



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

**BID SHEETS**

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

**Notice of Award**

Bulletin No. 2699, Clerk Typist –Procurement (temporary), is awarded to Jason M. Donohue effective September 26, 2018.

Barbara DeBois  
Manager – Administration

POSTED: September 19, 2018

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

**September 19, 2018**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2671	Warehouse Person – ESA Temporary (J. Mathiesen)	NO BIDS RECEIVED	
P&L 2672	Warehouse Person Permanent (A. Okolo)	NO BIDS RECEIVED	
P&L 2673	Warehouse Person-SF-V/V Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2674	Warehouse Person-V/V Permanent (M. Boyd West)	NO BIDS RECEIVED	
P&L 2675	Stores Truck Driver ESA – Permanent (H. Cyrus)	NO BIDS RECEIVED	
P&L 2676	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2677	Warehouse Person Permanent (M. Boyd-West)	NO BIDS RECEIVED	
P&L 2678	Assistant Warehouse Person Permanent (C. Webb)	NO BIDS RECEIVED	
P&L 2679	Assistant Warehouse Person Morris Park/Richmond Hill Temporary (A. Mulet)	NO BIDS RECEIVED	
P&L 2680	Warehouse Person Permanent (K. Lora)	Nicole Sangen	9/19/18
P&L 2681	Warehouse Person – Hillside Warehouse 15 – Shop Floor Various/Various – Permanent (L. Gholson)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
September 19, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2682**

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, September 28, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2683**

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, September 28, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (J. Mathiesen) – Temporary  
**RE-ADVERTISED (P&L –2671)**  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$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  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2684**

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, September 28, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (A. Okolo) – Temporary  
**RE-ADVERTISED (P&L – 2672)**

**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  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2685**

#### **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, September 28, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (A. Kennedy) – Permanent  
RE-ADVERTISED (P&L – 2650, 2660 & 2673)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**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  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2686**

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, September 28, 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, 2643, 2652, 2661 & 2674)**

**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  
September 19, 2018



## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2687**

#### **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, September 28, 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, 2644, 2653, 2662 & 2675)  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$ 34.51 per hour

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

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

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

POSTED: 9:00AM  
September 19, 2018

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L - 2688**

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, September 28, 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,  
2645, 2654, 2663 & 2676)  
**LOCATION:** East Side Access Glendale (84-02 72<sup>nd</sup> Dr.)  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$32.996 per hour

**DUTIES:** Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2689**

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, September 28, 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, 2646, 2655, 2664 & 2677)  
**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  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2690**

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, September 28, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (C. Webb) – Permanent  
RE-ADVERTISED (P&L – 2659, 2667 & 2678)  
**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.

**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  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2691**

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, September 28, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person – (A. Mulet) – Temporary  
RE-ADVERTISED (P&L – 2668 & 2679)  
**LOCATION:** Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Thursday & Friday  
**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  
September 19, 2018

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2692**

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, September 28, 2018**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person - (L. Gholson) – Permanent  
**RE-ADVERTISED (P&L – 2681)**  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**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  
September 19, 2018

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2693**

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, September 28, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (I. Manstra) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM  
September 19, 2018

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L - 2694**

**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, September 28, 2018. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (B. Accardi) – Temporary  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 8:00AM – 4:00PM  
**REST DAYS:** Sunday & Monday  
**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  
September 19, 2018



## LONG ISLAND RAIL ROAD

### Bulletin 14-2018

We are accepting resumes for the **Permanent** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, September 28, 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 September 19, 2018

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

September 19, 2018

AGENT'S BULLETIN NO. SD-14-2018

This bulletin will close **at 5:00 PM on Friday, September 28, 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:		\$42.088
Rest Days:		Tuesday/Wednesday

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Position No: 2	Temporary	Agent (A312)
Location:		Bethpage Facility
Tour of Duty:		8:00 AM- 4:00 PM
Rate of Pay:		\$45.743
Rest Days:		Thursday/Friday

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

September 19, 2018

**BULLETIN NO. SD-18-2018**

This bulletin will close **at 5:00 PM on Friday, September 28, 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 (C118)
Location:		Penn Station
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$36.463
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.

