20, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2631

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, June 29, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (M. Boyd-West) – 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
June 20, 2018

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2632**

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, June 29, 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, 2607 & 2616)

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
June 20, 2018

LONG ISLAND RAIL ROAD

Bulletin 6-2018

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, June 29, 2018 at 5:00 PM.

POSITION: CSR - 905 (Temporary)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 33.868

TOUR OF DUTY: 1:00 PM – 9:00 PM

RELIEF DAYS: Tuesday and Wednesday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino
Customer Service Manager

Posted June 20, 2018

LONG ISLAND RAIL ROAD
Bulletin 7-2018

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, Mail Code 3140 by Friday June 29, 2018 at 5:00 PM.

POSITION: CSR - 103 (Appointed)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 33.868

TOUR OF DUTY: Mon, Tues & Fri 8:00 AM – 4:00 PM
Saturday/Sunday 10:00 AM – 6:00 PM

RELIEF DAYS: Wednesday and Thursday

JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}, Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a callback. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.

- Responsible to understand all alarms and visual displays as to network and MTA service status.
- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

QUALIFICATIONS:

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino
Customer Service Manager

Posted June 20, 2018

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

NOTICE OF CORRECTION

BULLETIN NO. SD-11-2018

June 20, 2018

This bulletin will close **at 5:00 PM on Friday, June 29 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: 11	Temporary	Mail & Ride Clerk (P208)
Location:		Jamaica
Tour of Duty: <u>UPDATED</u>		9:15 AM – 5:15PM
Rate of Pay:		\$36.060
Rest Days:		Saturday/Sunday

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

Must be able to perform all other Mail & Ride related duties.

Alicia St. Nicholas, Manager
Station Services Support

Posted: June 20, 2018

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

June 20, 2018

AGENT'S BULLETIN NO. SD-09 2018

This bulletin will close **at 5:00 PM on Friday, June 29, 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 (A603)
Location:		Huntington
Tour of Duty:		12:00 PM – 8:00 PM
Rate of Pay:		\$41.581
Rest Days:		Tuesday/Wednesday

Position No: 2	Permanent	Agent (A101)
Location:		Hillside TSM (parts)
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$45.743
Rest Days:		Saturday/Sunday

Position No: 3	Temporary	Agent (A982)
Location:		Bethpage TSM
Tour of Duty:		Monday: 5:00 AM – 2:00 PM Thurs/Fri: 8:00 AM – 4:00 PM Sat/Sun: 10:30 AM – 6:30 PM
Rate of Pay:		\$45.743
Rest Days:		Tuesday/Wednesday

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

June 20, 2018

BULLETIN NO. SD-12-2018

This bulletin will close **at 5:00 PM on Friday, June 29, 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	Permanent	Ticket Clerk (C143)
Location:		Jamaica
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday

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 (C 147)
Location:		Jamaica Info.
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$33.890
Rest Days:		Saturday/Sunday

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.: 6	Temporary	Ticket Clerk (CT 971)
Location:		Sun/Mon: Hicksville TSM/Info Thurs/Fri: Hicksville TSM/Info Saturday: Jamaica Info
Tour of Duty:		Sun/Mon: 1:00PM – 9:00PM Thurs/Fri: 6:00AM – 2:00PM Saturday: 6:00AM – 2:00PM
Rate of Pay:		Sun/Mon/Thurs/Fri: \$36.618 Saturday: \$ 33.890
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 4

Position No.: 7	Permanent	Ticket Clerk (C121)
Location:		Penn Station – Info
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$33.890
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 2

Position No.: 8	Temporary	Ticket Clerk (C145)
Location:		Jamaica
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$36.463
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 2

Position No.: 9	Temporary	Station Appearance Maintainer (HC571)
Location:		Hicks/BAB/Northport –Chief
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.517
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.: 10	Temporary	Station Appearance Maintainer (JAM116)
Location:		Jamaica
Tour of Duty:		4:00PM – 12:00AM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

