



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

**BID SHEETS**

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

**January 18, 2017**

**BULLETIN NO. 2495 (re-post of 2494)**

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

Bids for the following position in the Procurement & Logistics Department will be accepted by the Administration Section (Barbara DeBois-bdebois@lirr.org), Mail Code 0335, until 5:00 P.M. on January 27, 2017.

**POSITION:** Clerk Typist – Procurement (Vacant)

**LOCATION:** 114-41 94<sup>th</sup> Avenue (JCC)

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

**REST DAYS:** Saturday and Sunday

**RATE OF PAY:** \$32.65 per hour

**DUTIES:** Must be a qualified typist (45 WPM) experienced in Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition to perform word processing assignments consisting of letters, forms, lists, bid documents, contracts, labels, mail merges, etc. Must have a working knowledge of Excel. General clerical duties include answering phones, scheduling meetings, distributing mail, filing and other related administrative duties.

**QUALIFICATIONS:** Thoroughly trained, experienced, rapid and accurate word processing skills (WORD), and working knowledge of Excel.

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Barbara DeBois  
Manager – Administration

**POSTED: 9:00 AM**

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

**January 18, 2017**

**ABOLISHMENT NOTICE**

To all employees included in consolidated system seniority roster of clerical forces:

The following positions are abolished the close of business January 20, 2017

Mills C.	Inquiry Clerk – P&L	347 Madison Avenue NY NY
Vacant	Inquiry Clerk – P&L	347 Madison Avenue NY NY
Tart A.	Clerk Typist- Procurement	347 Madison Avenue NY NY
Vacant	Clerk Typist- Procurement	347 Madison Avenue NY NY

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

**January 18, 2017**

**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 2469	Warehouse Person West Side Yard Temporary (D Loyed)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
January 18, 2017

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2470**

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 27, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – Permanent  
**LOCATION:** Commissary – Jamaica 93-41 Sutphin Blvd., Jamaica, NY 11435  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$33.632 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 18, 2017

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2471**

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 27, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (D. Loyed) – Temporary  
**RE-ADVERTISED (P&L – 2469)**

**LOCATION:** West Side Yard

**TOUR OF DUTY:** 8:00 AM – 4:00 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$33.632 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 18, 2017

# LONG ISLAND RAIL ROAD

## Bulletin 05-2017

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, January 27, 2017 at 5:00 PM.

**POSITION:** CSR - 106 (Permanent)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 32.555

**TOUR OF DUTY:** 2:00 PM – 10:00 PM

**RELIEF DAYS:** Monday and Tuesday

### JOB SUMMARY:

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

### WORK PERFORMED:

Listing of some specific duties and responsibilities:

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

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

**QUALIFICATIONS:**

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

Gabrielle Aulicino  
Customer Service Manager

Posted January 18, 2017



# LONG ISLAND RAIL ROAD

## Bulletin 06-2017

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, January 27, 2017 at 5:00 PM.

**POSITION:** CSR - 110 (Permanent)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 32.555

**TOUR OF DUTY:** 2:00 PM – 10:00 PM

**RELIEF DAYS:** Friday and Saturday

### 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 18, 2017

# LONG ISLAND RAIL ROAD

## Bulletin 07-2017

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, January 27, 2017 at 5:00 PM.

**POSITION:** CSR - 904 (Permanent)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 32.555

**TOUR OF DUTY:** 2:00 PM – 10:00 PM

**RELIEF DAYS:** Wednesday and Thursday

### JOB SUMMARY:

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

### WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a 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 18, 2017

# LONG ISLAND RAIL ROAD

## Bulletin 08-2017

We are accepting resumes for the APPOINTED position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, January 27, 2017 at 5:00 PM.

**POSITION:** CSR - 905 Permanent  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 32.555

**TOUR OF DUTY:** 2:00 PM – 10:00 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 18, 2017

**\*\*\*REVISED\*\*\***

THE LONG ISLAND RAIL ROAD  
OFFICE OF THE VICE PRESIDENT  
MARKET DEVELOPMENT & PUBLIC AFFAIRS

**Notice of Awards**

*Bulletin No. 16-2016, CSR 902 (Appointed), has been awarded to J. Dolan, effective 01/04/2017.*

Gabrielle Aulicino, Manager  
Customer Service Center  
HSF - 3140

POSTED: January 18, 2017

# THE LONG ISLAND RAIL ROAD

## STATIONS DEPARTMENT

January 18, 2017

### STATIONS DEPARTMENT BULLETIN No. SD-02-2017

#### **TO ALL CLERICAL EMPLOYEES:**

Resumes for the following PERMANENT position in the Director – Station Operations Department Mineola Office (reports to Chris Long) will be accepted until 5:00 PM, on Friday, January 27, 2017. Email all resumes to Theresa Dorsey at [tdorsey@lirr.org](mailto:tdorsey@lirr.org)

