



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
HUMAN RESOURCES DEPARTMENT**

July 19, 2017

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
HR-001	HR Assistant	Joana Ferrufino	7/26/2017

**Rascheda Wallace
HR Business Director**

Posted: July 19, 2017

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

July 19, 2017

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2496	Assistant Warehouse Person Warehouse 15 – Shop Floor Permanent (J. Alcalde)	Aaron Mulet	7/12/17
P&L 2498	Stores Truck Driver Temporary (J. Mathiesen)	NO BIDS RECEIVED	
P&L 2499	Assistant Warehouse Person Temporary (F. Perez)	NO BIDS RECEIVED	
P&L 2500	Warehouse Person Various/Various Permanent (D. Chernoff)	Aileen Kennedy	7/26/17
P&L 2501	Warehouse Person Temporary (K. Holland)	Rocco Redmond	7/26/17
P&L 2502	Warehouse Person Various/Various (M. Boyd West)	NO BDS RECEIVED	

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

POSTED: 9:00 AM
July 19, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2503

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

POSITION: Assistant Warehouse Person – (A. Mulet) – Permanent
LOCATION: Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Thursday & Friday
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
July 19, 2017

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2504

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 **Friday, July 28, 2017**. 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, 2488 & 2498)
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
July 19, 2017

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2505

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 **Friday, July 28, 2017**. 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, 2489 & 2499)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
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
July 19, 2017

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2506

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

POSITION: Warehouse Person - (M. Boyd-West) – Temporary
RE-ADVERTISED (P&L – 2502)

LOCATION: Various

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
July 19, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2507

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

POSITION: Assistant Warehouse Person (R. Redmond) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
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
July 19, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2508

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

POSITION: Warehouse Person - (D. Mejia) – Temporary
LOCATION: West Side Yard - 401 10th Avenue
TOUR OF DUTY: 12:00 AM – 8:00 AM
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
July 19, 2017

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2509**

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

POSITION: Assistant Warehouse Person (S. Eckert) – Permanent
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 8:00 AM – 4:00 PM
REST DAYS: Friday & Saturday
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
July 19, 2017

LONG ISLAND RAIL ROAD
Bulletin 25-2017

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, July 28, 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: Various

RELIEF DAYS: Various

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 July 19, 2017

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

July 19, 2017

AGENT'S BULLETIN NO. SD-05-2017

This bulletin will close **at 5:00 PM on Friday, July 28, 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 (A709)
Location:		Ronkonkoma
Tour of Duty:		12:00 PM – 8:00 PM
Rate of Pay:		\$42.553
Rest Days:		Thursday/Friday

Position No: 2	Permanent	Agent (A700)
Location:		Bethpage TSM
Tour of Duty:		Tues/Wed/Thurs/Fri: 6:00 AM – 2:00 PM Saturday: 5:00 AM – 2:00 PM
Rate of Pay:		\$42.419
Rest Days:		Sunday/Monday

Position No: 3	Permanent	Agent (A104)
Location:		Jamaica
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$44.627
Rest Days:		Saturday/Sunday

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

July 19, 2017

BULLETIN NO. SD-14-2017

This bulletin will close **at 5:00 PM on Friday, July 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 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 (C116)
Location:		Penn Station
Tour of Duty:		3:15 PM - 11:15 PM
Rate of Pay:		\$35.574
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	Temporary	Disbursements Clerk (P502)
Location:		Mon/Wed/Fri: Mineola Tues/Thurs: Penn Station
Tour of Duty:		Mon/Wed/Friday: 8:00 AM - 4:00 PM Tues/Thurs: 9:00 AM - 5:00 PM
Rate of Pay:		\$36.198
Rest Days:		Saturday/Sunday

Primary Duties: Process invoices and receipts in accordance with Accounts Payable procedures. Must be proficient in developing, processing and input of requisitions, purchase orders, receipts and inquiries using LIRR's Procurement Logistics System (PLS). Must have knowledge of basic Accounting procedures, including Chart of Accounts. Handle and maintain expense accounts, requisitions for special material, purchase orders and invoices. Must have a functional knowledge of Stores administrative forms and documents for ordering stock items. Maintain control of special material requisitions, purchase orders, receiving documents, alarm reports, escalator and elevator reports, third party contractor reports, invoices and daily vehicle reports. Must be a PC typist, experienced in Microsoft Word, Windows and Outlook and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments, lists and reports. Must perform typing assignments consisting of miscellaneous forms and letters. Must be proficient in the use of Excel with ability to develop new applications, maintain/improve existing applications and produce graphics such as graphs and charts in the required software format. Must possess a valid driver's license. Position requires periodic meeting of deliveries and inventory control activities at Queens Village warehouse. Additional clerical duties include but are not limited to mail distribution, answering phones, customer inquiries, managing calendars of the staff and other general duties required within the office environment. In addition, incumbent will have significant customer contact at Penn Station and some responsibility for resolving customer service issues. Monitor, verify, prepare and distribute budgetary, inventory, usage and sales reports, and operational data/reports regarding receiving and dispensing of cleaning supplies and equipment, station ticket sales and other stations operations activities. Coordinate the receipt and distribution of operating information to appropriate Customer Services employees. Receive and courteously handle customer telephone calls to Branch Line/Terminal Managers and assist in expediting resolution. Incumbent will be responsible for performance of work generated by both reporting locations Irrespective of the incumbent's specific daily work locations. In addition, the incumbent may have his/her reporting location changed on a weekly basis. This position will be required to cover for the Customer Services Division Ops Support Clerk as requested. Must track, investigate and process all Lost and Found Customer claims for lost cash. No later than the close of business on Friday, incumbent will be informed if there is a change in reporting locations for the following week. The days worked at either Mineola or Penn Station may be changed. Must be willing to assume responsibility and work with minimum supervision as part of a unit.

