



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

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CHIEF TRANSPORTATION OFFICER**

Jamaica, NY  
April 19, 2017

**CHIEF TRANSPORTATION OFFICER BULLETIN NO. 02-17**

**TO ALL CLERICAL EMPLOYEES:**

Resumes for the following APPOINTED **TEMPORARY** position in the Office of the Chief Transportation Officer will be received by Melissa Newell, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Services Department, Mail Code 1134, until 5:00 PM, on Friday, April 28, 2017.

**POSITION:** Clerk Typist – Transportation Services Department

**LOCATION:** Jamaica, Crew Management Office

**RATE OF PAY:** \$35.318 per hour

**TOUR OF DUTY:** 7:30 AM – 3:30 PM – ½ hour meal period

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Responsible for the daily handling of all correspondence within the Transportation Crew Management Service Office, including all typing and stenography. Applicants applying for this position must be thoroughly trained, experienced, rapid and a qualified typist and stenographer and must be familiar with the operation of Microsoft Word and GroupWise, maintenance of all records, filing and related clerical duties as may be assigned within the office Manager - Transportation Crew Management Services Office. Handling of all vacation schedules for Transportation Operating and Non-Operating personnel and required to be responsible for ordering and maintaining all office supplies and repairs.

**POSTED:** April 19, 2017

**CLOSES:** April 28, 2017

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2017-01**

**TO ALL CLERICAL EMPLOYEES:**

**APPOINTED** 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](mailto:swdavis@lirr.org). All resumes must be received by **5 PM, April 28, 2017**. 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: \$37.88 per hour

Posted: April 19, 2017

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2477**

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, April 28, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person ESA – (T.Broughton) – Permanent  
**LOCATION:** Glendale  
**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  
April 19, 2017

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2478**

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, April 28, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (S.Semelak) – Permanent  
**LOCATION:** Hillside  
**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  
April 19, 2017

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

**April 19, 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 2474	Stockman Exception 4 Permanent (J. Tebben)	PENDING	
P&L 2475	Warehouse Person Temporary (S. Giuliano)	Andrea Thompson	4/19/17
P&L 2476	Warehouse Person Temporary (D. Loyed)	Monica Milano	4/19/17

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

POSTED: 9:00 AM  
April 19, 2017

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

April 19, 2017

BULLETIN NO. SD-08-2017

This bulletin will close **at 5:00 PM on Friday, April 28, 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	Permanent	Ticket Clerk (C134)
Location:		Atlantic Terminal
Tour of Duty:		1:00 PM – 9:00 PM
Rate of Pay:		\$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	Permanent	Ticket Clerk (C145)
Location:		Jamaica
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$34.706
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

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Position No: 3                      Temporary                      Ticket Clerk (C915)

Location:    Wed/Thurs/Fri: Atlantic Terminal  
Sat/Sun: Penn Station

Tour of Duty:    Wednesday: 12:00 PM – 9:00 PM  
Thursday: 1:00 PM – 9:00 PM  
Friday: 2:30 PM – 10:30 PM  
Sat/Sun: 3:45 PM – 11:45 PM

Rate of Pay:    Wed/Thurs/Fri: \$33.512  
Sat/Sun: \$34.706

Rest Days:    Monday/Tuesday

Primary Duties:    Same as Position No. 1

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Position No: 4                      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: 5                      Permanent                      Station Appearance Maintainer (JAM122)

Location:    Jamaica

Tour of Duty:    4:00 PM – 12:00 AM

Rate of Pay:    \$28.763

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.

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Position No: 6                      Permanent                      Chief/Station Appearance Maintainer (RSC1)

Location:    Jamaica

Tour of Duty:    4:00 PM – 12:00 AM

Rate of Pay:    Wed/Thurs/Fri: \$28.763  
Sat/Sun: \$32.853

Rest Days:    Monday/Tuesday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Terminal Managers or Branch Line Managers.

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Position No: 7                      Permanent                      Station Appearance Maintainer (V904)

Location:    Monday: Ronkonkoma Yard  
Thurs/Fri/Sat/Sun: Babylon Yard

Tour of Duty:    6:00 AM – 2:00 PM

Rate of Pay:    \$29.647

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

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Position No: 8	Temporary	Station Appearance Maintainer (HMC106)
Location:		Hillside
Tour of Duty:		6:30 AM – 2:30 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. 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: 9	Temporary	Station Appearance Maintainer (RSC4)
Location:		Atlantic Terminal
Tour of Duty:		Thurs/Fri: 6:00 AM – 2:00 PM Saturday: 2:30 PM – 10:30 PM Sun/Mon: 9:30 PM – 5:30 AM
Rate of Pay:		Thurs/Fri: \$32.853 Sat/Sun/Mon: \$28.763
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 6

Position No: 10	Temporary	Station Appearance Maintainer (H583)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		April 1 – November 30: \$30.039 December 1 – March 31: \$29.908
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7



**AWARDS TO BULLETIN SD-07-2017**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
<b>POSITION NO. 1</b>	<b>Temporary C992</b>	<b>S. Jackson</b>	<b>Pending</b>
<b>POSITION NO. 2</b>	<b>Permanent C814</b>	<b>C. Boland</b>	<b>4/19/17</b>
<b>POSITION NO. 3</b>	<b>Permanent C921</b>	<b>S. Massey</b>	<b>4/19/17</b>
<b>POSITION NO. 4</b>	<b>Permanent WSY900</b>	<b>W. Mohamed (A)</b>	<b>4/19/17</b>
<b>POSITION NO. 5</b>	<b>Permanent JAM119</b>	<b>L. Jackson</b>	<b>4/19/17</b>
<b>POSITION NO. 6</b>	<b>Permanent RSC1</b>	<b>Re-Advertised</b>	
<b>POSITION NO. 7</b>	<b>Permanent WSY102</b>	<b>A. James (A)</b>	<b>4/19/17</b>
<b>POSITION NO. 8</b>	<b>Permanent SSM7</b>	<b>R. Pirrone</b>	<b>4/19/17</b>
<b>POSITION NO. 9</b>	<b>Permanent ARCH100</b>	<b>S. Semelak</b>	<b>Pending</b>