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Position No: 2	Temporary	Ticket Clerk (C114)
Location:		Penn Station
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$36.463
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No: 3                      Temporary                      Ticket Clerk (C921)  
Location:    Jamaica Storage Yard  
Tour of Duty:    Wed/Thurs/Fri: 7:00 am – 3:00 pm  
Saturday/Sunday: 3:00 pm – 11:00 pm  
  
Rate of Pay:    Wed/Thu/Fri: \$36.463  
Sat/Sun: \$36.463  
  
Rest Days:    Monday/Tuesday  
  
Primary Duties:    Same as Position No. 1

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Position No: 4                      Temporary                      Ticket Clerk (C109)  
Location:    Penn Station - TR  
Tour of Duty:    Tue/Thurs/Fri/Sat: 2:00 pm – 10:00 pm  
Wednesday: 1:00 PM – 10:00 PM  
  
Rate of Pay:    Tue/Thurs/Fri/Sat: \$36.463  
Wednesday \$36.463  
  
Rest Days:    Sunday/Monday  
  
Primary Duties:    Same as Position No. 1

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Position No: 5                      Temporary                      Mail and Ride  
Location:    Jamaica  
Tour of Duty:    8:00 AM - 4:00 PM  
  
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.

Position No: 6                      Temporary                      Ticket Clerk (C923)  
Location:    Jamaica/Hicksville  
Tour of Duty:    Mon/Tue: Jamaica 6:00 AM – 2:00 PM  
    Wednesday: Hicksville - 6:00 AM – 2:00 PM  
    Saturday/Sunday: Jamaica – 8:00 AM – 4:00 PM  
Rate of Pay:    Monday/Tuesday: \$36.463  
    Wednesday: \$34.994  
    Saturday/Sunday: \$36.463  
Rest Days:    Thursday/Friday  
Primary Duties:    Same as Position No. 1

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Position No: 7                      Permanent                      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: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Terminal Managers or Branch Line Managers.

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Position No: 8                      Permanent                      Station Appearance Maintainer (HC561)

Location:    Jamaica/ATL/Nostrand Ave. - Chief

Tour of Duty:    8:00 AM – 4:00 PM

Rate of Pay:    \$34.654

Rest Days:    Saturday/Sunday

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

Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the General Terminal Manager.

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Position No: 9                      Temporary                      Station Appearance Maintainer (V901)

Location:    Valley Stream/Garden City

Tour of Duty:    Tue/Fri/Sat: Valley Stream 6 AM – 2 PM  
Wed/Thurs: Garden City - 6:00 AM – 2:00 PM

Rate of Pay:    Tue/Fri/Sat/Sun: \$31.148  
Wed/Thurs: \$31.148

Rest Days:    Sunday/Monday

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

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## REVISION

Position No: 13	Permanent	Station Appearance Maintainer (V486)
Location:		Garden City Facility
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 9
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Position No: 14	Permanent	Station Appearance Maintainer (JAM112)
Location:		Jamaica
Tour of Duty:		Mon/Tue/Fri: - 4:00 PM – 12:00 AM Saturday/Sunday: – 1:30 PM – 9:30 PM
Rate of Pay:		Mon/Tue/Fri: \$30.220 Sat/Sun: \$30.220
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 7
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Position No: 15	Permanent	Station Appearance Maintainer (RSC4)
Location:		Atlantic Terminal
Tour of Duty:		Thurs/Fri: Chief - 6:00 AM – 2:00 PM Saturday: SAM – 2:00 PM – 10:00PM <b>(REVISED)</b> Sunday/Monday: SAM – 9:30 PM – 5:30 AM
Rate of Pay:		Thurs/Fri: \$34.3517 Saturday: \$30.220 Sun/Mon: \$30.220
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 13
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Position No: 16                      Permanent                      Station Appearance Maintainer (HC501)

Location:    Jamaica/Atlantic/Nostrand - Chief

Tour of Duty:    Dec 1 to March 31: 4:00 PM – 12:00 AM  
April 1 to Nov 30: 10:00 PM – 6:00 AM

Rate of Pay:    Dec 1 to March 31: \$34.3654 - Chief  
April 1 to Nov 30: \$34.791 – Spray Wash