Position No: 3	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$31.691
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 Citi field. 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: 4	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$31.691
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 3

Position No: 5 Permanent Mail & Ride Clerk (P202)
Location: Jamaica
Tour of Duty: 7:30 AM – 3:30 PM
Rate of Pay: \$35.181
Rest Days: Saturday/Sunday

Primary Duties: Must be a competent 25 wpm typist and be familiar with Microsoft Word software on a personal computer. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters. Must be able to perform all other Mail & Ride related duties.

Position No: 6 Permanent Mail & Ride Clerk (P204)
Location: Jamaica
Tour of Duty: 8:00 AM – 4:00 PM
Rate of Pay: \$35.181
Rest Days: Saturday/Sunday
Primary Duties: Same as Position No. 5

Position No: 7 Temporary Station Appearance Maintainer (ATL101)
Location: Atlantic Terminal
Tour of Duty: 5:00 AM – 1:00 PM
Rate of Pay: \$29.483
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.

Position No: 8 Temporary Station Appearance Maintainer (HC561)

Location: Jamaica/Atlantic Terminal/Nostrand Avenue

Tour of Duty: 8:00 AM – 4:00 PM

Rate of Pay: April 1 – November 30: \$33.943
 December 1 – March 31: \$33.809

Rest Days: Saturday/Sunday

Primary Duties: 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: 9 Permanent Station Appearance Maintainer (MP101)

Location: Morris Park

Tour of Duty: 7:30 AM – 3:30 PM

Rate of Pay: \$29.483

Rest Days: Saturday/Sunday

Primary Duties: Same as Position No. 6

Position No: 10 Permanent Station Appearance Maintainer (V902)

Location: Mon/Tues/Sat/Sun: Morris Park
 Wednesday: Valley Stream

Tour of Duty: Mon/Tues: 6:15 AM – 2:15 PM
 Wed/Sat/Sun: 6:00 AM – 2:00 PM

Rate of Pay: \$30.388

Rest Days: Thursday/Friday

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

Position No: 11

Temporary

Station Appearance Maintainer (V471)

Location:

Garden City

Tour of Duty:

6:00 AM – 2:00 PM

Rate of Pay:

\$30.388

Rest Days:

Friday/Saturday

Primary Duties:

Same as Position No. 10

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

ADDITION

July 19, 2017

BULLETIN NO. SD-14-2017

This bulletin will close **at 5:00 PM on Friday, July 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 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: 12	Temporary	Station Appearance Maintainer (ATL105)
Location:		Atlantic Terminal
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$29.483
Rest Days:		Wednesday/Thursday

Theresa Dorsey, Director
Station Services Support

Posted: July 19, 2017

AWARDS TO AGENT'S BULLETIN SD-04-2017

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A971	J. Pacini	7/19/17

AWARDS TO BULLETIN SD-13-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C114	R. Dilone	7/26/17
POSITION NO. 2	Permanent C911	S. Eckert	Pending
POSITION NO. 3	Temporary C993	D. Brienza	7/26/17
POSITION NO. 4	Permanent AMB	Re-Advertised	
POSITION NO. 5	Permanent V453	M. Kelly	7/19/17
POSITION NO. 6	Permanent SSM007	C. Velez	7/19/17
POSITION NO. 7	Permanent V901	D. Mason	7/19/17
POSITION NO. 8	Permanent JAM118	Withdrawn	
POSITION NO. 9	Temporary ATL107	P. Burgher	7/19/17
POSITION NO. 10	Temporary V902	Withdrawn	
POSITION NO. 11	Temporary SL-02	T. Batsche	7/19/17

