

### **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 Jim Giallorenzo – HR Business Director, jgiallo@lirr.org, Mail Code 1155 until 5:00 PM on Friday, May 12, 2017.

**POSITION:** 

Human Resources Assistant (Appointed)

**LOCATION:** 

5th Floor, Jamaica Station

RATE OF PAY:

\$38.226 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.

### **OUALIFICATIONS**

- 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:** 

May 3, 2017

### THE LONG ISLAND RAIL ROAD

### OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY May 3, 2017

### **CHIEF TRANSPORATATION OFFICE BULLETIN NO. 3-17**

### TO ALL CLERICAL EMPLOYEES:

Bids for the following **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 Department, Mail Code 1134, until 5:00 PM on Friday, May 12, 2017.

POSITTION:

Denial Clerk (TEMPORARY)

LOCATION:

Transportation Crew Management Services Office

Jamaica Station Building

RATE OF PAY:

\$32.095

TOUR OF DUTY:

8:00 AM - 4:00 PM

**RELIEF DAYS:** 

Saturday and Sunday

### PRIMARY DUTIES:

Responsible for the handling of claim denials for passenger, yard and road service, and non-operating personnel. Responsible for mail procedures governed by various time limits as stated in various contractual agreements. Must have knowledge of office procedures in the handling of files and other correspondence relating to Transportation Department employees. Individual must be a competent typist and proficient with Microsoft Word, Outlook and Excel. Must possess effective oral communication and interpersonal skills. Candidate must work as directed, and handle all other clerical duties as assigned. Responsible for packing and lifting boxes up to 25 pounds.

POSTED:

May 3, 2017

CLOSES:

May 12, 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 I I 3 I or to <a href="mailto:swdavis@lirr.org">swdavis@lirr.org</a>. All resumes must be received by **5 PM, May 12**, **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), TI MACS, 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, A VPS 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 A VPS 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

### **Oualifications**

- 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: May 3,2017

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

May 3, 2017

### BULLETIN NO. SD-09-2017

This bulletin will close at 5:00 PM on Friday, May 12, 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 (C923)

Location: Sat/Sun/Mon/Tues: Jamaica

Wednesday: Hicksville

Tour of Duty: Sat/Sun: 8:00 AM – 4:00 PM

Mon/Tues/Wed: 6:00 AM - 2:00 PM

Rate of Pay: Sat/Sun/Mon/Tues: \$34.706

Wednesday: \$33.308

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.

Position No: 2	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

Position No: 3	Permanent	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:		Same as Position No. 1
Destries No. 4	Tamanama	Tiplint Clark (TC 1)
Position No: 4	Temporary	Ticket Clerk (TS-1)
Location:		Hicksville
Tour of Duty:		Monday: 6:00 AM – 2:00 PM
		Tues/Fri/Sat/Sun: 7:00 AM – 3:00 PM
Rate of Pay:		\$34.244
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1
Position No: 5	Temporary	Ticket Clerk (TS-2)
Location:		Monday: Patchogue
		Tues/Sat/Sun: Jamaica
		Friday: Penn Station
Tour of Duty:		Monday: 6:00 AM – 2:00 PM
Tour or Bucy.		Tues/Fri: 12:00 PM - 8:00 PM
		Sat/Sun: 8:00 AM – 4:00 PM
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Rate of Pay:		Monday: \$32.934
		Tues/Fri/Sat/Sun: \$33.438
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No: 6 Temporary TSM Clerk (C151)

Location: Penn Station

Tour of Duty: 6:00 AM - 2:00 PM

Rate of Pay: \$34.984

Rest Days:

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.

Saturday/Sunday

Position No: 7	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.

Position No: 8

Permanent

Station Appearance Maintainer (RSC2)

Location:

Atlantic Terminal

Tour of Duty:

Wed/Thurs: 6:00 AM – 2:00 PM

Friday: 6:30 AM - 2:30 PM Mon/Tues: 5:00 AM - 1:00 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.