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 be available to drive between Long Island Rail Road properties as required. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times. Chief Station Appearance Maintainer - Spray Wash: Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer 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. Responsible for operation of vehicles/equipment and must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all time

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Position No: 17	Permanent	Station Appearance Maintainer (H502)
Location:		Jamaica/Atlantic/Nostrand
Tour of Duty:		Dec 1 to March 31: 4:00 PM – 12:00 AM April 1 to Nov 30: 10:00 PM – 6:00 AM
Rate of Pay:		Dec 1 to March 31: \$31.422 – HD SAM April 1 to Nov 30: \$31.559 – Spray Wash
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 be available to drive between Long Island Rail Road properties as required. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all times. Chief Station Appearance Maintainer - Spray Wash: Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer 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. Responsible for operation of vehicles/equipment and must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. A copy of the driver's license must be on file with Customer Services. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket pager device while on duty to communicate with supervisors and carry photo identification card to provide positive employee identification at all time

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Position No: 18                      Permanent                      Station Appearance Maintainer (H503)

Location:    Jamaica/Atlantic/Nostrand

Tour of Duty:    Dec 1 to March 31: 4:00 PM – 12:00 AM  
April 1 to Nov 30: 10:00 PM – 6:00 AM

Rate of Pay:    Dec 1 to March 31: \$31.422 – HD SAM  
April 1 to Nov 30: \$31.559 – Spray Wash

Rest Days:    Saturday/Sunday

Primary Duties:    Same as Position No. 16

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Position No: 19                      Temporary                      Station Appearance Maintainer (RSC1)

Location:    Jamaica

Tour of Duty:    Wed/Thurs./Fri: 4:00 PM – 12:00 AM  
Saturday/Sunday: 4:00 PM – 12:00 AM

Rate of Pay:    Wed/Thurs./Fri: \$30.220  
Saturday/Sunday: \$34.517

Rest Days:    Monday/Tuesday

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

Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Terminal Managers or Branch Line Managers.

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AWARDS TO AGENT'S BULLETIN SD-08-2018

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A111	M. Thomas	9/19/18
POSITION NO. 2	Temporary A982	J. Pacini	9/19/18
POSITION NO. 3	Temporary A985	J. Baldassarre	9/19/18

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AWARDS TO BULLETIN SD-17-2018

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C136	A. Savarese	9/19/18
POSITION NO. 2	Temporary C143	L. Trujillo	9/19/18
POSITION NO. 3	Temporary C149	S. Massey	9/19/18
POSITION NO. 4	Permanent C915	A. Bacchus	9/19/18
POSITION NO. 5	Permanent C148	R. Lane	9/19/18
POSITION NO. 6	Temporary CD102	P. Torregrossa	9/26/18
POSITION NO. 7	Temporary Crew Trainee	C. Velez	9/26/18
POSITION NO. 8	Permanent AMB	Withdrawn	
POSITION NO. 9	Temporary L302	Withdrawn	
POSITION NO. 10	Temporary V460	Withdrawn	
POSITION NO. 11	Temporary HMC123	Withdrawn	
POSITION NO. 12	Temporary JAM128	D. Mason	9/19/18
POSITION NO. 13	Permanent JAM131	S. Jainarine	9/19/18
POSITION NO. 14	Permanent JAM132	W. Lowe	9/19/18
POSITION NO. 15	Permanent WSY102	J. Centrone (A)	9/19/18
POSITION NO. 16	Permanent JAM116	K. Gilbert	9/19/18
POSITION NO. 17	Permanent SSM6	J. Bleck	9/19/18
POSITION NO. 18	Temporary TSSM10	T. Jackson	9/19/18
POSITION NO. 19	Temporary H543	Withdrawn	
POSITION NO. 20	Permanent V483	A. Joseph	9/19/18

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<b>POSITION NO. 21</b>	<b>Permanent HC501</b>	<b>K. Jordan</b>	<b>9/19/18</b>
<b>POSITION NO. 22</b>	<b>Permanent SSM6</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 23</b>	<b>Permanent H502</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 24</b>	<b>Permanent H503</b>	<b>K. Jordan</b>	

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Alicia St. Nicholas, Manager Station Services Support  
Posted: September 19, 2018

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL1-80      **Sequence:** 16

**Description:** USHER BULLETIN 1/80

**Open:** 09/05/2018 00:01      **Close:** 09/14/2018 17:00      **Effective:** 09/19/2018 00:01      **Posted:** 09/05/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU7	USHERS	Permanent	JAMAICA	56344	<i>Revertise</i> HINRICHS, T	31 UX0017 US LIRR
RUH1	USHERS	Permanent	JAMAICA			

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.