Theresa Dorsey, Director
Station Services Support

Posted: July 19, 2017

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-56 **Sequence:** 85

Description: TELEGRAPHERS BULLETIN 2-56

Open: 07/05/2017 00:01 **Close:** 07/14/2017 17:00 **Effective:** 07/19/2017 00:01 **Posted:** 07/05/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BJ1	TRAIN DIRECTOR	Permanent	BABYLON	28394	MILES, WT	43 VI TR VAL
MT2	BLOCK OPERATOR	Permanent	NASSAU TOWER	Readvertis		
TR13	TRAIN DIRECTOR	Permanent	VALLEY TOWER	56550	RIVIELLO, E	167 BO1052 BO LIRR
WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD	57239	BROWN, C	175 BO1056 BO LIRR

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-57

Bulletin Seq: 86

Bulletin Description: TELEGRAPHERS BULLETIN 2-57

Open: 07/19/2017 00:01

Close: 07/28/2017 17:00

Effective: 08/02/2017 00:01

Posted: 07/19/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$37.569 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1056	BLOCK OPERATOR	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.		

MT2	BLOCK OPERATOR	Permanent	NASSAU TOWER
	Location NASSAU TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$37.569 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

WL1	BLOCK OPERATOR	Temporary	LEAD
	Location LEAD TOWER		
	Report Time 601AM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$37.569 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

VI	TRAIN DIRECTOR	Permanent	VALLEY TOWER
	Location VALLEY TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay *\$46.640 HOURLY		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: MVBUL19/66 Sequence: 18

Description: MOVEMENT BUREAU BULL19/66

Open: 07/05/2017 00:01

Close: 07/11/2017 09:00

Effective: 07/19/2017 00:01

Posted: 07/05/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
3-A	TRAIN DISPATCHER	Permanent	JAMAICA	Readvertis		
ACTD1	ASST. TRAIN	Permanent	JAMAICA	57677	RYAN, K	65 MT3014 MT LIRR
ACTD2	ASST. TRAIN	Permanent	JAMAICA	57674	BIRYLA, K	66 TX1039 BO LIRR
ACTD3	ASST. TRAIN	Temporary	JAMAICA	Readvertis		
INFO-1	INFORMATION	Permanent	JAMAICA	Readvertis		
INFO-2	INFORMATION	Permanent	JAMAICA	Readvertis		
INFO-3	INFORMATION	Permanent	JAMAICA	Readvertis		
REL-5	ASST. TRAIN	Temporary	JAMAICA	Readvertis		
MX3010	TRAIN DISPATCHER	Permanent	LIRR-Extra List	Readvertis		

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: MVBUL19/67

Bulletin Seq: 19

Bulletin Description: MOVEMENT BUREAU BULL19/67

Open: 07/19/2017 00:01

Close: 7/28/17 7 09:00

Effective: 07/26/2017 00:01

Posted: 07/11/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
ACTD3	ASST. TRAIN DISPATCHER	Temporary	JAMAICA
	Location	MOVEMENT BUREAU, JAMAICA	
	Report Time	945PM	
	Rest Days	WEDNESDAY & THURSDAY	
	Rate Of Pay	\$46.838 HOURLY	
		IF NOT QUALIFIED: FIRST 30 DAYS: \$37.569 HOURLY 30 DAYS TO 180 DAYS: \$41.378 HOURLY AFTER 180 DAYS: \$45.975 HOURLY QUALIFIED RATE: \$46.838 HOURLY	
REL-5	ASST. TRAIN DISPATCHER	Temporary	JAMAICA
	Location	MOVEMENT BUREAU, JAMAICA	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	\$46.838 HOURLY	
		SATURDAY & SUNDAY: 545AM-INFO1 MONDAY & TUESDAY: 545AM-ACTD1 WEDNESDAY: 945PM-INFO3	
INFO-1	INFORMATION COORDINATOR	Permanent	JAMAICA
	Location	MOVEMENT BUREAU, JAMAICA	
	Report Time	545AM	
	Rest Days	SATURDAY & SUNDAY	
	Rate Of Pay	\$46.838 HOURLY	
		IF NOT QUALIFIED: FIRST 30 DAYS: \$37.569 HOURLY 30 DAYS TO 180 DAYS: \$41.378 HOURLY AFTER 180 DAYS: \$45.975 HOURLY QUALIFIED RATE: \$46.838 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.