Position No: 9	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:		Same as Position No. 7

Position No: 10

**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: 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: 11	Temporary	Station Appearance Maintainer (L302)
Location:		Mineola
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$28.763
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7
Position No: 12	Temporary	Station Appearance Maintainer (ATL104)
Location;		Atlantic Terminal
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$28.763
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 7

Position No: 13 Temporary Station Appearance Maintainer (V479)

Location: Ronkonkoma Yard

Tour of Duty: 4:30 PM – 12:30 AM

Rate of Pay: \$29.647

Rest Days:

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.

Saturday/Sunday

Position No: 14 Permanent Station Appearance Maintainer (ARCH900)

Location: Thurs/Fri: Arch St. Facility
Sat/Sun: Northport
Monday: Freeport

Tour of Duty: Thurs/Fri/Sat/Sun: 6:00 AM – 2:00 PM
Monday: 5:00 AM – 1:00 PM

Rate of Pay: Thurs/Fri/Mon: \$28.763
Sat/Sun: \$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.

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: 15 Temporary Station Appearance Maintainer (HMC113)

Location: Hillside

Tour of Duty: 7:30 AM – 3:30 PM

Rate of Pay: \$28.763

Saturday/Sunday

Rest Days:

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.

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Position No: 16	Temporary	Station Appearance Maintainer (SV-01)
Location:		Ronkonkoma Yard
Eocacion.		Normonia rara
Tour of Duty:		5:00 AM ~ 1:00 PM
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Rate of Pay:		\$29.647
Rest Days:		Wednesday/Thursday
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Primary Duties:		Same as Position No. 12
Position No: 17	Temporary	Station Appearance Maintainer (SL-01)
	Temporary	
Position No: 17 Location:	Temporary	Station Appearance Maintainer (SL-01)  Long Beach
	Temporary	
Location: Tour of Duty:	Temporary	Long Beach 11:30 AM - 7:30 PM
Location:	Temporary	Long Beach
Location: Tour of Duty: Rate of Pay:	Temporary	Long Beach  11:30 AM - 7:30 PM  \$28.763
Location: Tour of Duty:	Temporary	Long Beach 11:30 AM - 7:30 PM
Location: Tour of Duty: Rate of Pay:	Temporary	Long Beach  11:30 AM - 7:30 PM  \$28.763

Position No: 18	Temporary	Station Appearance Maintainer (SL-02)
Location:		Monday: Woodside Tues/Wed: Long Beach Sat/Sun: Freeport
Tour of Duty:		Monday: 8:00 AM – 4:00 PM Tues/Wed: 11:30 AM – 7:30 PM Sat/Sun: 1:00 PM – 9:00 PM
Rate of Pay:		\$28.763
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 7
Primary Duties:  Position No: 19	Permanent	Same as Position No. 7  Station Appearance Maintainer (HMC122)
<u> </u>	Permanent	
Position No: 19	Permanent	Station Appearance Maintainer (HMC122)
Position No: 19 Location:	Permanent	Station Appearance Maintainer (HMC122) Hillside
Position No: 19 Location: Tour of Duty:	Permanent	Station Appearance Maintainer (HMC122)  Hillside  6:30 AM – 2:30 PM

### **AWARDS TO BULLETIN SD-08-2017**

	JOB#	NAME	AWARD DATE
POSITION NO. 1	Permanent C134	A. Johnson	5/6/17
POSITION NO. 2	Permanent C145	J. Davis	5/3/17
POSITION NO. 3	Temporary C915	Re-Advertised	
POSITION NO. 4	Temporary C147	N. Pryor	5/3/17
POSITION NO. 5	Permanent JAM122	Re-Advertised	
POSITION NO. 6	Permanent RSC1	P. Caleca (A)	5/3/17
POSITION NO. 7	Permanent V904	S. Semelak	5/11/17
POSITION NO. 8	Temporary HMC106	E. D'Ariano	5/3/17
POSITION NO. 9	Temporary RSC4	Re-Advertised	
POSITION NO. 10	Temporary H583	J. Keefe	5/3/17
POSITION NO. 11	Temporary L307	Withdrawn	
POSITION NO. 12	Temporary V466	T. Forbes	5/3/17
POSITION NO. 13	Temporary H582	K. Gilbert	5/3/17