POSITION: Chief Operations Division Support Clerk (Exception 4) (Permanent)  
LOCATION: LIRR Mineola Station, 2<sup>nd</sup> Floor, Director – Stations Operations Office  
RATE OF PAY: \$38.438 per hour  
TOUR OF DUTY: 6:00 AM – 2:00 PM  
RELIEF DAYS: Saturday and Sunday

#### **DUTIES:**

This position requires the ability to carry out diverse tasks with limited supervision including the following:

- Handle all confidential and administrative office responsibilities and duties for Stations Operations under the direction of Director – Stations Operations and Lead/Branch Line Managers.
- Review and verify weekly payroll for the East End Foremen and provide back-up support for departmental payroll in the absence of the Chief Clerk.
- Track leave balances for Foreman. Assist the Lead/Branch Line Managers by reviewing daily schedules for the Foremen and communicating issues to the Lead/Branch Line Managers for action and coordination.
- Prepare procurement services/amenities requisitions for purchased services and materials and maintain and track all procurement requisitions.
- Coordinate the processing and distribution of all notices for the Stations Department and maintain updates/revisions of various types of equipment inventory from ticket offices and Foremen.
- Communicate with alarm companies for stations during bussing/track programs, weather related conditions, and ticket office/waiting room hours of operation changes. Ensure alarm schedules are in accordance with hours of operations at all stations. Maintain and keep the station waiting room listing and ensure signage for ticket office and waiting room hours are updated.
- Ensure LIRR Corporate emails of safety notices, press notices, updated policies and procedures and contracts are provided to ticket offices and field employees (Foremen/SAMs).
- Log and distribute claims information to Managers and maintain and update departmental manuals.
- Handle customer calls and other assignments as directed by the Director – Stations Operations and Lead/Branch Line Managers.

#### Requirement:

- Must possess a minimum of 3 years of Long Island Rail Road experience along with a minimum of 3 years customer service experience. Must be a competent typist (25 wpm) and be proficient with Microsoft Office (Word and Excel) software. Knowledge of MS Access and PowerPoint is preferred.
- Must be proficient with PeopleSoft and CTAMs.
- Must possess excellent data entry skills.
- Must be highly motivated, organized and detail-oriented.
- Must possess strong and effective communication skills
- Must possess the ability to exercise independent thinking and good judgement skills.
- Must have knowledge of operating budgets and accounts as well as corporate policies and procedures.



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

January 18, 2017

BULLETIN NO. SD-02-2017

This bulletin will close **at 5:00 PM on Friday, January 27, 2017**. 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 John Dunne, 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 (C909)
Location:		Fri/Sat/Sun/Tues: Penn Station Monday: Atlantic Terminal
Tour of Duty:		Friday: 11:00 AM – 7:00 PM Saturday: 9:30 AM – 5:30 PM Sunday: 8:00 AM – 4:00 PM Monday: 2:30 PM – 10:30 PM Tuesday: 1:15 PM – 9:15 PM
Rate of Pay:		Fri/Sat/Sun/Tues: \$34.706 Monday: \$33.512
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.

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Position No: 2	Temporary	Information Clerk (C147)
Location:		Jamaica
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$32.257
Rest Days:		Saturday/Sunday

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

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Position No: 3                      Temporary                      Ticket Clerk (C149)  
Location:    Jamaica  
Tour of Duty:    10:30 PM – 6:30 AM  
Rate of Pay:    \$34.706  
Rest Days:    Saturday/Sunday  
Primary Duties:    Same as Position No. 1

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Position No: 4                      Temporary                      Ticket Clerk (C921)  
Location:    Jamaica Storage Yard  
Tour of Duty:    Wed/Thurs/Fri: 7:00 AM – 3:00 PM  
Sat/Sun: 3:00 PM – 11:00 PM  
Rate of Pay:    \$34.706  
Rest Days:    Monday/Tuesday  
Primary Duties:    Same as Position No. 1

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Position No: 5                      Temporary                      Station Appearance Maintainer (JAM133)  
Location:    Jamaica  
Tour of Duty:    10:00 AM – 6:00 PM  
Rate of Pay:    \$28.763  
Rest Days:    Saturday/Sunday

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

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Position No: 6	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$30.918
Rest Days:		Saturday/Sunday