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

Position No.: 11	Temporary	Station Appearance Maintainer (SL-01)
Location:		Long Beach
Tour of Duty:		11:30AM – 7:30PM
Rate of Pay:		\$30.220
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 10

Position No.: 12	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. 10

Position No.: 13	Temporary	Station Appearance Maintainer (L301)
Location:		Massapequa Park
Tour of Duty:		5:00 AM – 1:00 PM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 10

Position No.: 14 Temporary Station Appearance Maintainer (H543)

Location: KO Yd. / Divide /Bab. Yd.

Tour of Duty: 12/1-3/31 – 6:00am-2:00pm
4/1-11/30 – 7:30am – 3:30pm

Rate of Pay: \$31.285

Rest Days: Saturday/Sunday

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

Position No: 15 Permanent Station Appearance Maintainer (RSC4)

Location: Atlantic Terminal

Tour of Duty: Thurs/Fri: - **CHIEF** - 6:00 AM – 2:00 PM
Saturday: 2:30 PM – 10:30 PM
Sun/Mon: 9:30 PM – 5:30 AM

Rate of Pay: Thurs/Fri: \$34.517
Sat/Sun/Mon: \$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. 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.

AWARDS TO BULLETIN SD-11-2018

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C101	C. Snyder	Pending
POSITION NO. 2	Permanent C104	A. Wallace	6/20/18
POSITION NO. 3	Permanent C985	T. O'Connor	6/20/18
POSITION NO. 4	Temporary C992	S. Jackson	6/20/18
POSITION NO. 5	Temporary TS-2	A. Hendrickson	6/20/18
POSITION NO. 6	Temporary C151	J. Ligorio	6/20/18
POSITION NO. 7	Temporary C926	S. Overton	Pending
POSITION NO. 8	Temporary CT-707	Re-Advertised	
POSITION NO. 9	Temporary CT-708	Re-Advertised	
POSITION NO. 10	Temporary CT-971	Re-Advertised	
POSITION NO. 11	Temporary P208	Withdrawn	
POSITION NO. 12	Permanent V475	Withdrawn	
POSITION NO. 13	Permanent V476	Withdrawn	
POSITION NO. 14	Temporary R5C1	C. Jessup (A)	6/20/18
POSITION NO. 15	Temporary V462	B. Rooney	6/20/18
POSITION NO. 16	Temporary SL-01	Re-Advertised	
POSITION NO 17	Temporary SL-02	Re-Advertised	
POSITION NO 18	Temporary JAM121	N. Perri (A)	6/20/18
POSITION NO 19	Permanent H582	A. Kerr-Smith	6/20/18
POSITION NO 20	Permanent H583	L. Jackson	6/20/18
POSITION NO 21	Permanent ATL110	J. Lundstrom (A)	6/20/18
POSITION NO 22	Permanent RSC3	Re-Advertised	
POSITION NO 23	Temporary JAM112	Re-Advertised	
POSITION NO 24	Permanent V479	A. Nicosia	6/20/18
POSITION NO 25	Permanent V471	Withdrawn	
POSITION NO 26	Permanent Ambassador	Re-Advertised	

POSITION NO 27 Temporary Ambassador Re-Advertised

POSITION NO 28

POSITION NO 29

POSITION NO 30

**Alicia St. Nicholas, Manager Station Services Support
Posted: June 6, 2018**

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-75

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/75

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU17	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 4PM

Rest Days MONDAY & TUESDAY

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.

06/18/20 12:15

Bulletin ID: USBUL1-75

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/75

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH3	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.

06/18/20 12:15

Bulletin ID: USBUL1-75

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/75

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn Position

Perm Or Temp

Terminal

UX0013 USHERS

Permanent

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 SYSTEM

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 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.