09/15/20 22:46

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

**Bulletin ID:** USBUL1-81

**Bulletin Seq:** 16

**Bulletin Description:** USHER BULLETIN 1/81

Open: 09/19/2018 00:01

Close: 09/28/2018 17:00

Effective: 10/03/2018 00:01

Posted: 09/19/2018 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.

UX0017	USHERS	Permanent	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 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 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.

09/18/20 10:56



**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-84    **Sequence:** 10

**Description:** TELEGRAPHERS BULLETIN 2-84

**Open:** 09/05/2018 00:01    **Close:** 09/14/2018 17:00    **Effective:** 09/19/2018 00:01    **Posted:** 09/05/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BO1058	BLOCK OPERATOR	<b>TEMP</b>	LIRR-Extra List		Readvertis	

All bids must be in the transportation crew management services office prior to the close of this bulletin. C1-88 recipis is honored only if signed by employees working in the transportation crew management services office.

09/18/20 9:45

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

**Bulletin ID:** TELBUL2-85

**Bulletin Seq:** 11

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-85

Open: 09/19/2018 00:01

Close: 09/28/2018 17:00

Effective: 10/03/2018 00:01

Posted: 09/19/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
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.

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.

09/18/20 9:44

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

**Bulletin ID:** TELBUL2-85

**Bulletin Seq:** 11

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-85

Open: 09/19/2018 00:01

Close: 09/28/2018 17:00

Effective: 10/03/2018 00:01

Posted: 09/19/2018 00:01

Asgn      Position

Perm Or Temp

Terminal

MT-3014 MOVEMENT BUREAU GROUP 3 TRAINING POSITION      Temporary      JAMAICA

Location      MOVEMENT BUREAU, JAMAICA

Report Time      VARIOUS

Rest Days      VARIOUS

Rate Of Pay      \$39.471 HOURLY (MINIMUM)

\*\*\*Please Note this position based in accordance with TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators; by which "the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent-Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list." Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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.

03/20/2018 13:28

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

**Bulletin ID:** TELBUL2-85

**Bulletin Seq:** 11

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-85

Open: 09/19/2018 00:01

Close: 09/28/2018 17:00

Effective: 10/03/2018 00:01

Posted: 09/19/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
MT-3013	MOVEMENT BUREAU GROUP 3 TRAINING POSITION	Temporary	JAMAICA
	Location: MOVEMENT BUREAU, JAMAICA		
	Report Time: VARIOUS		
	Rest Days: VARIOUS		
	Rate Of Pay: \$39.471 HOURLY (MINIMUM)		

\*\*\*Please Note this position based in accordance with TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which "the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent-Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list." Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW8-62      **Sequence:** 78

**Description:** C/D BULLETIN 8-62

**Open:** 09/05/2018 00:01      **Close:** 09/14/2018 17:00      **Effective:** 09/19/2018 00:01      **Posted:** 09/05/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CDIF	CREW DISPATCHER	Permanent	JAMAICA	Readvertis		
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
DT4103	CREW DISP. TRNEE	Permanent	LIRR-Extra List	56645	T. Fischer	

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

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

**Bulletin ID:** CREW8-63

**Bulletin Seq:** 78

**Bulletin Description:** C/D BULLETIN 8-63

Open: 09/19/2018 00:01

Close: 09/28/2018 17:00

Effective: 10/03/2018 00:01

Posted: 09/19/2018 00:01

Asgn	Position	Perm Or Temp	Terminal
CDIF	CREW DISPATCHER	Permanent	JAMAICA

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$43.810 HOURLY\*

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

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

\*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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.