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John Dunne, Manager  
Station Services Support

Posted: April 19, 2017

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW7-31      **Sequence:** 76

**Description:** C/D BULLETIN 7-31

**Open:** 04/05/2017 00:01      **Close:** 04/14/2017 17:00      **Effective:** 04/19/2017 00:01      **Posted:** 04/05/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	
DT4101	CREW DISP. TRNEE	<i>TEMP</i>	LIRR-Extra List		<i>B.L10115 55650</i>	

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 ID: CREW7-32

Bulletin Seq: 76

Bulletin Description: C/D BULLETIN 7-32

Open: 04/19/2017 00:01

Close: 04/28/2017 17:00

Effective: 05/03/2017 00:01

Posted: 04/19/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4102	CREW DISP. TRNEE	Temporary	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	*\$28.808/\$35.121 HOURLY		
	TEMPORARY		

\*\*\*FAXED BIDS WILL NOT BE ACCEPTED\*\*\*

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

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

RATE OF PAY INCREASES TO \$35.121 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$41.699 HOURLY

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

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

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

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

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.

04/18/20 10:56

**Bulletin ID:** CREW7-32

**Bulletin Seq:** 76

**Bulletin Description:** C/D BULLETIN 7-32

Open: 04/19/2017 00:01

Close: 04/28/2017 17:00

Effective: 05/03/2017 00:01

Posted: 04/19/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4005	CREW DISPATCHER		LIRR-Extra List
	Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1) - <i>perm.</i>	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$41.699 HOURLY*	

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.

04/18/20 10:56



# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 453

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development & Administration, Mail Code 3146 or emailed to: [smnutzu@lirr.org](mailto:smnutzu@lirr.org) **until 5:00 PM on Friday April 28, 2017.**

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

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$34.5653

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

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Christopher Calvagna  
Chief Engineer

**POSTED:** April 19, 2017



STATIONS DEPARTMENT  
NOTICE NO. 2017-09

Date: April 19, 2017

To: Station Appearance Maintainer

From: James Compton, Chief Stations Officer

SUBJECT: Temporary Traveling Foremen Coverage Positions - Island/Terminal Territories

The Department is seeking Station Appearance Maintainers (SAMs) to be considered to cover Traveling Foreman during projected days off (vacation, personal days, etc.). This will entail two separate coverage lists; Island/Terminal. You will be placed on the list in the area which you normally work and have a current position.

If you are interested in covering a temporary traveling foreman position from May 2017 through April 2018, please submit the attached form no later than Friday, April 28, 2017, via email to the appropriate manager/location below:

Island to Alicia A. Diaz-Melo -- aadiazm@lirr.org

Terminal to John Persico – japersi@lirr.org

A traveling foreman is responsible for

- supervising all aspects of cleaning; routine, heavy duty, spray wash, graffiti removal, and snow removal
- ensure that all work is being performed according to SAM job descriptions and in a safe manner
- all job performance should be conducted in accordance with LIRR Corporate Safety Policy and Procedures; proper uniforms and personal protection equipment are worn and utilized
- conduct station inspections and submit detailed and legible required reports
- assist and instruct employees in completing paperwork when required
- be available during emergency situations to assist managers as needed
- responsible for ensuring that all stock rooms and vehicles are equipped with sufficient cleaning supplies, meet deliveries and verify shipment
- ensure that all equipment and vehicles are in good working order
- promote good customer service
- respond to customer complaints as directed by manager
- must be a current LIRR SAM and have a minimum of three (3) years as a SAM
- must have basic knowledge of operating a computer (Outlook 2016, Excel, Word, etc.)

In addition to the above, must conduct him or herself in a professional, courteous manner, maintain confidentiality with all aspects of the position, able to handle employee concerns and intervene to a satisfactory resolution. Also, responsible with company property as it pertains to supplies, keys, phones, vehicles, and any other equipment utilized by candidate or supervised employees. Candidate must have good work ethics and able to delegate.

Selection will be based on satisfactory safety record, attendance record, discipline records, a valid NY State Driver's license and attached "Request for Traveling Foreman Coverage Form". Upon covering a Foreman's position, SAM will be evaluated on job performance.

If you have any questions, contact your manager.

(DOUBLE-SIDED)

### REQUEST FOR TRAVELING FOREMAN COVERAGE FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To: **Please check one:**

\_\_\_\_ Roe G. Mitchell, Director – Terminal Operations

\_\_\_\_ Christopher J. Long, Director – Station Operations

From: \_\_\_\_\_ **Employee No.** \_\_\_\_\_  
(Please Print Full Name)

**Current Job No.** \_\_\_\_\_ **Location** \_\_\_\_\_

Re: Consideration for Temporary Traveling Foremen Positions

This is a request to be considered as a candidate to cover a traveling foreman position on a temporary basis when it becomes available. Based on the criteria as listed for the Traveling Foremen's duties and responsibilities, I am a good candidate to cover for the position due to the following reasons and qualifications:

1.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.  
\_\_\_\_\_  
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3.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may use the reverse side to provide additional information or attach a typed-written response to this sheet.  
Please make sure your name is written on all sheets submitted.