

**BID SHEETS** 

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

#### June 21, 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 2484	Stores Truck Driver Temporary (J. Mathiesen)	NO BIDS RECEIV	ED
P&L 2485	Assistant Warehouse Person Temporary (F. Perez)	NO BIDS RECEIVE	ED
P&L 2486	Warehouse Person Various/Various Permanent (D. Chernoff)	NO BIDS RECEIVE	ED
P&L 2487	Warehouse Person West Side Yard Temporary (D Mejia)	Stephanie Covingtor	n 6/21/17

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

POSTED: 9:00 AM June 21, 2017

#### **RE-ADVERTISED**

# THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2488

# TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY 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</u>, <u>June 30</u>, <u>2017</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Mathiesen) – Temporary

RE-ADVERTISED (P&L - 2484)

LOCATION: Hillside

TOUR OF DUTY: 7:30 AM - 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.846 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks

with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class "B" CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road's property. New applicants must secure a New York State Class "A" CDL license with HAZMAT endorsement with no air brake restrictions within three months of

award of position. Training will be provided by the Carrier.

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: 9:00AM June 21, 2017

#### **RE-ADVERTISED**

# THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2489

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on <u>Friday</u>, <u>June 30</u>, <u>2017</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** 

Assistant Warehouse Person (F. Perez) - Temporary

RE-ADVERTISED (P&L - 2485)

LOCATION:

Hillside

TOUR OF DUTY:

7:30 AM – 3:30 PM Saturday & Sunday

REST DAYS: RATE OF PAY:

\$31.406 per hour

**DUTIES:** 

Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENT:** 

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

Elvin Vazquez

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

POSTED: 9:00 AM June 21, 2017

#### **RE-ADVERTISED**

# THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2490

## 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</u>, <u>June 30</u>, <u>2017</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (D. Chernoff) – Permanent

RE-ADVERTISED (P&L - 2486)

LOCATION: Hillside Warehouse 15 Shop Floor

TOUR OF DUTY: Various REST DAYS: Various

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

# THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2496

# 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</u>, <u>June 30</u>, <u>2017</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** 

Assistant Warehouse Person - (J. Alcalde) Permanent

**LOCATION:** 

Hillside - Warehouse 15 - Shop Floor

TOUR OF DUTY:

12:00 AM – 8:00 AM Saturday & Sunday

REST DAYS: RATE OF PAY:

\$31.406 per hour

**DUTIES:** 

Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

**REQUIREMENTS:** 

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

Elvin Vazquez

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

POSTED: 9:00 AM

# THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2497

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</u>, <u>June 30</u>, <u>2017</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** 

Warehouse Person – (V.Billeri) – Temporary

**LOCATION:** 

Commissary – Jamaica 93-41 Sutphin Blvd., Jamaica, NY 11435

**TOUR OF DUTY:** 

6:30 AM – 2:30 PM Saturday & Sunday

REST DAYS: 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

# LONG ISLAND RAIL ROAD Bulletin 23-2017

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, June 30, 2017 at 5:00 PM.

**POSITION**: CSR - 904 (Permanent)

Customer Service Representative LOCATION: Customer Service Center

(HSF)

**RATE OF PAY**: 33.042 **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 June 21, 2017

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

June 21, 2017

#### AGENT'S BULLETIN NO. SD-03-2017

This bulletin will close at 5:00 PM on Friday, June 30, 2017. It will be open to Agents and Assistant Agents. 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 Theresa Dorsey, Jamaica, Dept 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 call Crew before the bulletin closes.

