



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
HUMAN RESOURCES DEPARTMENT

BULLETIN NO. HR-001

Resumes for the following APPOINTED Position in the Human Resources Office will be received by Tracy Hessel-Andor – HR Business Manager, tahesse@lirr.org, Mail Code 1155 **until 5:00 PM on Friday, June 28, 2019.**

POSITION: Human Resources Assistant (Appointed)

LOCATION: 5th Floor, Jamaica Station

RATE OF PAY: \$40.161 per hour

TOUR OF DUTY: 8:00 a.m. – 4:00 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Provide a wide range of administrative functions and support to the Human Resources Department, including, but not limited to:

- Ensure accuracy and completeness of employment applications and other files.
- Schedule individuals for interviews & aptitude tests.
- Compose and mail letters, including job offer letters; handle/routing of all correspondence; generate, prepare, and maintain reports; maintain various logs and organizational charts.
- Gather and compile bid sheets for vacant positions and compose job openings for intranet & distribution.
- Handle heavy volume of telephone calls and walk-ins, and provide necessary information.
- Maintain records and arrange for storage or destruction.
- Order supplies and materials, create requisitions and process invoices.
- Assist with special projects, Open Houses, New Hire Orientations and/or research as requested.

QUALIFICATIONS

- Must possess proficient computer skills with working knowledge of Microsoft suite software (i.e., Word, Excel, PowerPoint, Outlook,), HRIS/databases (i.e., Access, PeopleSoft)
- Must have strong administrative and organization skills with ability to effectively perform various multiple tasks simultaneously in a high-volume environment, while maintaining accuracy and meeting deadlines.
- Must possess effective written and oral communication skills with ability to deal professionally with people and to handle difficult situations in a calm and effective manner.
- Must be able to handle heavy volume of telephone calls.
- Must be a qualified typist (45 Net WPM).
- Must be accurate and detailed oriented.
- Must possess the ability to handle confidential information in a professional manner.
- Must be proficient in determining correct routing of all incoming/outgoing correspondence.

Mary L. Centauro
Sr. Director – Human Resources

POSTED: June 19, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2813**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, June 28, 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, 2768, 2772, 2778, 2782, 2787, 2792, 2795, 2799, 2805 & 2809)

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
June 19, 2019

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2814**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, June 28, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (H. Barry) – Permanent
RE-ADVERTISED (P&L – 2808 & 2812)
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$35.335 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
June 19, 2019

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

June 19, 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 2809	Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2810	Stores Truck Driver Temporary (K. Alves)	WITHDRAWN	
P&L 2811	Assistant Warehouse Person Temporary (G. Schaefer)	WITHDRAWN	
P&L 2812	Warehouse Person-V/V Permanent (H. Barry)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
June 19, 2019

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

DATE: June 19, 2019

AGENT'S BULLETIN NO. SD-10-2019

This bulletin will close **at 5:00 PM on Friday, June 28, 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	Agent (A984)
Location:		Bethpage Facility
Tour of Duty:		Sunday/Monday – 5am – 2pm Tue/Wed/Thurs – 6am – 2pm
Rate of Pay:		\$45.743
Rest Days:		Friday/Saturday
<hr/>		
Position No. 2	Temporary	Agent (A701)
Location:		MIneola
Tour of Duty:		Mon/Tue/Wed/Fri – 5:35am – 1:35pm Thursday – 5am – 1:35pm
Rate of Pay:		\$42.980
Rest Days:		Saturday/Sunday

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

DATE: June 19, 2019

BULLETIN NO. SD-12-2019

This bulletin will close **at 5:00 PM on Friday, June 28, 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 Allicia 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 (C124)
Location:		Penn Station – Info Clerk
Tour of Duty:		2:30pm – 10:30pm
Rate of Pay:		\$33.890
Rest Days:		Monday/Tuesday

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, tickets types and tour packages. Will be required to answers customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the time table rack throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 2	Temporary	Ticket Clerk (C107)
Location:		Penn Station
Tour of Duty:		7:15am – 3:15pm
Rate of Pay:		\$36.463
Rest Days:		Wednesday/Thursday

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

Position No. 3 Temporary Ticket Clerk (C706)
Location: Hicksville
Tour of Duty: 1:15pm – 9:15pm
Rate of Pay: \$35.978
Rest Days: Tuesday/Wednesday
Primary Duties: Same as Position No. 2

Position No. 4 Temporary Ticket Clerk (C700)
Location: Bethpage Facility
Tour of Duty: 6am – 2pm
Rate of Pay: \$36.618
Rest Days: Sunday/Monday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Must carry pocket-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times.

Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 5	Temporary	Ticket Clerk (C101)
Location:		Penn Station CCSC
Tour of Duty:		6am – 2pm
Rate of Pay:		\$44.571
Rest Days:		Sunday/Monday

Primary Duties: Must be completely familiar with the operation of Penn Station Ticket Office. Must be fully qualified in the sale and accounting of tickets with the ability to supervise, coordinate and instruct employees in the performance of their duties in the Ticket Office, Information Window, Ticket Receiver's Office, and Lost & Found. Must be able to answer and resolve all complaints and questions received regarding the Ticket Office, Information Window, Ticket Receiver's Office, Lost & Found, and Ticket Vending Machines. Must have a thorough working knowledge of all union rules and regulations pertaining to employees under the Collective Bargaining Agreement. Must be able to prepare, maintain, balance, and reconcile all station forms and accounts manually and through use of computer applications. Must be able to count and prepare large amounts of money for remittances and change orders. Must have a thorough working knowledge of the instructions to Agents and Clerks. Must be familiar with the sale and accounting of tickets and monies connected with special tours operated by the Group Sales Department. Must be completely familiar with and have working knowledge of the operation of Corporate and Department revenue collection and accounting systems. Must make daily assignments and cover vacant positions under their jurisdiction. Must be able to assume complete responsibility for the efficient operation of the Penn Station Facility under Terminal Transportation Services management jurisdiction.

Position No. 6	Permanent	Ticket Clerk (C147)
Location:		Jamaica Info
Tour of Duty:		2pm – 10pm
Rate of Pay:		\$33.890
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

Position No. 10	Permanent	Ticket Clerk (C922)
Location:		Jamaica Clerk/Chief
Tour of Duty:		Monday – Clerk - 6am – 2pm Tuesday/Wednesday – Chief - 1:30pm – 9:30pm Saturday/Sunday – Chief – 6am – 2pm
Rate of Pay:		Monday - \$36.463 Tuesday/Wednesday - \$46.154 Saturday/Sunday - \$46.154
Rest Days:		Thursday/Friday

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

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

Position No. 11	Permanent	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. 12	Temporary	Station Appearance Maintainer (SL-01)
Location:		Long Beach
Tour of Duty:		11:30am – 7:30pm
Rate of Pay:		\$30.220
Rest Days:		Tuesday/Wednesday

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

Position No. 13 Temporary Station Appearance Maintainer (V902)

Location: Morris Park/Valley Stream

Tour of Duty: Mon/Tues – Morris Park – 6:15am – 2:15pm
Wednesday – Valley Stream – 6am – 2pm
Sat/Sun – Morris Park – 6am – 2pm

Rate of Pay: \$31.147

Rest Days: Thursday/Friday

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

Position No. 14 Temporary Station Appearance Maintainer (H503)

Location: Jamaica/ATL/NOST.

Tour of Duty: 4/1 – 11/30 – Spray Wash – 10pm – 6am
12/1 – 3/31 – Heavy Duty – 4pm – 12am

Rate of Pay: 4/1 – 11/30 – \$31.559
12/1 – 3/31 – \$31.422

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.

Position No. 15 Temporary Station Appearance Maintainer (ATL103)
Location: Atlantic Terminal
Tour of Duty: 6am – 2pm
Rate of Pay: \$30.220
Rest Days: Friday/Saturday
Primary Duties: Same as Position No. 12

Position No. 16 Temporary Station Appearance Maintainer (HMC106)
Location: Hillside Complex
Tour of Duty: 6:30am – 2:30pm
Rate of Pay: \$30.220
Rest Days: Saturday/Sunday

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

Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Position No. 17	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica
Tour of Duty:		Wed/Thurs/Fri – 4pm – 12am Saturday/Sunday – 4pm – 12am
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.