06/18/20 12:15

Bulletin ID: USBUL1-75

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/75

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0014	USHERS	Permanent	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 SYSTEM

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 FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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06/18/20 12:15

Bulletin ID: USBUL1-75

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/75

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0015	USHERS	Permanent	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 SYSTEM

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 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.

06/18/20 12:15

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-74 **Sequence:** 16

Description: USHER BULLETIN 1/74

Open: 06/06/2018 00:01

Close: 06/15/2018 17:00

Effective: 06/20/2018 00:01

Posted: 06/06/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU6	USHERS	Permanent	JAMAICA	56386	PEPE, CJ	30 JAU7 US JAM
RUH3	USHERS	Permanent	JAMAICA	<i>Readvertis</i>		
UX0012	USHERS	Permanent	LIRR-Extra List	<i>55471</i>	<i>CAGNINA, C</i>	
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0014	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0015	USHERS	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.

06/16/20 14:36

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-79

Bulletin Seq: 5

Bulletin Description: TELEGRAPHERS BULLETIN 2-79

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
HNA1	ASST. TRAIN DIRECTOR	Permanent	DIVIDE
	Location DIVIDE TOWER		
	Report Time 6AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay *\$50.215 HOURLY		
	*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.		

BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

FT3	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		

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		

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.

06/18/20 15:43

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-78 **Sequence:** 4

Description: TELEGRAPHERS BULLETIN 2-78

Open: 06/06/2018 00:01 **Close:** 06/15/2018 17:00 **Effective:** 06/20/2018 00:01 **Posted:** 06/06/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
HNI2	TRAIN DIRECTOR	Permanent	DIVIDE	28211	DORAZIO, D	24 HNA1 AT DIV
HNA2	ASST. TRAIN DIRECTOR	Permanent	DIVIDE	51324	MANIACI, FV	67 BO1059 BO LIRR
WL3	BLOCK OPERATOR	Permanent	LEAD	Readverts		
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readverts		
MT2	BLOCK OPERATOR	Permanent	NASSAU TOWER	58065	FRERS, W	179 TX1040 BO LIRR
PSCTR3	BLOCK OPERATOR	Permanent	PENN STATION CENTRAL	57676	MORA, J	173 BO1053 BO LIRR
PSCTR4	BLOCK OPERATOR	Permanent	PENN STATION CENTRAL	58067	BENNETT, D	180 TX1039 BO LIRR
PSCTR5	BLOCK OPERATOR	Permanent	PENN STATION CENTRAL	Readverts		
PSCTR6	BLOCK OPERATOR	Permanent	PENN STATION CENTRAL	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.

06/18/20 8:00

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-57

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-57

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CD1A	CREW DISPATCHER	Permanent	JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days SATURDAY & SUNDAY

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

06/18/20 14:01

Bulletin ID: CREW8-57

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-57

Open: 06/20/2018 00:01

Close: 06/29/2018 17:00

Effective: 07/04/2018 00:01

Posted: 06/20/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4004	CREW DISPATCHER	Permanent	LJRR-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.	

REL.6	CREW DISPATCHER	Temporary	JAMAICA
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA	
	Report Time	359PM	
	Rest Days	WEDNESDAY & THURSDAY	
	Rate Of Pay	\$42.741 HOURLY*	
		FRI & SAT. (CD2C)	
		SUNDAY (CD2A)	
		MON & TUE (CD2D)	
		APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU, AND	
		UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.	

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

06/18/20 14:01

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW8-56 **Sequence:** 77

Description: C/D BULLETIN 8-56

Open: 06/06/2018 00:01 **Close:** 06/15/2018 17:00 **Effective:** 06/20/2018 00:01 **Posted:** 06/06/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
REL6	CREW DISPATCHER	Temporary	JAMAICA	Readvertis		
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List	28822	PERRINO JR, MP	4 SCD3 SC JAM

All bids must be in the transportation crew management services office prior to the close of this bulletin. C11-88 receipts is honored only if signed by employees working in the transportation crew management services office.