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

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**AWARDS TO BULLETIN SD-01-2017**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	<b>Temporary C926</b>	<b>M. Smith</b>	<b>1/18/17</b>
<b>POSITION NO. 2</b>	<b>Temporary JAM133</b>	<b>Re-advertised</b>	
<b>POSITION NO. 3</b>	<b>Permanent ATL110</b>	<b>F. Agugliaro</b>	<b>1/18/17</b>
<b>POSITION NO. 4</b>	<b>Permanent JAM112</b>	<b>N. Sangen</b>	<b>1/18/17</b>
<b>POSITION NO. 5</b>	<b>Permanent HMC122</b>	<b>T. Coyle</b>	<b>1/18/17</b>
<b>POSITION NO. 6</b>	<b>Permanent HMC109</b>	<b>C. Fleming</b>	<b>1/18/17</b>

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John Dunne, Manager  
Station Services Support

Posted: January 18, 2017

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW7-25      **Sequence:** 76

**Description:** C/D BULLETIN 7-25

**Open:** 01/04/2017 00:01      **Close:** 01/13/2017 17:00      **Effective:** 01/18/2017 00:01      **Posted:** 01/04/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD2D	CREW DISPATCHER	Temporary	JAMAICA		Readvertis	
CX4006	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.

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

**Bulletin ID:** CREW7-26

**Bulletin Seq:** 76

**Bulletin Description:** C/D BULLETIN 7-26

**Open:** 01/18/2017 00:01

**Close:** 01/27/2017 17:00

**Effective:** 02/01/2017 00:01

**Posted:** 01/18/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
CD2D	CREW DISPATCHER	Temporary	JAMAICA

**Location** TRANSPORTATION CREW MANAGEMENT, JAMAICA

**Report Time** 359PM

**Rest Days** MONDAY & TUESDAY

**Rate Of Pay** \$41.699 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**

Asgn	Position	Perm Or Temp	Terminal
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List

**Location** TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

**Report Time** VARIOUS

**Rest Days** VARIOUS

**Rate Of Pay** \$41.699 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.

01/17/20 10:30

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-47    **Sequence:** 77

**Description:** TELEGRAPHERS BULLETIN 2-47

**Open:** 01/04/2017 00:01    **Close:** 01/13/2017 17:00    **Effective:** 01/18/2017 00:01    **Posted:** 01/04/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List	<del>56234</del>	<del>WZHPDEAWJ</del>	178 TX1033 BO LIRR
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List	56234	DOMANICK, H	159 TX1030 BO LIRR
TR8	TRAIN DIRECTOR	Permanent	QUEENS TOWER	52279	KIRK, GT	92 MT1 BO NAS

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:** TELBUL2-48

**Bulletin Seq:** 78

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-48

Open: 01/18/2017 00:01

Close: 01/27/2017 17:00

Effective: 02/01/2017 00:01

Posted: 01/18/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
BO <del>1052</del>	BLOCK OPERATOR	Permanent	LIRR-Extra List

Location *TELEGRAPHER EXTRA LIST*

Report Time *VARIOUS*

Rest Days *SATURDAY & SUNDAY*

Rate Of Pay *\$ 37.569 HOURLY\* (MINIMUM)*

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

MT1	BLOCK OPERATOR	Permanent	NASSAU TOWER
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Location NASSAU TOWER

Report Time 601AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$37.569 HOURLY\*

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

3-1	PSCC CONSOLE OPERATOR	Permanent	PENN STATION CENTRAL CONTROL
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Location PSCC

Report Time 11PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$50.030 HOURLY\*

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

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





JOB NO. 30

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION <i>Singer, A.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY <i>Award 1667</i>	2:30 PM to 10:30 PM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

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

**\*REPOST\***  
**Long Island Rail Road**  
**Office of the Director – Employee Services**

**Bulletin No. 2017-01**

To all employees covered by regulations governing clerical forces on the Long island Rail Road.

NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, January 27, 2017**.

Position: Mail Attendant (*Temporary*)

Location: Jamaica, New York

Tour of Duty: 7:00am – 3:00pm

Rest Days: Saturday and Sunday

Rate of Pay: \$29.64 per hour

Duties: Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as assigned.

Requirements: Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.