07/11/20 14:21

Bulletin ID: MVBUL19/67

Bulletin Seq: 19

Bulletin Description: MOVEMENT BUREAU BULL19/67

Open: 07/19/2017 00:01

Close: 7/28/17 09:00

Effective: 07/26/2017 00:01

Posted: 07/11/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
INFO-2	INFORMATION COORDINATOR	Permanent	JAMAICA
	Location	MOVEMENT BUREAU, JAMAICA	
	Report Time	145PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$46.838 HOURLY	
		IF NOT QUALIFIED: FIRST 30 DAYS: \$37.569 HOURLY 30 DAYS TO 180 DAYS: \$41.378 HOURLY AFTER 180 DAYS: \$45.975 HOURLY QUALIFIED RATE: \$46.838 HOURLY	
INFO-3	INFORMATION COORDINATOR	<i>Temporary</i>	JAMAICA
	Location	MOVEMENT BUREAU, JAMAICA	
	Report Time	945PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$46.838 HOURLY	
		IF NOT QUALIFIED: FIRST 30 DAYS: \$37.569 HOURLY 30 DAYS TO 180 DAYS: \$41.378 HOURLY AFTER 180 DAYS: \$45.975 HOURLY QUALIFIED RATE: \$46.838 HOURLY	
3-A	TRAIN DISPATCHER	Permanent	JAMAICA
	Location	MOVEMENT BUREAU, JAMAICA	
	Report Time	945PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$53.828 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.

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-53 **Sequence:** 15

Description: USHER BULLETIN 1/53

Open: 07/05/2017 00:01 **Close:** 07/14/2017 17:00 **Effective:** 07/19/2017 00:01 **Posted:** 07/05/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BKU2	USHERS	Temporary	ATLANTIC AVE	55849	ADAMO, G	7 JAU5
JAU2	USHERS	<i>Temporary</i>	JAMAICA	27997	WHYTE, R	10 NYU7
UX0004	USHERS	Temporary	LIRR-Extra List	50521	AHRENS, MJ	US JAM US NYK

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

LONG ISLAND RAILROAD

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.

07/18/2017

8:301

Bulletin Description: USHER BULLETIN 1/54

Open: 07/19/2017 00:01

Close: 07/28/2017 17:00

Effective: 08/02/2017 00:01

Posted: 07/19/2017 00:01

Asgn Position

Perm Or Temp

Terminal

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

JAU3 USHERS Temporary JAMAICA

Location JAMAICA

Report Time 7AM

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.

* 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.

JAU5 USHERS Temporary JAMAICA

Location JAMAICA

Report Time 3PM

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.

* 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.

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 Description: USHER BULLETIN 1/54

Open: 07/19/2017 00:01

Close: 07/28/2017 17:00

Effective: 08/02/2017 00:01

Posted: 07/19/2017 00:01

Asgn Position Penn Or Temp Terminal

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.

NYU7 USHERS Temporary NEW YORK

Location NEW YORK

Report Time 11PM

Rest Days FRIDAY & SATURDAY

Rate Of Pay *\$36.189 HOURLY

*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 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.

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW7-35 **Sequence:** 77

Description: C/D BULLETIN 7-35

Open: 07/05/2017 00:01 **Close:** 07/14/2017 17:00 **Effective:** 07/19/2017 00:01 **Posted:** 07/05/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1F	CREW DISPATCHER	Permanent	JAMAICA	29490	TOURAITY, T	7 CX4002 CD LIRR
REL4	CREW DISPATCHER	Permanent	JAMAICA	27222	CABRERA, RJ	39 CX4006 CD LIRR
REL6	CREW DISPATCHER	Permanent	JAMAICA	Readvertis		

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

Bulletin ID: CREW7-36

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 7-36

Open: 07/19/2017 00:01

Close: 07/28/2017 17:00

Effective: 08/02/2017 00:01

Posted: 07/19/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
REL6	CREW DISPATCHER	Permanent	JAMAICA
Location	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)		

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THEIR 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.

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.

07/18/20 9:01

Bulletin ID: CREW7-36

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 7-36

Open: 07/19/2017 00:01

Close: 07/28/2017 17:00

Effective: 08/02/2017 00:01

Posted: 07/19/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4104	CREW DISP. TRNEE	<i>TEMP.</i>	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$28.808/\$35.121 HOURLY

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.

**THE LONG ISLAND RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2017-03**

TO ALL CLERICAL EMPLOYEES:

APPOINTED Two (2) Public Information Officer positions have 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. All resumes must be received by **5 PM, July 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: July 19, 2017

**STATIONS DEPARTMENT
NOTICE NO. 2017-18**

DATE: July 13, 2017
TO: All Ticket Agents, Ticket Clerks, Station Appearance Maintainers, & Ambassadors
FROM: James Compton, Chief Stations Officer 
SUBJECT: Relocation of the Crew Manpower Office

The Stations Department Crew Manpower office has relocated to the Finance Building.

The address is:

146-01 Archer Avenue
Jamaica, NY 11435

The Mail code remains the same which is 1106.

The phone lines to use for all Long Island Rail Road crew dispatching business are:

**718-558-7374
718-558-8304
718-558-7467**

The fax number is 718-558-7429 (did not change).

Empathy to all customer's situations helps get them on the right path.