



Long Island Rail Road
Going your way

BID SHEETS

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

September 6, 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 2513	Stores Truck Driver Permanent (J. Mathiesen)	Rocco Redmond	9/6/17

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

POSTED: 9:00 AM
September 6, 2017

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2514**

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, September 15, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:	Assistant Warehouse Person (F. Perez) – Temporary
LOCATION:	Hillside
TOUR OF DUTY:	7:30 AM – 3:30 PM
REST DAYS:	Saturday & Sunday
RATE OF PAY:	\$32.191 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
September 6, 2017

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2515**

**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, September 15, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Cooper) – Permanent
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$32.191 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
September 6, 2017

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

Notice of Awards

Bulletin No. 26-2017, CSR 103 (Appointed), has been awarded to S. Semelak, effective 09/06/2017.

Gabrielle Aulicino, Manager
Customer Service Center
HSF - 3140

POSTED: September 6, 2017

LONG ISLAND RAIL ROAD

BULLETIN NO. 28-2017

Resumes are being accepted for the APPOINTED position of Customer Service Supervisor. Please submit resumes to Gabrielle Aulicino, Manager Customer Service Center, Mail Code 3140, by Friday September 15, 2017 at 5:00PM.

POSITION: Customer Service Supervisor CSS-102 (Appointed) **LOCATION:** Customer Service Center (HSF)
TOUR OF DUTY: 2:00 PM – 10:00 PM **RELIEF DAYS:** Wednesday/Thursday
RATE OF PAY: \$40.357 per hour

JOB SUMMARY:

Responsible to ensure all Customer Service Representatives provide superior customer service to the public regarding all Long Island Rail Road travel and ticket services.

DUTIES OF CSC SUPERVISOR:

- Supervise and monitor performance of the Customer Service Representatives and the Call Center, utilizing available systems.
- Responsible to consult with Call Center Manager on all matters related to the efficient operation of the Center.
- Responsible to maintain payroll records. Perform payroll verification & use CTAMS system.
- Responsible to maintain various records of calls received regarding elevator/escalator condition and record and post up-front messaging during service disruptions and/or as required.
- Responsible to handle customer escalations and issues as needed. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Responsible to administer training to staff regarding track, train, or policy events.
- Maintains continuous contact with the Public Information Office (PIO) and if necessary the Movement Bureau in order to ensure information that is disseminated is accurate and up to date.
- Responsible to answer telephone inquiries from the public, 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 procedures for all MTA Agencies. 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 handling majority of calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate).
- 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.
- CSR will be required to document 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 calls, and record information, about problems, complaints, commendations, and other matters.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- 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:

- Must have full understanding of passenger station work and train operations. Must have ability to determine what impact late trains may have on the Call Center and the Long Island Rail Road.
- Must possess superior supervisory skills.
- Must have ability to administer and train staff on various policies, procedures and programs.
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must have excellent administrative skills with ability to maintain records.
- 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 have ability 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. Be able to execute all features associated with the automated and manual systems employed. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter with a customer.
- Must have ability to understand all alarms and visual displays.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Posted September 6, 2017

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

September 6, 2017

AGENT'S BULLETIN NO. SD-08-2017

This bulletin will close **at 5:00 PM on Friday, September 15, 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 (A105)
Location:		Penn Station TSM
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$44.627
Rest Days:		Tuesday/Wednesday

Position No: 2	Permanent	Agent (A608)
Location:		Port Jefferson
Tour of Duty:		Mon/Tues/Wed/Fri: 5:15 AM – 2:00 PM Thursday: 4:00 AM – 2:00 PM
Rate of Pay:		\$41.561
Rest Days:		Saturday/Sunday

Position No: 3	Temporary	Agent (A802)
Location:		Baldwin
Tour of Duty:		5:00 AM – 1:00 PM
Rate of Pay:		\$41.931
Rest Days:		Saturday/Sunday

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

September 6, 2017

BULLETIN NO. SD-17-2017

This bulletin will close **at 5:00 PM on Friday, September 15, 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	Permanent	Ticket Clerk (C943)
Location:		Port Washington
Tour of Duty:		Sat/Sun/Mon: 6:00 AM – 2:00 PM Tues/Wed: 1:15 PM – 9:15 PM
Rate of Pay:		\$33.758
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	Permanent	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:		Same as Position No. 1

Position No: 3	Temporary	Ticket Clerk (C145)
Location:		Jamaica
Tour of Duty:		2:00 PM – 10:00 PM
Rate of Pay:		\$35.574
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 1

Position No: 4 Permanent Information Clerk (C126)
Location: Penn Station
Tour of Duty: 10:30 AM – 6:30 PM
Rate of Pay: \$33.064
Rest Days: Wednesday/Thursday

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

Position No: 5 Permanent Lost & Found Clerk (C153)
Location: Penn Station
Tour of Duty: 11:30 AM – 7:30 PM
Rate of Pay: \$34.350
Rest Days: Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owners items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess and strong customer service skills, to help individuals who may be stressed, anxious and upset about losing their property, to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as Customer Side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports with regard to lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, I-pads, and I-Phones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

