



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT

Notice of Award

Bulletin No. 2641, Inquiry Clerk –Procurement (temporary), is awarded to Jasmine Wells-Jones effective July 4, 2018.

Barbara DeBois
Manager – Administration

POSTED: July 18, 2018

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

July 18, 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 2633	Assistant Warehouse Person West Side Yard Permanent (D. Shaw)	NO BIDS RECEIVED	
P&L 2634	Warehouse Person Various/Various-Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2635	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2636	Warehouse Person Permanent (R. Lipton)	Patrick Melia	7/25/18
P&L 2637	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2638	Warehouse Person Permanent (P. Sciaulino)	Kayla Lora	7/25/18
P&L 2639	Warehouse Person Permanent (M. Boyd-West)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
July 18, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2640

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, July 27, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (L. Ross) – 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
July 18, 2018

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2642**

**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, July 27, 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, 2623 & 2633)
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
July 18, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2643

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, July 27, 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, 2626 & 2634)

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
July 18, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2644

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, July 27, 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, 2627 & 2635)
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
July 18, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2645

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, July 27, 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, 2629 &
2637)
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
July 18, 2018

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2646

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, July 27, 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 – 2631 & 2639)

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
July 18, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2647

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, July 27, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (H. Cyrus) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 11:30 AM – 7:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.335 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
July 18, 2018

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2648

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, July 27, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (R. Lipton) – Temporary
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
July 18, 2018

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

July 18, 2018

AGENT'S BULLETIN NO. SD-11 2018

This bulletin will close **at 5:00 PM on Friday, July 27, 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 (A)

Location:

Tour of Duty:

Rate of Pay:

Rest Days:

AWARDS TO AGENT'S BULLETIN SD-10-2018

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary A808	J. Verschure	7/18/18
POSITION NO. 2			

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

July 18, 2018

BULLETIN NO. SD-14-2018

This bulletin will close **at 5:00 PM on Friday, July 27, 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 (C926)
Location:		Tues/Wed: Hempstead Sat/Sun: Atlantic- Chief Monday: Bayside
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		Tues/Wed: \$34.994 Sat/Sun: \$46.154 Monday: \$34.602
Rest Days:		Thursday/Friday

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

Position No: 5	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Saturday/Sunday

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No.: 6	Permanent	Station Appearance Maintainer (JAM122)
Location:		Jamaica
Tour of Duty:		4:00PM – 12:00AM
Rate of Pay:		\$30.220
Rest Days:		Tuesday/Wednesday

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

Position No: 7	Permanent	Station Appearance Maintainer (ATL104)
Location:		Atlantic Terminal
Tour of Duty:		2:00PM – 10:00PM
Rate of Pay:		\$30.220
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 6

Position No: 8 Permanent Station Appearance Maintainer (ATL105)
Location: Atlantic Terminal
Tour of Duty: 2:00PM – 10:00PM
Rate of Pay: \$30.220
Rest Days: Wednesday/Thursday
Primary Duties: Same as Position No. 6

Position No: 9 Temporary Station Appearance Maintainer (L316)
Location: Woodside
Tour of Duty: 6:00 AM - 2:00 PM
Rate of Pay: \$30.220
Rest Days: Sunday/Monday
Primary Duties: Same as Position No. 6

Position No.: 10 Temporary Station Appearance Maintainer (H573)
Location: Hicksville/Babylon/Northport
Tour of Duty: 6:00 AM – 2:00PM
Rate of Pay: \$31.285
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. 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: 17	Temporary	Station Appearance Maintainer (RSC1)
Location:		Jamaica
Tour of Duty:		Wed/Thurs/Fri: - 4:00 PM – 12:00 AM Saturday/Sunday: - CHIEF 4:00 PM – 12:00AM
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.