Position No. 18	Permanent	Station Appearance Maintainer (VD100)
Location:		VD Yard Brooklyn/West Side Yard
Tour of Duty:		Mon/Wed/Fri – VD Yard – 6:30am – 2:30pm Tue/Thurs – West Side Yard – 6:30am – 2:30pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 12

Position No. 19	Permanent	Station Appearance Maintainer (JAM 108)
Location:		Jamaica
Tour of Duty:		6am – 2pm
Rate of Pay:		\$30,221
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 12

AWARDS TO BULLETIN SD-10-2019

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C991	Withdrawn	
POSITION NO. 2	Temporary C119	Withdrawn	
POSITION NO. 3	Temporary C124	Re- Advertise	
POSITION NO. 4	Temporary C108	K. Merrique	6/19/19
POSITION NO. 5	Temporary C706	Re- Advertise	
POSITION NO. 6	Permanent C148	T. Logan	6/26/19
POSITION NO. 7	Permanent C126	T. Gonzales-Lam	7/3/19
POSITION NO. 8	Permanent C709	S. Stark	6/19/19
POSITION NO. 9	Permanent C110	L. Trujillo	6/19/19
POSITION NO. 10	Permanent C139	M. Perrino	6/19/19
POSITION NO. 11	Temporary AMB	I. Latalladi	6/19/19
POSITION NO. 12	Permanent AMB	Re- Advertise	
POSITION NO. 13	Temporary C333	A. Aguanno	6/19/19
POSITION NO. 14	Temporary CT-720	T. D'Aurizio	6/19/19
POSITION NO. 15	Temporary CT-721	B. Moschos	6/19/19
POSITION NO. 16	Temporary CT-980	C. Zhu	6/19/19
POSITION NO. 17	Temporary SL-01	Re- Advertise	
POSITION NO. 18	Temporary H562	M. Jefferson	6/19/19
POSITION NO. 19	Temporary JAM121	J. Larkin	6/19/19
POSITION NO. 20	Temporary JAM104	Withdrawn	
POSITION NO. 21	Temporary HC501	J. Morton	6/19/19
POSITION NO. 22	Temporary ATL104	Withdrawn	
POSITION NO. 23	Permanent RSC1	Withdrawn	
POSITION NO. 24	Permanent JAM132	Withdrawn	

LONG ISLAND RAILROAD

CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: 11ELBUL2403 Sequence: 23

Description: TELEGRAPHERS BULLETIN 2403

Open: 06/05/2019 00:01 Close: 06/14/2019 00:00

Effective: 06/19/2019 00:00

Assign	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank Code
	TRAIN OPERATOR	PERM	BABYLON	2844	FIGUEROA, J	15 22TD2
	TRAIN OPERATOR	TEMP	BRONX	2854	PERVAL, D S	186 1X1006
	TRAIN OPERATOR	TEMP	STAD	2824	BACON, R	178 B02SS

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

06/18/20 10:47

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-04

Bulletin Seq: 24

Bulletin Description: TELEGRAPHERS BULLETIN 2-04

Open: 06/19/2019 00:01

Close: 06/28/2019 08:00

Effective: 07/03/2019 00:01

Posted: 06/19/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	BLOCK OPERATOR	TEMP	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1055	BLOCK OPERATOR	TEMP	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.		
J1 TD2	LEAD TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 3PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay *\$54.573 HOURLY		
	DIFFERENTIAL NOT INCLUDED IN ABOVE RATE.		
BO1053	BLOCK OPERATOR	PERM	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

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

06/18/20 11:38

Bulletin ID: TELBUL2-04

Bulletin Seq: 24

Bulletin Description: TELEGRAPHERS BULLETIN 2-04

Open: 06/19/2019 00:01

Close: 06/28/2019 08:00

Effective: 07/03/2019 00:01

Posted: 06/19/2019 00:01

Asgn	Position	Penn Or Temp	Terminal
PJCCA	BLOCK OPERATOR	TEMP	JCC TOWER

Location JCC TOWER

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.471 HOURLY*

CANDIDATES AWARDED POSITIONS IN JCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE JCC RATES.