09/18/20 11:40



JOB NO. 8  
POSITION PERMANENT  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY Mon-Tue-Wed 2:30 p.m. to 10:30 p.m.  
Sat-Sun 6:30 a.m. to 2:30 p.m.  
RELIEF DAYS THURSDAY & FRIDAY  
RATE OF PAY SAME AS JOB NO. 23  
QUALIFICATIONS SAME AS JOB NO. 23

JOB NO. 27  
POSITION PERMANENT  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 10:30 PM to 6:30 AM  
RELIEF DAYS FRIDAY & SATURDAY  
RATE OF PAY SAME AS JOB NO. 23  
QUALIFICATIONS SAME AS JOB NO. 23

JOB NO. 35  
POSITION PERMANENT  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 10:30 PM to 6:30 AM  
RELIEF DAYS FRIDAY & SATURDAY  
RATE OF PAY SAME AS JOB NO. 23  
QUALIFICATIONS SAME AS JOB NO. 23

JOB NO. 28  
POSITION PERMANENT  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 10:30 PM to 6:30 AM  
RELIEF DAYS SUNDAY & MONDAY  
RATE OF PAY SAME AS JOB NO. 23  
QUALIFICATIONS SAME AS JOB NO. 23

JOB NO. 34  
POSITION PERMANENT  
LOCATION HILLSIDE MAINTENANCE COMPLEX  
TOUR OF DUTY 10:30 PM to 6:30 AM  
RELIEF DAYS MONDAY & TUESDAY  
RATE OF PAY SAME AS JOB NO. 23  
QUALIFICATIONS SAME AS JOB NO. 23

GROUP A  
POSITION **TEMPORARY**  
LOCATION M OF E CENTRAL MANPOWER OFFICE  
TOUR OF DUTY VARIOUS  
RELIEF DAYS VARIOUS  
RATE OF PAY \$28.529 PER HOUR  
\$37.614 per hour, after successful completion of training.  
QUALIFICATIONS To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays.

---CONTINUES---



Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.
5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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

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

**BULLETIN NO. 471 (Repost)**

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development and Administration (m/c 3146 or smnutzu@lirr.org) until 5:00 PM on Friday September 28, 2018. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

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

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

**RATE OF PAY:** \$33.995

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday and Sunday

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

Glenn Greenberg, P.E.  
Acting Chief Engineer

**POSTED:** September 19, 2018

# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 472 (Repost)

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development & Administration, Mail Code 3146 or emailed to: [smnutzu@lirr.org](mailto:smnutzu@lirr.org) **until 5:00 PM on Friday September 28, 2018.**

**POSITION:** Payroll Information Clerk (Appointed)  
(PERMANENT)

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$36.315

**TOUR OF DUTY:** 7:30 a.m. – 3:30 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will 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, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Glenn Greenberg, P.E.  
Acting Chief Engineer

**POSTED:** September 19, 2018

**THE LONG ISLAND RAIL ROAD  
OFFICE OF SECURITY DEPARTMENT  
BULLETIN NO. 02-2018**

September 19, 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 September 28, 2018 5:00 pm. 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.

Terilyn Brennan  
Manager- Pass Office  
Office of Security Department

Posted: September 19, 2018



**STATIONS DEPARTMENT  
NOTICE NO. 2018-27**

Date: September 7, 2018  
To: Stations Department Employees  
From: James Compton, Chief Stations Officer  
SUBJECT: 2018 Customer Appreciation Fall Program

The LIRR is continuing an appreciation program for LIRR monthly commuters this fall; which will include Sundays. This program will allow LIRR monthly ticket holders to travel system-wide with up to four companions (adults or children) on 10 weekends, **10 Saturdays/10 Sundays** this fall, from September 8, 2018 through November 11, 2018 for \$1.00 per companion each way (children under 5 ride free). There are some exclusions.

**Exclusions**

For the next two weekends, September 8<sup>th</sup>/9<sup>th</sup> and September 15<sup>th</sup>/16<sup>th</sup>, we are busing between Hicksville and Ronkonkoma as we work to complete the Double Track project. No \$1 companion tickets will be honored between Hicksville and Ronkonkoma.