John Dunne, Manager Station Services Support

Posted: May 3, 2017

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

### May 3, 2017

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

### **NOTICE OF AWARDS**

BULLETIN #	<b>POSITION</b>	<b>EMPLOYEE</b>	EFFECTIVE DATE
P&L 2477	Warehouse Person – ESA Permanent (T. Broughton)	NO BIDS RECEIVE	CD
P&L 2478	Warehouse Person Permanent (S. Semelak)	Robert Lipton	5/3/17

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

POSTED: 9:00 AM May 3, 2017

### **RE-ADVERTISED**

# THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2479

### 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 <u>Friday, May 12, 2017</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:

Warehouse Person - (T. Broughton) - Permanent

RE-ADVERTISED (P&L – 2477)

**LOCATION:** 

East Side Access Glendale (84-02 72nd Dr.)

TOUR OF DUTY: REST DAYS:

**RATE OF PAY:** 

7:30 AM – 3:30 PM Saturday & Sunday \$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

May 3, 2017

# LONG ISLAND RAILROAD

# MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Sequence: 76 Bulletin ID: CREW7-32

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

Rank From

20

Perm or Temp Terminal PERM. CX4005 CREW DISPATCHER Position Asgn

LIRR-Extra List

MUSSO, M 51512

Emp Num Employee Name

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

### LONG SLAND RAILROAD MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin ID:** TELBUL2-52

Bulletin Seq: 82

Bulletin Description: TELEGRAPHERS BULLETIN 2-52

Open: 05/03/2017 00:01

Close: 05/12/2017 17:00

Effective: 05/17/2017 00:01

Posted: 05/03/2017 00:01

Position Asgn

Perm Or Temp

Terminal

VAI

ASST. TRAIN DIRECTOR

Permanent

**VALLEY TOWER** 

Location VALLEY TOWER

Report Time 6AM

> Rest Days SATURDAY & SUNDAY

Rate Of Pay

\*\$43.553 HOURLY

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

### LONG ISLAND RAILROAD

### MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-49

Close: 05/12/2017 17:00

Bulletin Seq: 15

Bulletin Description: USHER BULLETIN 1/49

Effective: 05/17/2017 00:01

Posted: 05/03/2017 00:01

Asgn

Open: 05/03/2017 00:01 Position

Perm Or Temp

Terminal

Permanent

LIRR-Extra List

UX0001 USHERS Location

**VARIOUS** 

Report Time **VARIOUS** 

Rest Days **VARIOUS** 

Rate Of Pay

\*\$36.058 BASE RATE

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

- \* Ushers are expected to be courteous at all times.
- \* In some instances, they must be able to work with minimal direction.
- \* Must work well with the public
- \* Applicants will be subject to a 2-part examilinat has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

- \* During the course of the 3 week training program, the applicant will complete a review of all station stops.
- \* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

### THE LONG ISLAND RAIL ROAD MAINTENANCE OF EQUIPMENT DEPARTMENT

May 3, 2017

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

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### **AWARD BULLETIN NO. 1674**

POSITION AWARDED TO THE FOLLOWING:

Job No. 5

No Qualified Bids Received

### **BULLETIN NO. 1675**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM - MAY 12, 2017

JOB NO. 4

POSITION TEMPORARY CLERK- RSMS

LOCATION Moore, L. HILLSIDE MAINTENANCE COMPLEX

TOUR OF DUTY 12:30 AM to 8:30 AM RELIEF DAYS THURSDAY & FRIDAY RATE OF PAY \$33.157 PER HOUR

QUALIFICATIONS MUST HAVE THE ABILITY TO PREPARE AND CODE DATA FOR INPUT INTO THE

DEPARTMENT'S COMPUTERIZED INFORMATION SYSTEM. MUST BE QUALIFIED TO ENTER AND RETRIEVE DATA FROM THE VARIOUS SYSTEMS AND BE PROFICIENT IN EDITING AND VALIDATING ALL INFORMATION THAT IS INPUT AND EXTRACTED FROM THE SYSTEMS. MUST BE COMPETENT TYPIST AND PERFORM ALL OTHER

CLERICAL DUTIES AS ASSIGNED.

JOB NO. 5

POSITION PERMANENT CLERK- RSMS RELIEF

LOCATION New Position HILLSIDE MAINTENANCE COMPLEX TOUR OF DUTY NBR 1674 Thu-Fri 12:30 a.m. to 8:30 a.m.

Sat-Sun-Mon 4:30 p.m. to 12:30 a.m.

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

TUESDAY & WEDNESDAY

SAME AS JOB NO. 4

SAME AS JOB NO. 4

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





### STATIONS DEPARTMENT

Notice No. 2017-10

Date:

May 3, 2017

To:

All Stations Department Employees

From:

James Compton, Chief Stations Officer

Subject:

Warm Weather Dress Code - Memorial Day through Labor Day

Effective May 29, 2017, and with the beginning of the warm weather season, from Memorial Day through Labor Day, all Stations Department employees are required to comply with the following dress code. As front line employees, whether ticket selling or maintaining the appearance of stations, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

Proper safety footwear must be worn in accordance with Corporate Policy and Procedure SAPE-009. All employees "...shall be required to wear safety footwear at all times while on duty for protection against injury to the foot / toe / ankle..." and meet "....the requirements and specifications." (Appendix C attached). In addition, all safety shoes that are worn out with holes or unsecured shoe laces must be replaced with new ones immediately to avoid injury.

Ticket Agents / Ticket Clerks
Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As always, your nametag most be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

NOTE: Polo shirts are ONLY to be worn when working outside of your normal scheduled tour of duty during bus programs or special events. They are NOT to be worn inside the ticket office during ticket selling. NO jeans. NO hooded sweatshirts.

TSM Agents / Clerks / Cashiera

TSM agents, clerks and cashiers are required to wear neat, clean clothing, appropriate for the work to be performed. Collared shirts and safety shoes are required. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

Foremen / Station Appearance Maintainers (SAM)
Foremen / SAMs are required to wear milroad issued uniform pieces with the following exceptions: Railroad issued short sleeve T-shirts or polo shirts may be worn. Purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, will be permitted with manager or foreman approval. Foremen / SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants and torn clothing or vests should not be worn.

Customer Service Ambassadors: Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest or sweater. As always, your name badge must be worn. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

Special Service Attendants: All attendants are required to wear their full uniforms.

If you need any uniform items or have any questions about the dress code, please contact your manager.

Attachments - SAFE-009 Attachment C (Revised 2/2016)



### LIRR Specific Requirements for Safety Footwear

Protective footwear must be certified as meeting the requirements of the standard via a stitched-in label, stamping, pre-sensitized label, or a combination of all of these methods of at least one of the pair.



Sa	afety Shoe Labeling Requirements
Label Identification	Description
ASTM F 2413-11	Identifies that the footwear is protective footwear that complies with the 2011 ASTM standard. Note: ASTM F 2413-05 is allowable for older shoes, if in good condition.
M or F/I/75/ C/75	M=Male F=Female I=Impact resistance C=Compression resistance 75=resistant to 75 foot-pound test standards for impact and compression
EH	Identifies footwear with outsole and heel made of electrical insulation properties; shock resistant.