Contact: Daniel Driscoll  
Director – Employee Services  
Human Resources Department  
Jamaica, NY – Mail Code 1157

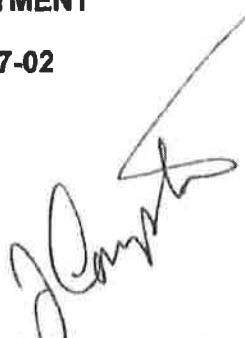
Posted: **January 18, 2017**

**\*Safety Sensitive Position\***

**STATIONS DEPARTMENT**

**NOTICE NO. 2017-02**

Date: January 11, 2017  
To: Ticket Agents and Ticket Clerks  
From: James Compton, Chief Stations Officer  
Subject: 2016 Stations Department Notices Index



Attached is a two-page listing of the Stations Department notices issued from January through December 2016.

This cover page should be placed within your Stations Department Notices binder and the index pages placed in front of the binder.

If you require any of the notices listed, you may go to the LIRR Stations Department website. For any questions, you may contact the Mineola Office 516-248-3442.

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**Employees should protect themselves, their fellow employees and the public by immediately reporting anything suspicious to MTA Police at 212-878-1220 or by dialing "911."**

### 2016 STATIONS DEPARTMENT INDEX

NOTICE NO.	DATE	SUBJECT
2016-01	1/5/16	2015 Stations Department Notices Index
2016-02	1/7/16	Holiday – Martin Luther King, Jr. Day, Monday, January 18, 2016
2016-03	1/28/16	Qualification Training for Bobcat Utility Vehicle
2016-04	2/1/16	Holiday – President's/Washington's Day – Monday, February 15, 2016
2016-05	2/1/16	2016 Personal Expense Mileage Rate Decrease - .54
2016-06	2/1/16	Ban on Hoverboards at Stations/On-Board Trains
2016-07	3/10/16	Call Broadcasting System
2016-08	3/2/16	Daylight Savings Time – Effective 2 a.m., Sunday, March 13, 2016
2016-09	3/2/16	Holiday – Good Friday, March 25, 2016
2016-10	3/22/16	Update – Uniforms – 2016 Annual Reissue
2016-11	3/31/16	New Mail&Ride System Features
2016-12	4/7/16	Trainman Remittance Processing Guide/Reminder
2016-13	4/22/16	Memorial Day Leave of Absence for Veteran's – Monday, May 30, 2016
2016-14	4/22/16	Mobile Ticketing Pilot
2016-15	4/25/16	Holiday – Memorial Day, Monday, May 30, 2016
2016-16	4/22/16	Mobile Ticketing FAQ's
2016-17	5/17/16	Warm Weather Dress Code – Memorial Day through Labor Day
2016-18	5/11/16	Claims Office and Customer Service Office Procedures During Outage
2016-19	5/11/16	TSM Upgrade – Action Plan for Major Network Maintenance
2016-20	5/11/16	Reminder – MTA Police Communications Phone Number
2016-21	6/1/16	2016 Uniform Orders Due ASAP
2016-22	6/3/16	Stations Alarms – Vendors: Intralogic Solutions, Lane Valente, NY Merchants/Waymar
2016-23	6/6/16	Use of Cell phones and PED's while operating Company Vehicles
2016-24	6/12/16	Holiday – Independence Day, Monday, July 4, 2016
2016-25	6/27/16	Introduction of Mobile Ticketing
2016-26	6/29/16	MTA eTix Customer FAQs
2016-27	7/19/16	August Monthly Ticket Error- Hologram Missing
2016-28	8/17/16	Holiday – Labor Day, Monday, September 5, 2016
2016-29	8/10/16	Snow Removal Sign-up – Roadway Worker Protection (RWP) Training – Deadline Sep 7, 2016
2016-31	9/20/16	Cool Weather Dress Code
2016-32	10/3/16	Holiday Notice – Columbus Day – Monday, October 10, 2016
2016-33	10/19/16	Eastern Standard Time – Effective, Sunday, November 6, 2016, at 2 a.m.
2016-34	10/19/16	Election Day, Tuesday, November 8, 2016
2016-35	10/19/16	Veterans' Day – Friday, November 11, 2016 – Employees
2016-36	10/24/16	Processing OBTIM's and Duplex Cash Reports and OBTIMs Stock
2016-37	10/24/16	2017 Vacation Selections
2016-38	11/9/16	Holiday – Thanksgiving Day, Thursday, November 24, 2016
2016-39	11/9/16	Holiday Day After – Thanksgiving Day, Friday, November 25, 2016
2016-40	12/5/16	Update – Uniforms – Annual Reissue Period

2016-41	Undated	2017 Vacation Awards
2016-42	12/9/16	Holiday – Christmas Day, Sunday, December 25, 2016
2016-43	12/9/16	Holiday -- New Year's Day, Sunday, January 1, 2017