Position No: 18	Permanent	Station Appearance Maintainer (JAM124)
Location:		Jamaica
Tour of Duty:		5:00AM – 1:00PM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 6

Position No: 19	Permanent	Station Appearance Maintainer (RSC3)
Location:		Atlantic Terminal
Tour of Duty:		Mon/Tues/Wed/Thurs: 2:00 PM – 10:00 PM Friday: 2:30 PM – 10:30 PM
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 6

Position No: 20	Temporary	Station Appearance Maintainer (JAM112)
Location:		Jamalca
Tour of Duty:		Mon/Tue/Fri: 4:00PM – 12:00AM Sat/Sun: 1:30 PM – 9:30 PM
Rate of Pay:		\$30.220
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 6

AWARDS TO BULLETIN SD-13-2018

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C114	Withdrawn	
POSITION NO. 2	Temporary C700	D. Brienza	7/18/18
POSITION NO. 3	Temporary C146	C. Jessup	Pending
POSITION NO. 4	Temporary C923	E. Flannery	7/18/18
POSITION NO. 5	Permanent C126	T. Gonzalez-Lam	Pending
POSITION NO. 6	Temporary C915	R. Lipton	Pending
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Permanent AMB	J. Vancol	7/18/18
POSITION NO. 9	Temporary L316	Re-Advertised	
POSITION NO. 10	Temporary H572	A. Cognato	7/18/18
POSITION NO. 11	Temporary L320	D. Dinapoli	7/18/18
POSITION NO. 12	Permanent JAM132	J. Scano	7/18/18
POSITION NO. 13	Temporary ARCH900	Re-Advertised	
POSITION NO. 14	Permanent L304	C. Jahkhah	7/18/18
POSITION NO. 15	Permanent JAM133	J. Urrego	7/18/18
POSITION NO. 16	Permanent RSC4	N. Perri (A)	7/18/18
POSITION NO 17	Permanent JAM116	Re-Advertised	
POSITION NO 18	Permanent V903	J. Kliss	7/18/18
POSITION NO 19	Temporary WSY102	E. Ortiz (A)	7/18/18

Alicia St. Nicholas, Manager Station Services Support
Posted: July 18, 2018

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL176 Sequence: 16
 Description: USHER BULLETIN 176

Open: 07/04/2018 00:01 Close: 07/13/2018 17:00

Effective: 07/18/2018 00:01 Posted: 07/04/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
UX0008	USHERS	Temporary	LIRR-Extra List	53860	PETERSON, J	23	NYUS US NYK
UX0013	USHERS	Permanent	LIRR-Extra List	50521	AHRENS, MJ	7	JAU2 US JAM
UX0014	USHERS	Permanent	LIRR-Extra List	57357	Keefe J		
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. CTR-88 bids is ignored only if signed by employees working in the transportation crew management services office

07/17/20 10:44

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBOL1-77

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/77

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU2	USHERS	TEMP	JAMAICA

Location JAMAICA

Report Time 615AM

Rest Days FRIDAY & SATURDAY

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.

07/17/20 11:06

Bulletin ID: USBUL1-77

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/77

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU5	USHERS	Permanent	NEW YORK

Location NEW YORK

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$38.021 BASE RATE*

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

07/17/20 11:06

2

Bulletin ID: USBUL1-77

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/77

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0010	USHERS	temp	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$37.884 BASE RATE

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES
IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

APPLICANTS WILL BE SUBJECT TO A 2 PART EXAM THAT HAS BEEN DEVELOPED BY THE GENERAL STATIONMASTER

PART 1 LIVE ANNOUNCEMENTS AND ACTUAL USE AND UNDERSTANDING OF COMPUTER 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. CF-88 receipts is honored only if signed by employees working in the transportation crew management services office.

07/17/20 11:06

Bulletin ID: USBUL1-77

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/77

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0015	USHERS	temp	LIRR-Extra List
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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.

07/17/20 11:06

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-80 Sequence: 6

Description: TELEGRAPHERS BULLETIN 2-80

Open: 07/04/2018 00:01 Close: 07/13/2018 17:00

Effective: 07/18/2018 00:01 Posted: 07/04/2018 00:00

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readverts		
WLS	BLOCK OPERATOR	TEMP	LEAD	51772	PEREZ, MA	73 3-1 PC PSCC
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readverts		
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readverts		
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	56560	VALIENTE, G	156 BO1052 BO LIRR

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.

