



Long Island Rail Road
Going your way

BID SHEETS

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2759

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, January 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (W. Fernandez) – Temporary
RE-ADVERTISED (P&L –2752)
LOCATION: Hillside
TOUR OF DUTY: Various – Mondays & Wednesdays 10:00 am to 6:00 pm
Tuesday, Thursday & Friday 6:30 am to 2:30 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
January 2, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2760

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, January, 11, 2019. 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, 2685, 2698, 2713, 2723, 2735 & 2743, 2753)

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
January 2, 2019

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2761

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, January 11, 2019**. 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, 2692, 2706, 2717, 2725, 2737 & 2745, 2754)
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
January 2, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2762**

**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, January 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (B. Accardi) – Temporary
RE-ADVERTISED (P&L – 2694, 2708, 2719, 2727, 2738 & 2746, 2755)
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
January 2, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2763**

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, January 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (R. Lipton) – Temporary
RE-ADVERTISED (P&L – 2729, 2739 & 2747, 2756)
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
January 2, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2764**

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, January 11, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Desir) – Permanent
RE-ADVERTISED (P&L –2758)
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
January 2, 2019

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

January, 2 2019

**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 2751	Warehouse Person Temporary (A. Matthew)	George Fernandez	1/9/19
P&L 2752	Assistant Warehouse Person Temporary (W. Fernandez)	NO BIDS RECEIVED	
P&L 2753	Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2754	Warehouse Person-Warehouse 15 SF-V/V- Permanent (L. Gholson)	NO BIDS RECEIVED	
P&L 2755	Assistant Warehouse Person Warehouse 15 Shop Floor Temporary (B. Accardi)	NO BIDS RECEIVED	
P&L 2756	Assistant Warehouse Person Temporary (R. Lipton)	NO BIDS RECEIVED	
P&L 2757	Warehouse Person Temporary (B. Sevigny)	Wazir Mohamed	1/9/19
P&L 2758	Assistant Warehouse Person Permanent (J. Desir)	NO BIDS RECEIVED	
P&L 2749	Stockman Exception 4 Permanent	PENDING	

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

POSTED: 9:00 AM
January, 2 2019

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

DATE: January 2, 2019

BULLETIN NO. SD-01-2019

This bulletin will close **at 5:00 PM on Friday, January 11, 2019**. 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 (C310)
Location:		Valley Stream
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$35.255
Rest Days:		Saturday/Sunday

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

Position No. 2	Temporary	Ticket Clerk (C921)
Location:		Jamaica Storage Yard
Tour of Duty:		Wed/Thurs/Fri – 7am-3pm Sat/Sun- 3pm-11pm
Rate of Pay:		Wed/Thurs/Fri - \$36.463 Sat/Sun - \$36.463
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

Position No. 3 Temporary Crew Dispatcher (CD102)

Location: Jamaica

Tour of Duty: 10pm-6am

Rate of Pay: \$45.233

Rest Days: Sunday/Monday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department.

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

Position No. 4 Temporary Ambassador

Location: Various

Tour of Duty: Various

Rate of Pay: \$32.483

Rest Days: Various

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

Position No. 5	Temporary	Station Appearance Maintainer (SSM1)
Location:		Babylon Yard
Tour of Duty:		April 1 – November 30 - 7:30a – 3:30pm December 1 – March 31 – Extra List Various
Rate of Pay:		April 1 – November 30 - \$34.792 December 1 – March 31- \$31.285
Rest Days:		Sunday/Monday

Primary Duties: Primary Duties for 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 times.

Primary Duties for Extra List: 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.

Position No. 6 Temporary Station Appearance Maintainer (V479)

Location: Ronkonkoma Yard

Tour of Duty: 4:30pm – 12:30am

Rate of Pay: \$31.148

Rest Days: Saturday/Sunday

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

Position No. 7 Temporary Station Appearance Maintainer (L301)

Location: Massapequa Park

Tour of Duty: 5am – 1pm

Rate of Pay: \$30.220

Rest Days: Saturday/Sunday

Primary Duties: 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

Position No. 8	Permanent	Station Appearance Maintainer (V453)
Location:		Port Washington
Tour of Duty:		3:30pm – 11:30pm
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 6

Position No. 9	Temporary	Station Appearance Maintainer (WSY900)
Location:		West Side Yard
Tour of Duty:		Mon/Tue – 2pm - 10pm Wednesday – 10am - 6pm Sat/Sun – 6:30am – 2:30pm
Rate of Pay:		\$30.220
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No.7

Position No. 10	Temporary	Station Appearance Maintainer (WSY101)
Location:		West Side Yard
Tour of Duty:		6:30 am -2:30pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No.7