*DIFFERENTIAL IS NOT INCLUDED IN ABOVE RATE OF PAY

PJCC	BLOCK OPERATOR	TEMP	JCC TOWER
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Location JCC TOWER

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.471 HOURLY*

CANDIDATES AWARDED POSITIONS IN JCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE JCC RATES.

*DIFFERENTIAL IS NOT INCLUDED IN ABOVE RATE OF PAY

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

06/18/20 12:30

LONG ISLAND RAILROAD

MANAGEMENT TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW8-80 **Sequence:** 80

Description: CT-BULLETIN 8-80

Open: 06/03/2019 00:01 **Close:** 06/14/2019 15:00

Emp. No.	Emp. Name	Emp. No. of Ops	Rank From
034012	CREW DISPATCHER	Permanent	1-IRR-Extra List

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

06/18/20 10:05

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-81

Bulletin Seq: 80

Bulletin Description: C/D BULLETIN 8-81

Opn: 06/19/2019 00:01

Close: 06/28/2019 17:00

Effective: 07/03/2019 00:01

Posted: 06/19/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (SC1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

*DIFFERENTIAL NOT INCLUDED IN THE ABOVE RATE OF PAY.

CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (SC1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY*

*RATE OF JOB COVERED WITH \$26.629 MINIMUM

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.

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.

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

1. Training Positions will be bulletined and awarded in accordance with the Agreement.
2. Employees awarded training positions will post on all three shifts for a period not to exceed four weeks. Trainees will be required to become fully qualified during the four-week period. As part of determining the qualifications, the trainee will be required to work "alone" during the fourth 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. Employees awarded a training position, who fail to qualify, will be removed from the training position and shall return to their former position, unless it has been abolished or filled by a senior employee in the exercise of seniority.
3. During the training, trainees are prohibited from bidding any other position. Trainees will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. If no Central Control 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 Clerk – Central Control vacancy is advertised, only bids from applicants qualified through the training program will be entertained. If no qualified bid is received, the Central Control trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For one year following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Control Staff, if available to cover same.
7. A qualified employee awarded a position who has not covered a position within 6 months of the training program will be provided a five-day refresher course upon being awarded a Clerk – Central Control position, if required.

JOB NO. 18

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
2:30 PM to 10:30 PM
MONDAY & TUESDAY
\$37.614 PER HOUR
MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT.
HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND
OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST.
CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 8

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK RELIEF – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
Mon-Tue-Wed 2:30 p.m. to 10:30 p.m.
Sat-Sun 6:30 a.m. to 2:30 p.m.
THURSDAY & FRIDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

JOB NO. 27

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
FRIDAY & SATURDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

JOB NO. 35

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
FRIDAY & SATURDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

JOB NO. 28

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

JOB NO. 34

POSITION PERMANENT
LOCATION
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
MONDAY & TUESDAY
SAME AS JOB NO. 18
SAME AS JOB NO. 18

K. WIEBER
OFFICE OF M/E MANPOWER, HMC 3011

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 496

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, June 28, 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: June 19, 2019

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 497

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, June 28, 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: June 19, 2019

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

BULLETIN No. 2661

Bids for the following position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) June 28, 2019. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to extension: 8012, or sent via inter-office mail to Mail Code 1421.

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

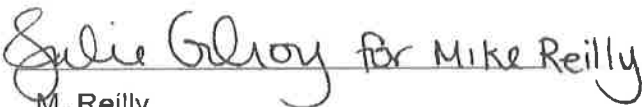
PRIMARY DUTIES:

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

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

Other related duties.

Note: Bid withdrawals can only be accepted by calling us, (ext: 6880), before the bulletin closes.


M. Reilly
Controller

Posted: June 19, 2019