Position No: 1

Permanent

Agent (A708)

Location:

Ronkonkoma

Tour of Duty:

Wed/Fri/Sat/Sun: 5:00 AM - 1:00 PM

Thursday: 3:45 AM - 1:00 PM

1<sup>st</sup> of the Month: 4:30 AM - 1:00 PM

Rate of Pay:

\$41.039

Rest Days:

Monday/Tuesday

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

June 21, 2017

#### BULLETIN NO. SD-12-2017

This bulletin will close at 5:00 PM on Friday, June 30, 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 Theresa Dorsey, 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 (C905)

Location: Mon/Thurs/Fri: Atlantic Terminal

Tues/Wed: Penn Station

Tour of Duty: Mon/Fri: 7:00 AM – 3:00 PM

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

Rate of Pay: Mon/Thurs/Fri: \$33.512

Tues/Wed: \$34.706

Rest Days: Saturday/Sunday

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

Position No: 2 Permanent Ticket/Information Clerk (C916)

Location: Tues/Wed/Sat: Penn Station Information Thurs/Fri: Penn Station TR

Tour of Duty: Tues/Wed: 6:00 AM – 2:00 PM Thurs/Fri: 6:30 AM – 2:30 PM Saturday: 10:15 PM – 6:15 AM

Rate of Pay: Tues/Wed/Sat: \$32.257 Thurs/Fri: \$34.706

Rest Days: Sunday/Monday

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

Position No: 3 Temporary Ambassador

Location: Various

Tour of Duty: Various

Rate of Pay: \$30.918

Rest Days:

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.

Saturday/Sunday

Position No: 4 Permanent Station Appearance Maintainer (RSC3)

Location: Atlantic Terminal

Tour of Duty: Mon/Tues/Wed/Thurs: 2:00 PM – 10:00 PM Friday: 2:30 PM – 10:30 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. 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: 5

**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: 6
Permanent
Station Appearance Maintainer (V474)

Location:
Valley Stream

6:00 AM - 2:00 PM

Rate of Pay:
\$29.647

Rest Days:
Friday/Saturday

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

Position No: 7	Temporary	Station Appearance Maintainer (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. 4
Position No: 8	Permanent	Station Appearance Maintainer (H543)
Location:		Ronkonkoma Yard/Divide/Babylon Yard
Tour of Duty:		December 1 – March 31: 6:00 AM – 2:00 PM April 1 – November 30: 7:30 AM – 3:30 PM
Rate of Pay:		\$29.778
Rest Days:	4	Saturday/Sunday
Primary Duties:		Same as Position No. 6
Position No: 9	Permanent	Station Appearance Maintainer (ATL105)
Location:		Atlantic Terminal
Tour of Duty:		2:00 PM - 10:00 PM
Rate of Pay:		\$28.763
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 4
Position No: 10	Temporary	Station Appearance Maintainer (JAM120)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$28.895
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 4

Position No: 11 Permanent Assignment Clerk (CD102) Location: Jamaica 10:00 PM - 6:00 AM Tour of Duty: Rate of Pay: \$43.053 Sunday/Monday

**Rest Days:** 

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

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

Position No: 12	Permanent	Assignment Clerk (CD103)
Location:		Jamaica
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$43.053
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 11

Position No: 13

Permanent

Assignment Clerk/Chief Crew Dispatcher

(CD104)

Location:

**Jamaica** 

Tour of Duty:

6:00 AM - 2:00 PM

Rate of Pay:

Mon/Tues/Wed: \$43.053

Sat/Sun: \$45.978

Rest Days:

Thursday/Friday

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

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's, Station Appearance Maintainer's and Assistant Station Master's and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Appearance Maintainers based on daily crew sheets and other crew board documentation. Must update absence-control records and work as directed within the Office of the Director Stations Support and Administration. Must be able to supervise the preparation of job bulletins and the awarding of positions on a bi-monthly basis. Must be able to monitor the training of new Assignment Clerks. Must be able to supervise, coordinate and instruct Assignment Clerks in the performance of their duties.