AWARDS TO BULLETIN SD-24-2018

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C700	D. Brienza	1-2-19
POSITION NO. 2	Temporary C920	D. Moran	Pending
POSITION NO. 3	Permanent C929	D. Chandler	1-2-19
POSITION NO. 4	Temporary CD102	Re-Advertised	
POSITION NO. 5	Temporary Crew Disp. Trainee	C. Quinn	1-2-19
POSITION NO. 6	Temporary RSC1	T. Portsey (A)	1-2-19
POSITION NO. 7	Temporary V462	E. Freeman	1-2-19
POSITION NO. 8	Permanent RSC4	S. Parbhudial (A)	1-2-19
POSITION NO. 9	Permanent JAM102	D. Cognata	1-2-19

Alicia St. Nicholas, Manager Station Services Support
Posted: January 2, 2018

LONG ISLAND RAIL ROAD

Bulletin 1-2019

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, January 11, 2019 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 January 2, 2019

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

Bulletin ID: TELBUL2-91 **Sequence:** 15
Description: TELEGRAPHERS BULLETIN 2-91
Open: 12/19/2018 00:01 **Close:** 12/28/2018 08:00 **Effective:** 01/02/2019 00:01 **Posted:** 12/19/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
WL3	BLOCK OPERATOR	Permanent	LEAD	55899	MALOCO, R	161 TR9 BO NAS
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
MT3014	MVB GROUP 3 TRAINING	TEMP	JAMAICA	READVETISED		
MT3015	MVB GROUP 3 TRAINING	TEMP	JAMAICA	READVETISED		

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-92

Bulletin Seq: 16

Bulletin Description: TELEGRAPHERS BULLETIN 2-92

Open: 01/02/2019 00:01

Close: 01/11/2019 08:00

Effective: 01/16/2019 00:01

Posted: 01/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
Location	TELEGRAPHER EXTRA LIST		
Report Time	VARIOUS		
Rest Days	WEDNESDAY & THURSDAY		
Rate Of Pay	\$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
Location	TELEGRAPHER EXTRA LIST		
Report Time	VARIOUS		
Rest Days	WEDNESDAY & THURSDAY		
Rate Of Pay	\$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

TR9	BLOCK OPERATOR	Permanent	NASSAU TOWER
Location	NASSAU TOWER		
Report Time	VARIOUS		
Rest Days	THURSDAY & FRIDAY		
Rate Of Pay	\$39.471 HOURLY*		
	SATURDAY/SUNDAY -MT1	601AM	
	MONDAY/TUESDAY -MT2	201PM	
	WEDNESDAY -MT3	1001PM	
	*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.

Bulletin Description: C/D BULLETIN 8-70

Open: 01/02/2019 00:01

Close: 01/11/2019 17:00

Effective: 01/16/2019 00:01

Posted: 01/02/2019 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.

Bulletin Description: C/D BULLETIN 8-70

Open: 01/02/2019 00:01

Close: 01/11/2019 17:00

Effective: 01/16/2019 00:01

Posted: 01/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
MT-3015	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.

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

Bulletin ID: CREW8-69 **Sequence:** 78

Description: C/D BULLETIN 8-69

Open: 12/19/2018 00:01 **Close:** 12/28/2018 17:00 **Effective:** 01/02/2019 00:01 **Posted:** 12/19/2018 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
REL6	CREW DISPATCHER	Temporary	JAMAICA		Readvertis	
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	

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.

12/31/20 9:41

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-70

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-70

Open: 01/02/2019 00:01

Close: 01/11/2019 17:00

Effective: 01/16/2019 00:01

Posted: 01/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$43.810 HOURLY*	
	<p>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.</p>		

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

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.

12/31/20 9:49

Bulletin ID: CREW8-70

Bulletin Seq: 78

Bulletin Description: C/D BULLETIN 8-70

Open: 01/02/2019 00:01

Close: 01/11/2019 17:00

Effective: 01/16/2019 00:01

Posted: 01/02/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
REL6	CREW DISPATCHER	Temporary	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	359PM		
Rest Days	WEDNESDAY & THURSDAY		
Rate Of Pay	\$43.810 HOURLY*		
	FRI & SAT. (CD2C)		
	SUNDAY (CD2A)		
	MON & TUE (CD2D)		

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

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

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

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

THE LONG ISLAND RAILROAD

OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 476

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, January 11, 2019. **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

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: January 2, 2019

THE LONG ISLAND RAILROAD

OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 477

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, January 11, 2019. **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: January 2, 2019

WITHDRAWN

THE LONG ISLAND RAIL ROAD PUBLIC INFORMATION OFFICE BULLETIN NO. 2018-04

TO ALL CLERICAL EMPLOYEES:

APPOINTED One (1) Public Information Officer position has become available in the Public Information Office (PIO) in the Public Affairs Department. All those interested in this position are invited to submit a resume to Stanley Davis, Director- PIO, Public Affairs, Mail Code 1131 or to swdavis@lirr.org. All resumes must be received by **5 PM, December 28, 2018**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

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

Responsibilities:

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

Qualifications

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

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

Posted: January 2, 2019