**THE LONG ISLAND RAIL ROAD
OFFICE OF SECURITY DEPARTMENT
BULLETIN NO. 01-2018**

June 20, 2018

Resumes will be accepted for the APPOINTED position of Pass Office Clerk (Exception 4) in the Office of Security- Pass Office. Interested applicants must forward their resumes to Terilyn Brennan, Mail code #3142A, for receipt by June 29, 2018. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Permanent: Pass Office Clerk

Location: Hillside Support Facility (Primary)
Various Field Locations (Secondary)

Tour of Duty: 11:00 A.M. – 7:00 P.M.

Rate of Pay: 38.13(includes \$0.50 skill differential)

Rest Days: Saturday/Sunday

Primary Duties include, but are not limited to:

- Serve as front-desk representative to receive/respond to applicants/customers; provide polite, courteous service, accurate information, appropriate/applicable forms to enable expedient/efficient and successful completion of requests
- Review and verify information on all pass applications and obtain required documentation
- Produce and arrange for processing and distribution of transportation passes on approved applications
- Track/Maintain LIRR pass stock log utilizing Crystal Reports and MS Excel
- Review and process requests for new/re-certification/replacement FRA-mandated licenses (locomotive engineer, train service, student engineer, roadway worker safety certifications); monitor, track, record and update relevant database files and records
- Perform field/mobile photograph capturing; uploading of digital data, scanning, recording and database updating
- Handle heavy volume of customer inquiries and willing to work under pressure and time constraints
- Review and process Parking Permit applications
- Perform general administrative duties and other duties as assigned

Requirements:

- Must possess excellent organizational skills and ability to effectively coordinate and prioritize work assignments and to operate successfully as a member in a team environment
- Must be a qualified clerk-typist (45 WPM) and proficient in use of PC's including MS Access, Excel, PowerPoint, Word, Outlook, and LAN communications. Familiarity with Peoplesoft Applications; BSC and Crystal Reports preferred.
- Functional knowledge of Lenel Systems preferred
- Basic understanding of proximity access preferred

- Must be knowledgeable of and familiar with Corporate Policy and Procedures related to transportation privileges, internal controls and limitations on eligibility
- Knowledge and understanding of stationary and mobile photographic equipment & lighting is preferred
- Must have valid driver's license

Must be flexible as to work assignments, including but not limited to varying tours of duty, location of assignments, overtime assignment availability, vacation coverage, etc.

Posted: 9:00 AM; June 20, 2018

**THE LONG ISLAND RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2018-03**

TO ALL CLERICAL EMPLOYEES:

APPOINTED Two (2) Public Information Officer positions have 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, June 29, 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: June 20, 2018

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

June 20, 2018

NOTICE OF AWARD

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

<u>BULLETIN NO.</u>	<u>POSITION</u>	<u>NAME</u>	<u>EFFECTIVE DATE</u>
03-18	Denial Clerk	M. Boyd-West	June 20, 2018

Melissa Newell
Assistant to the Chief Transportation Officer

POSTED: 9:00 AM
June 20, 2018

STATIONS DEPARTMENT

Notice No. 2018-14

Date: June 4, 2018
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: Warm Weather Dress Code – Memorial Day through Labor Day



Effective May 28, 2018, and with the beginning of the warm weather season, *from Memorial Day through Labor Day*, all Stations Department employees are required to comply with the following dress code. As front line employees, whether ticket selling or maintaining the appearance of stations, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

Proper safety footwear must be worn in accordance with Corporate Policy and Procedure SAFE-009. All employees "...shall be required to wear safety footwear at all times while on duty for protection against injury to the foot / toe / ankle..." and meet "...the requirements and specifications." (**Appendix C attached**). In addition, all safety shoes that are worn out with holes or unsecured shoe laces must be replaced with new ones immediately to avoid injury.