Position No: 6 Temporary Station Appearance Maintainer (ATL104)
Location: Atlantic Terminal
Tour of Duty: 2:00 PM – 10:00 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: 7 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
Primary Duties: Same as Position No. 6

Position No: 8 Temporary Station Appearance Maintainer (SSM007)
Location: Ronkonkoma/Hicksville
Tour of Duty: April 1 – November 30: 7:30 AM – 3:30 PM
December 1 – March 31: Various
Rate of Pay: April 1 – November 30: \$30.790
December 1 – March 31: \$30.522
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 be available to drive between Long Island Rail Road properties as required. 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. A copy of the driver's license must be on file with Customer Services. 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: 12	Permanent	Station Appearance Maintainer (HC561)
Location:		Jamalca/Atlantic Terminal/Nostrand Avenue
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$33.809
Rest Days:		Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. 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. 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 General Terminal Manager.

Position No: 13	Permanent	Station Appearance Maintainer (JAM116)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$29.483
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 6

Position No: 14 Permanent Mail & Ride Clerk (P201)

Location: Jamaica

Tour of Duty: 9:15 AM – 5:15 PM

Rate of Pay: \$35.181

Rest Days: Saturday/Sunday

Primary Duties: Must be a qualified 45wpm typist and be familiar with Microsoft Word software on a personal computer. Responsible for handling all outgoing and incoming mail, administration of postal permits and accounts, and coordination between Mail & Ride and Ticket Refunds offices. Must maintain and process all claims for lost/stolen tickets for entire railroad and attempt return of recovered tickets to customers. 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 perform pickup and delivery of payments and documents between Jamaica/Flatbush Ave./Penn Station/Hillside Facility and the Mail & Ride bank lock box, etc. Must be able to perform all other Mail & Ride related Duties.

Position No: 15 Permanent Crew Dispatcher (CD106)

Location: Jamaica

Tour of Duty: Friday: 7:30 AM – 3:30 PM
Sat/Sun: 6:00 AM – 2:00 PM
Mon/Tues: 2:00 PM – 10:00 PM

Rate of Pay: \$44.129

Rest Days: Wednesday/Thursday

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.

AWARDS TO AGENT'S BULLETIN SD-07-2017

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A105	Re-Advertised	
POSITION NO. 2	Permanent A312	J. Pitka	8/30/17
POSITION NO. 3	Permanent A982	F. Migllozzi	8/30/17

AWARDS TO BULLETIN SD-16-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C970	M. Barrett-James	8/30/17
POSITION NO. 2	Permanent C992	R. Dilone	8/30/17
POSITION NO. 3	Temporary JAM121	N. Perri	8/30/17
POSITION NO. 4	Temporary V903	Withdrawn	
POSITION NO. 5	Temporary ATL102	R. Farrell	8/30/17
POSITION NO. 6	Temporary JAM112	Withdrawn	
POSITION NO. 7	Temporary JAM116	D. Blumenauer	8/30/17
POSITION NO. 8	Permanent JAM122	T. Gonzales-Lam (A)	8/30/17
POSITION NO. 9	Temporary RSC4	J. Vancol	8/30/17
POSITION NO. 10	Permanent HMC120	C. Bridges	8/30/17
POSITION NO. 11	Temporary SV-01	Withdrawn	
POSITION NO. 12	Permanent P201	S. Jainarine	Pending
POSITION NO. 13	Permanent P206	R. Lane	8/30/17
POSITION NO. 14	Permanent P208	J. Sansone	8/30/17
POSITION NO. 15	Permanent P209	S. Halley	8/30/17
POSITION NO. 16	Permanent P211	E. Mora	8/30/17
POSITION NO. 17	Temporary H532	L. Farina	9/6/17
POSITION NO. 18	Temporary HMC112	Withdrawn	

Theresa Dorsey, Director
Station Services Support

Posted: September 6, 2017



STATIONS DEPARTMENT

NOTICE NO. 2017-23

Date: August 31, 2017
To: All Transportation Communications Union (TCU) Employees, including Block Operators
From: James Compton, Chief Stations Officer *J. Compton*
Subject: Snow Removal Sign-up - Roadway Worker Protection in Charge Training
Deadline Sep.29, 2017

As per Federal Regulations and LIRR Safety Rules, all employees who perform snow removal duties on or about station platforms with the potential of fouling a track, are required to attend **Roadway Worker Protection Training**. If you successfully completed this training last year, a crew dispatcher will contact you with information about class attendance in a couple of weeks.

If you are not a station appearance maintainer (SAM) and do not want to do snow removal this year, advise the crew dispatcher when they contact you that you are not interested in performing snow removal and you will not be signing up this year. They will remove you from the class.