The LIRR is also excluding trains to and from the Oyster Bay Festival on the weekend of October 13<sup>th</sup> and 14<sup>th</sup>.

**How & Where to Purchase**

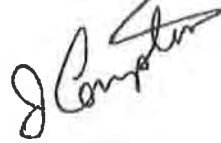
Monthly ticket holders who wish to take advantage of this program will purchase \$1 Family Fare tickets which are sold through TVM's, staffed ticket windows, MTA eTix and on-board LIRR trains.

If there are any questions, please contact a Stations Dept. Manager.

\* \* \*

**STATIONS DEPARTMENT  
NOTICE NO. 2018-28**

Date: September 17, 2018  
To: Stations Department Employees  
From: James Compton, Chief Stations Officer



**SUBJECT: Emergency Busing Protocols - Revision to Notice 2017-06**

We have a new group of managers who work in the movement bureau representing the Stations Department: **Managers-Stations Operations Control (STOPS)** and they handle all emergency busing from the administrative side. They call out the buses, receive the information to track the buses and deal with the bus company dispatchers to move buses as we need them. They will call stations and BLMs with bus info when the buses are ordered. The reasons we track buses is to ensure the companies are delivering what we ordered and that we are paying the invoices correctly, this is a very important function.

The following information is needed from the field when buses (protect as well as emergency) arrive at a station you are working at:

1. Number of buses that arrive on LIRR property for the event.
2. Name of the company the buses are from (ask the driver).
3. Bus numbers of each bus (this is usually painted on the front or side of the bus).

When the buses are used, the following information is needed:

1. How many buses used.
2. How many customers on each bus (this can be an estimate)
3. If the buses ever get used.
4. Where the buses get sent.

There are a few ways to get this information to the **STOPS** managers; you are welcome to use whichever way is easiest for you:

1. **Email** the info to [busing@lirr.org](mailto:busing@lirr.org) (be sure you indicate your location and your name in case there are any questions).
2. **Call the Operation Control desk** at 718-557-2430 and give the information to one of the managers. Feel free to call their cell phone if you don't get an answer on the office phone.
3. **Call their cell phones** (they will reach out to the station you are located at to make contact, so you are aware of who is working at that time).
  - a. Dawn Scifo – 347-997-0027 (email: [dscifo@lirr.org](mailto:dscifo@lirr.org))
  - b. Hasani Anthony -929-224-6128 (email: [hantson@lirr.org](mailto:hantson@lirr.org))
  - c. Nicole Joseph – TBD (email: [njoseph@lirr.org](mailto:njoseph@lirr.org))
  - d. TBD (as this position gets filled the notice will be updated)
  - e. TBD (as this position gets filled the notice will be updated)

Tom Foulkes is now the Senior Manager Stations Operations Control & Safety – he oversees the Operation Control desk and the STOPS management team so if you are unable to contact one of them please call Tom on his cell: 917-717-2462.

We are now **THE** department that calls out all emergency buses as well as protect buses. The STOPS managers make the requests based on service needs and then track the buses through the dispatchers and our field staff so don't be surprised if you hear from them asking about buses. They can also assist you with questions about train service since they sit in the movement bureau (204) alongside the staff who is moving the trains so feel free to give them a call. They are also authorized to release buses as well as give you the OK to release buses- they will record this information plus, advise 204 staff that buses have been released.

**There is no need to use the old form** that says "TRANSPORTATION SERVICES – EMERGENCY BUS TRACKING FORM." Please just follow the instructions above to give the information directly to the STOPS team as soon as possible.

When all members of the team have been hired, the desk will be covered 24 hours per day, 7 days per week. Currently the overnights and weekends are covered as an "on call" basis. The STOPS manager "on call" will be listed on the weekly manager coverage calendar that is sent from the Branch Line Manager's office in Mineola.

Please note: we do not use school buses for service disruptions. If you see a school bus at your station and the driver indicates he/she is there for the LIRR disruption call the STOPS managers immediately. In a very dire situation they might be given permission to call out school buses.

If you have any questions at all about this notice, feel free to reach out to any of the STOPS managers and/or Tom Foulkes.

**\*\*\*TEAM – Together Everyone Achieves More\*\*\***