Ticket Agents / Ticket Clerks

Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As always, your nametag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

NOTE: Polo shirts are **ONLY** to be worn when working outside of your normal scheduled tour of duty during bus programs or special events. They are **NOT** to be worn inside the ticket office during ticket selling. **NO jeans. NO hooded sweatshirts.**

TSM Agents / Clerks / Cashiers

TSM agents, clerks and cashiers are required to wear neat, clean clothing, appropriate for the work to be performed. Collared shirts and safety shoes are required. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

Foremen / Station Appearance Maintainers (SAM)

Foremen / SAMs are required to wear railroad issued uniform pieces with the following exceptions:
Railroad issued short sleeve T-shirts or polo shirts may be worn. Purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, will be permitted with manager or foreman approval. Foremen / SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants and torn clothing or vests should not be worn.

Customer Service Ambassadors: Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest or sweater. As always, your name badge must be worn. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

Special Service Attendants: All attendants are required to wear their full uniforms.

If you need any uniform items or have any questions about the dress code, please contact your manager.

Attachments – SAFE-009 Attachment C (Revised 2/2016)

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STATIONS DEPARTMENT
Notice No. 2018-17

REVISED

Date: June 14, 2018
 To: All Stations Department Employees
 From: James Compton, Chief Stations Department
 Subject: Holiday – Independence Day, Wednesday, July 4, 2018



On Wednesday, July 4, 2018, the following positions WILL work:

TICKET AGENTS

- | | | | | |
|-------------------|-------------------|-------------------|-------------------|-----------------|
| A101 Hillside TVM | A303 Long Beach | A700 Bethpage TVM | A808 Patchogue | SA1 Westhampton |
| A103 Penn TVM | A311 Bethpage TVM | A701 Mineola | A972 Ronkonkoma | SA2 E. Hampton |
| A106 Hillside TVM | A312 Bethpage TVM | A702 Bethpage TVM | A974 Hillside TVM | SA3 Southampton |
| A110 Penn | A403 Broadway | A703 Hicksville | A984 Bethpage TVM | SA4 Montauk |
| A111 Penn | A602 Huntington | A709 Ronkonkoma | A985 Huntington | |
| A200 Woodside | A608 Port Jeff | A806 Babylon | A986 Penn TVM | |

TICKET CLERKS

- | | | | | |
|-----------|---------------|----------------------|-----------------------|----------------------|
| C101 Penn | C127 Penn | C151 Penn TVM | C814 Babylon (PM) | C920 Jamaica |
| C106 Penn | C130 Atlantic | C201 Woodside | C821 Hillside TVM | C922 Jamaica |
| C108 Penn | C132 Atlantic | C313 Long Beach | C823 Hillside Cashier | C924 Jamaica |
| C109 Penn | C136 Atlantic | C331 Bethpage TVM | C901 Penn | C943 Port Wash (PM) |
| C110 Penn | C140 Jamaica | C333 Bethpage Cshr | C905 Penn | C951 Hempstead |
| C113 Penn | C141 Jamaica | C411 Port Wash (AM) | C906 Penn | C953 Bethpage TVM |
| C114 Penn | C142 Jamaica | C700 Bethpage TVM | C908 Penn | C970 Hicksville (PM) |
| C117 Penn | C143 Jamaica | C702 Bethpage TVM | C913 Penn TVM | C985 Babylon (AM) |
| C118 Penn | C144 Jamaica | C704 Hicksville (AM) | C915 Atlantic | C994 Hillside TVM |
| C119 Penn | C146 Jamaica | C709 Bethpage Cshr | C916 Penn | |
| C124 Penn | C149 Jamaica | C802 Freeport | C917 Penn | |