If you are not a SAM and you did not go through Roadway Worker In Charge (RWIC) or RWP training last year and you are planning on signing up to perform snow removal duty this year, you must either call or email Tom Foulkes at 718-558-7623, tfoulke@lirr.org, to be added to the class **by September 29, 2017.**

If you have not had a LIRR medical screening and wish to perform snow removal duty, you will need to be medically screened and cleared to be included in a class. If you were hired as a SAM, you already had the screening. When you leave a message or send an email to Tom Foulkes, indicate whether or not you need a medical screening.

NOTE: The medical screening will need to be done on your own time. You will need to make the appointment with LIRR medical office. After your appointment notify Tom Foulkes and he will confirm your approval status with medical. Once medical has cleared you, a crew dispatcher will advise you of class enrollment date and time.

ATTENTION BLOCK OPERATORS

If you are interested in signing up to perform snow removal duty, you must contact Tom Foulkes at 718-558-7623, or send an email to tfoulke@lirr.org to be included in a class. If you did a medical screening last year, you do not need another one. If you have never had a medical screening at the LIRR, please see the instructions above on obtaining one. Deadline is September 29, 2017.

Please feel free to call Tom Foulkes with questions 718-558-7623.

TIME IS OF THE ESSENCE; COLD WEATHER IS RIGHT AROUND THE CORNER.
DO NOT WAIT TO SIGN UP OR YOU MIGHT MISS OUT.

"Safety at all times is of the utmost importance."

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-56 **Sequence:** 15

Description: USHER BULLETIN 1/56

Open: 08/16/2017 00:01 **Close:** 08/25/2017 17:00 **Effective:** 08/30/2017 00:01 **Posted:** 08/16/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BKU2	USHERS	Temporary	ATLANTIC AVE	51971	J. DAVIS	20 UX0002
JAU3	USHERS	Temporary	JAMAICA	51461	GARDEN, T	16 NYU4
JAU5	USHERS	Temp	JAMAICA		LOZADA, A	US NYK

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: TELBUL2-59 Sequence: 88

Description: TELEGRAPHERS BULLETIN 2-59

Open: 08/16/2017 00:01 Close: 08/25/2017 17:00 Effective: 08/30/2017 00:01 Posted: 08/16/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Temporary	BROOK	57675	B. Wright	184

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.

08/26/20 14:54

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-60

Bulletin Seq: 87

Bulletin Description: TELEGRAPHERS BULLETIN 2-60

Open: 09/06/2017 00:01

Close: 09/15/2017 17:00

Effective: 09/20/2017 00:01

Posted: 09/06/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
HN11	TRAIN DIRECTOR	Permanent	DIVIDE
	Location	DIVIDE TOWER	
	Report Time	601AM	
	Rest Days	SUNDAY & MONDAY	
	Rate Of Pay	*\$51.281 HOURLY	
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

TR13	TRAIN DIRECTOR	Permanent	VALLEY TOWER
	Location	VALLEY TOWER	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	VARIOUS	
	SAT/SUN	V1	6:01AM *\$47.806 HOURLY
	MON/TUES	V2	2:01PM *\$47.806 HOURLY
	WEDS.	V3	10:01PM *\$46.332 HOURLY
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY		

BO1043	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location	TELEGRAPHER EXTRA LIST	
	Report Time	VARIOUS	
	Rest Days	SATURDAY & SUNDAY	
	Rate Of Pay	*\$38.508 HOURLY* (MINIMUM)	
	*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.

WITHDRAWN

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-37

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-37

Open: 08/16/2017 00:01

Close: 08/25/2017 17:00

Effective: 08/30/2017 00:01

Posted: 08/16/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4101	CREW DISP. TRNEE	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$29.528/\$35.999 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

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

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

RATE OF PAY INCREASES TO \$35.999 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 \$42.741

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.

Bulletin ID: CREW8-38

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-38

Open: 09/06/2017 00:01

Close: 09/15/2017 17:00

Effective: 09/20/2017 00:01

Posted: 09/06/2017 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	\$42.741 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.

09/05/20 12:09

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW8-38

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-38

Open: 09/06/2017 00:01

Close: 09/15/2017 17:00

Effective: 09/20/2017 00:01

Posted: 09/06/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$42.741 HOURLY*

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.

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$42.741 HOURLY*

*RATE OF JOB COVERED WITH \$26.629 MINIMUM

APPLICATIONS 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

MANAGER - TRANSPORTATION CREW MANAGEMENT SERVICES.

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

09/05/20 12:09

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 456

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development & Administration, Mail Code 3146 or emailed to: smnutzu@lirr.org **until 5:00 PM on Friday September 15, 2017.**

POSITION: Payroll Information Clerk (Appointed)
(PERMANENT)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$35.429

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: September 6, 2017

THE LONG ISLAND RAIL ROAD

OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
September 6, 2017

CHIEF TRANSPORTATION OFFICE BULLETIN NO. 4-17

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, September 15, 2017.

POSITION: Denial Clerk (TEMPORARY)

LOCATION: Transportation Crew Management Services Office
Jamaica Station Building

RATE OF PAY: \$32.897

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: September 6, 2017

CLOSES: September 15, 2017