Position No: 14	Permanent	Assignment Clerk (CD105)
Location:		Jamaica
Tour of Duty:		Sun/Mon: 10:00 PM – 6:00 AM Thursday: 6:00 AM – 2:00 PM Fri/Sat: 2:00 PM – 10:00 PM
Rate of Pay:		\$43.053
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 11

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

#### **ADDITION**

June 21, 2017

#### **BULLETIN NO. SD-12-2017**

This bulletin will close at 5:00 PM on Friday, June 30, 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 Theresa Dorsey, 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: 15

Permanent

Ticket Clerk (C911)

Location:

**Penn Station** 

Tour of Duty:

Friday: 5:30 PM – 1:30 AM Saturday: 3:00 PM – 11:00 PM Sunday: 2:00 PM – 10:00 PM Mon/Tues: 11:30 PM – 7:30 AM

Rate of Pay:

\$34.706

**Rest Days:** 

Wednesday/Thursday

Theresa Dorsey, Director Station Services Support

Posted: June 21, 2017

#### **AWARDS TO AGENT'S BULLETIN SD-02-2017**

	JOB#	NAME	AWARD DATE
POSITION NO. 1	Permanent A710	R. McVetty	6/21/2017
	AWARDS TO	O BULLETIN SD-11-2017	
	JOB#	NAME	AWARD DATE
POSITION NO. 1	Permanent C134	D. Campbell	Pending
POSITION NO. 2	Permanent C911	J. Vancol	Pending
POSITION NO. 3	Permanent C126	N. Callender (A)	6/21/17
POSITION NO. 4	Permanent C153	C. Howard-Lowe	6/21/17
POSITION NO. 5	Temporary C915	J. Thompson	6/21/17
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Permanent L304	Withdrawn	
POSITION NO. 8	Temporary JAM116	J. Alcalde	Pending
POSITION NO. 9	Permanent ATL104	R. Farrell (A)	6/21/17
POSITION NO. 10	Temporary ATL105	Re-Advertised	
POSITION NO. 11	Temporary JAM121	J. Leis	6/21/17
POSITION NO. 12	Temporary ATL102	J. Rivera	6/21/17
POSITION NO. 13	Permanent L312	M. Seminaro	6/21/17

Theresa Dorsey, Director Station Services Support

Posted: June 21, 2017

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

June 21, 2017

NOTICE:

ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

#### **AWARD BULLETIN NO. 1676**

POSITION AWARDED TO THE FOLLOWING:

Job No. 5

No Qualified Bids Received

Job No. 6

No Qualified Bids Received

#### **BULLETIN NO. 1677**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM - JUNE 30, 2017

JOB NO. 5

POSITION PERMANENT

**CLERK- RSMS RELIEF** 

LOCATION New Position TOUR OF DUTY NBR 1676 HILLSIDE MAINTENANCE COMPLEX

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

**TUESDAY & WEDNESDAY** 

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. 6

POSITION TEMPORARY

**CLERK-RSMS** 

LOCATION Ganley, B.

HILLSIDE MAINTENANCE COMPLEX

TOUR OF DUTY Award 1675

12:30 AM to 8:30 AM **SUNDAY & MONDAY** 

RELIEF DAYS

SAME AS JOB NO. 5

RATE OF PAY

QUALIFICATIONS

SAME AS JOB NO. 5

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

#### THE LONG ISLAND RAIL ROAD

#### ENGINEERING DEPARTMENT

#### **BULLETIN NO. 455**

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: <a href="mailto:smnutzu@lirr.org">smnutzu@lirr.org</a> until 5:00 PM on Friday June 30, 2017.

**POSITION:** 

Payroll Information Clerk (Appointed)

(PERMANENT)

**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:** 

# MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW7-33 Sequence: 77

Description: C/D BULLETIN 7-33

Effective: 06/21/2017 00:01 Posted: 06/06/2017 00:01 Close: 06/16/2017 17:00 Open: 06/07/2017 00:01

Asgn	Position	Perm or Temp Terminal	Terminal	Emp Num Employee Name Rank	Rank From
REL4 REL6	CREW DISPATCHER CREW DISPATCHER	Permanent Permanent	Jamaica Jamaica	Readvertis Readvertis	

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.

#### MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW7-34

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 7-34

Open: 06/21/2017 00:01

Close: 06/30/2017 17:00

Effective: 07/05/2017 00:01

Posted: 06/21/2017 00:01

1

Asgn

Perm Or Temp

Terminal

REL4

Position

Permanent

JAMAICA

Location

TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time

1159PM

CREW DISPATCHER

Rest Days

MONDAY & TUESDAY

Rate Of Pay

\$41.699 HOURLY\*

WED/THUR (CD3D)

FRID/SAT

(CD3A)

SUND

(CD3X)

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

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

Bulletin ID: CREW7-34

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 7-34

Open: 06/21/2017 00:01

Close: 06/30/2017 17:00

Effective: 07/05/2017 00:01

Posted: 06/21/2017 00:01

Asgn

Position

Perm Or Temp

Terminal

REL6

CREW DISPATCHER

Permanent

**JAMAICA** 

TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time

359PM

Rest Days

WEDNESDAY & THURSDAY

Rate Of Pay \$41.699 HOURLY\*

FRI & SAT. (CD2C)

SUNDAY

(CD2A)

MON & TUE (CD2D)

APPLICANT'S FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THER WORKING CONDITIIONS 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 MANAGEMNET SERVICES.

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

# MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES Bulletin Awards - Non-Ops

Sequence: 84 Bulletin ID: TELBUL2-55

Description: TELEGRAPHERS BULLETIN 2-55

	Rank From		
Posted: 06/21/2017 00:01	Emp Num Employee Name	Readvertis	Readvertis
Effective: 07/05/2017 00:01	Terminal	LIRR-Extra List	WEST SIDE YARD
06/30/2017 17:00	Perm or Temp Terminal	Permanent	Temporary
Open: 06/21/2017 00:01 Close:	Position	BO1056 BLOCK OPERATOR	TRAIN DIRECTOR
Open: 06/2	Asgn	BO1056	WS21

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.

#### MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-55

Bulletin Seq: 84

Bulletin Description: TELEGRAPHERS BULLETIN 2-55

Open: 06/21/2017 00:01

Close: 06/30/2017 17:00

Effective: 07/05/2017 00:01

Posted: 06/21/2017 00:01

Asgn

Perm Or Temp

Terminal

BO1056

Position

Permanent

LIRR-Extra List

Location TELEGRAPHER EXTRA LIST

Report Time

VARIOUS

Rest Days

WEDNESDAY & THURSDAY

Rate Of Pay

\$37.569 HOURLY\* (MINIMUM)

\*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.

WS21

TRAIN DIRECTOR

**BLOCK OPERATOR** 

Temporary

WEST SIDE YARD

WEST SIDE YARD Location

Report Time

Rest Days MONDAY & TUESDAY

Rate Of Pay

\*\$45.956 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 reciepts is honored only if signed by employees working in the transportation crew management services office.

06/20/20 10:30

1

#### MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL1-52

Bulletin Seq: 15

**Bulletin Description:** USHER BULLETIN 1/52

Open: 06/21/2017 00:01

Close: 06/30/2017 17:00

Effective: 07/05/2017 00:01

Posted: 06/20/2017 00:01

Asgn

Position

Perm Or Temp

Terminal

JAU8

USHERS

TEMP.

**JAMAICA** 

Location JAMAICA

11PM

Report Time Rest Days

WEDNESDAY & THURSDAY

Rate Of Pay

\*\$36.189 HOURLY

\*ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING 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 exam that 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.

06/20/20 10:53

#### MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBULL-52

Bulletin Seq: 15

Bulletin Description: USher Bulletin 1/52

Close: 6/30/2017

Effective: 7/5/2017

Posted: 6/20/2017

Asgn

Position

Perm Or Temp

USX10

USHERS

HUNTINGTON

HUNTINGTON

Location

Report Time

8AM - 4PM

Rest Days SATURDAY/SUNDAY

Rate Of Pay

\*\$36.189 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

- \* Ushers are expected to be courteous at all times.
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