STATION APPEARANCE MAINTAINERS

- | | | | | |
|-----------------------|------------------|---------------|-----------------|--------------------|
| ATL101 Atlantic | HC571 | JAM108 | L307 Babylon | SV01 KO Yd/Mntk |
| ATL103 Atlantic | Bab/Hcks/Nrthprt | JAM118 | L309 Hicksville | V462 Babylon Yd |
| ATL104 Atlantic | HMC106 | JAM119 | L311 Huntington | V477 Long Beach |
| ATL106 Atlantic | HMC109 | JAM124 | L312 KO | V479 KO Yard (PM) |
| ATL107 Atlantic | HMC118 | JAM130 | L315 Bayside | V480 KO Yard (PM) |
| ATL108 Atlantic | HMC123 | JAM131 | RSC1 Jamaica | V484 Northport |
| ATL109 Atlantic | HMC124 | JAM132 | RSC2 Atlantic | V485 Northport |
| ATL110 Atlantic | HMC125 | JAM133 | RSC3 Atlantic | V488 KO Yard (MTK) |
| H552 Port Wash | JAC1 Jamaica | JCR2 Jamaica | SL01 Long Beach | V903 KO (AM) |
| H572 Bab/Hcks/Nrthprt | JAM102 | L302 Mineola | SL02 Woodside | |
| HC551 Port Wash | JAM104 | L304 Freeport | SWSY102 | |

AMBASSASORS: WILL NOT work
OFFICES CLOSED: Commissary, General Offices, Lost & Found, Medical Facility
MESSENGER SERVICE: WILL NOT operate.
TICKET OFFICE HOURS: HOLIDAY hours as shown on the Ticket Sales Hours Card.
TICKET SALES: Senior Citizens and Off Peak tickets will be valid on all trains.
TRAIN SERVICE: Will operate on a HOLIDAY schedule.

If you have any questions, please contact your manager.



STATIONS DEPARTMENT

NOTICE NO. 2018-18

Date: June 19, 2018
To: All Transportation Communications Union (TCU) Employees, **including Block Operators**
From: James Compton, Chief Stations Officer *J Compton*
Subject: Snow Removal Sign-up - Roadway Worker Protection in Charge Training – Deadline July.16, 2018

As per Federal Regulations and LIRR Safety Rules, all employees who perform snow removal duties on or about station platforms with the potential of fouling a track, are required to attend **Roadway Worker Protection Training**. If you successfully completed this training last year, a crew dispatcher will contact you with information about class attendance in a couple of weeks.

If you are not a station appearance maintainer (SAM) and do not want to do snow removal this year, advise the crew dispatcher when they contact you that you are not interested in performing snow removal and you will not be signing up this year. They will remove you from the class.

If you are not a SAM and you did not go through Roadway Worker In Charge (RWIC) or RWP training last year and you are planning on signing up to perform snow removal duty this year, you must either call or email Tom Foulkes at 718-558-7623, tfoulke@lirr.org, to be added to the class **by July 16, 2018**.

If you have not had an LIRR medical screening and wish to perform snow removal duty, you will need to be medically screened and cleared to be included in a class. If you were hired as a SAM, you already had the screening. When you leave a message or send an email to Tom Foulkes, indicate whether or not you need a medical screening.

NOTE: The medical screening will need to be done on your own time. You will need to make the appointment with LIRR medical office. After your appointment, notify Tom Foulkes and he will confirm your approval status with medical. Once medical has cleared you, a crew dispatcher will advise you of class enrollment date and time.

ATTENTION BLOCK OPERATORS

If you are interested in signing up to perform snow removal duty, you must contact Tom Foulkes at 718-558-7623, or send an email to tfoulke@lirr.org to be included in a class. If you did a medical screening last year, you do not need another one. If you have never had a medical screening at the LIRR, please see the instructions above on obtaining one. Deadline is July 16, 2018.

Please feel free to call Tom Foulkes with questions 718-558-7623.

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TIME IS OF THE ESSENCE; COLD WEATHER IS RIGHT AROUND THE CORNER.
DO NOT WAIT TO SIGN UP OR YOU MIGHT MISS OUT.

"Safety at all times is of the utmost importance."