07/16/20 15:35

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-81

Bulletin Seq: 7

Bulletin Description: TELEGRAPHERS BULLETIN 2-81

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1058	BLOCK OPERATOR	TEMP	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.		
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		

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.

07/17/20 10:05

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

Bulletin ID: CREW8-58 Sequence: 78
 Description: C/D BULLETIN 8-37
 Open: 07/05/2018 00:01 Close: 07/14/2018 17:00 Effective: 07/18/2018 00:01 Posted: 07/02/2018 00:01

Assign	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
CD1F	CREW DISPATCHER	Permanent	JAMAICA	Readvertis			
CD3A	CREW DISPATCHER	Permanent	JAMAICA	Readvertis			
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis			
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis			
DT4102	CREW DISP. TRNEE	<i>Temp</i>	LIRR-Extra List	<i>55468</i>	<i>J. MEDFORD</i>		

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-59

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-59

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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014103	CREW DISP. TRNEE	<i>Temp</i>	LIRR-Extra List
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Location: TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time: VARIOUS

Rest Days: VARIOUS

Rate Of Pay: *\$30.266/\$36.899 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

APPLICANTS MAY BE SUBJECTED TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$36.899 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$43.810

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

014104	CREW DISPATCHER	<i>PERM.</i>	JAMAICA
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Location: TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time: 759AM

Rest Days: MONDAY & TUESDAY

Rate Of Pay: \$43.810 HOURLY*

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

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

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

07/17/20 10:31

Bulletin ID: CREW8-59

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-59

Open: 07/18/2018 00:01

Close: 07/27/2018 17:00

Effective: 08/01/2018 00:01

Posted: 07/18/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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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.

CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
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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.

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.

07/17/20 10:31

JOB NO. 10

POSITION PERMANENT
LOCATION *Bonefont, A.*
TOUR OF DUTY

CLERK RELIEF – CENTRAL CONTROL
MU CENTRAL CONTROL CENTER (Jamaica)
Fri-Sat 7:30 a.m. to 3:30 p.m.
Sun-Mon-Tue 11:30 p.m. to 7:30 a.m.

RELIEF DAYS

WEDNESDAY & THURSDAY

RATE OF PAY

\$36.856 PER HOUR

QUALIFICATIONS

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

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

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 465

Bids for the following position in the Office of the Chief Engineer will be received by: (Attn: Stephanie Nutzul, Manager – Resource Development and Administration - smnutzu@lirr.org) until 5:00 PM on Friday July 27, 2018. *Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.*

POSITION: Clerk-Typist (2)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$33.995

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

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

Glenn Greenberg
Acting Chief Engineer

POSTED: July 18, 2018

LONG ISLAND RAIL ROAD

Bulletin 8-2018

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, July 27, 2018 at 5:00 PM.

POSITION: CSR - 905 Appointed
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 July 18, 2018

LONG ISLAND RAIL ROAD
Bulletin 9-2018

We are accepting resumes for the **TEMPORARY** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, July 27, 2018 at 5:00 PM.

POSITION: CSR - 106 (Temporary)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 33.868

TOUR OF DUTY: 2:00 PM – 10:00 PM

RELIEF DAYS: Monday and Tuesday

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 July 18, 2018



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2018-09-REVISED

Date: July 13, 2018
To: All Stations Department Employees
From: James Compton, Chief Stations Officer
Subject: LIRR Medical Department Phone Number Changes

As per earlier notification, the phone numbers for the LIRR Medical Department and staff have been changed as noted 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 numbers - including Medical's main number: 516-248-3400 – will be deactivated on or about Friday, July 6, 2018.

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

LIRR Medical Fax: (516) 248-3419

LIRR EAP Phone: (516) 248-3434
