



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD COMPANY

OFFICE OF THE CONTROLLER

REVISED BULLETIN No. 2654

Bids for the following position in the Office of the Controller will be accepted by the Officer named below until the close of business (5:00 p.m.) October 27, 2017. In accordance with TCU Agreement, please indicate on all bids your seniority date, date last awarded a position, and position now held. Bids can be faxed to extension: 8012, or sent via inter-office mail to Mail Code 1421.

Position: Ticket Refund Clerk **PERMANENT**
Location: Jamaica, NY
Tour of Duty: 8:00 am –4:00 pm
Rest Days: Saturday and Sunday
Rate of Pay: \$36.05 hourly

PRIMARY DUTIES: Must be able to calculate and process a minimum of 50 refund applications per day; answer customers' written and telephone inquiries concerning refund applications and fares; provide customer service in a courteous and effective manner; assist in ADL process. Must be able to work with other departments: Public Affairs, TVM's, Mail & Ride and the Ticket Offices. Candidate must be very proficient in the use of a Personal Computer with a thorough understanding of Microsoft Word and Excel, along with the current refund system. Must have thorough knowledge of the Passenger Tariff, fares, tickets, refund policies and procedures. Must perform related clerical duties as assigned.

Must qualify in keyboard skills (25 wpm). Incumbent is required to prepare boxes of files that are sent to an offsite storage facility. Lifting of boxes weighing approximately 25 pounds will be necessary.

Other related duties.

Note: Bid withdrawals can only be accepted by calling us, (ext: 8044), before the bulletin closes.


M. Reilly
Controller

Posted: October 18, 2017

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

October 18, 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 2520	Warehouse Person Permanent (J. Dwyer)	Andrea Thompson	10/18/17
P&L 2521	Assistant Warehouse Person Permanent-Variou/Variou (J. Cooper)	NO BIDS RECEIVED	
P&L 2522	Warehouse Person West Side Yard Permanent (D. Mejia)	Stephanie Covington	10/18/17
P&L 2523	Warehouse Person Temporary (F. Morfesi, Jr.)	Paul LaMariana	10/25/17
P&L 2524	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
October 18, 2017

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2525**

**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, October 27, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Cooper) – Permanent
RE-ADVERTISED (P&L – 2515, 2519 & 2521)
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
October 18, 2017

**THE LONG ISLAND RAIL ROAD
PROCUREMENT & LOGISTICS DEPARTMENT
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2526**

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, October 27, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver - (P. LaMariana) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$ 33.667 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
October 18, 2017

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2527**

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, October 27, 2017**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (R. Townsend) – Temporary
RE-ADVERTISED (P&L – 2524)
LOCATION: East Side Access Glendale (84-02 72nd Dr.)
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.

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
October 18, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2528

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, October 27, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (K. Holland) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM –3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.472 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
October 18, 2017

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2529

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, October 27, 2017. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (I. Manstra) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.472 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
October 18, 2017

LONG ISLAND RAIL ROAD
Bulletin 31-2017

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 October 27, 2017 at 5:00 PM.

POSITION: CSR - 103 (Appointed)
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 33.868

TOUR OF DUTY: Mon, Tues & Fri 8:00 AM – 4:00 PM
Saturday/Sunday 10:00 AM – 6:00 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 callback. 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.
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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 October 18, 2017

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

October 18, 2017

AGENT'S BULLETIN NO. SD-11-2017

This bulletin will close **at 5:00 PM on Friday, October 27, 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 (A603)
Location:		Huntington
Tour of Duty:		12:00 PM – 8:00 PM
Rate of Pay:		\$40.567
Rest Days:		Tuesday/Wednesday

Position No: 2	Temporary	Agent (A982)
Location:		Bethpage TSM
Tour of Duty:		Monday: 5:00 AM – 2:00 PM Thurs/Fri: 8:00 AM – 4:00 PM Sat/Sun: 10:30 AM – 6:30 PM
Rate of Pay:		\$44.627
Rest Days:		Tuesday/Wednesday

Position No: 3	Temporary	Agent (A985)
Location:		Tues/Wed: Huntington Thurs/Fri/Sat: Ronkonkoma
Tour of Duty:		Tues/Wed/Thurs/Fri: 12:00 PM – 8:00 PM Saturday: 8:00 AM – 4:00 PM
Rate of Pay:		\$41.062
Rest Days:		Sunday/Monday

Position No: 4

Temporary

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

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

October 18, 2017

BULLETIN NO. SD-20-2017

This bulletin will close **at 5:00 PM on Friday, October 27, 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 (C101)
Location:		Penn Station Customer Service
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$43.484
Rest Days:		Sunday/Monday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to service related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No: 2	Permanent	Ticket Clerk (C909)
Location:		Fri/Sat/Sun/Tues: Penn Station Monday: Atlantic Terminal
Tour of Duty:		Friday: 11:00 AM – 7:00 PM Saturday: 9:30 AM – 5:30 PM Sunday: 8:00 AM – 4:00 PM Monday: 2:30 PM – 10:30 PM Tuesday: 1:15 PM – 9:15 PM
Rate of Pay:		Fri/Sat/Sun/Tues: \$35.574 Monday: \$34.350
Rest Days:		Wednesday/Thursday

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

Position No: 3 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: 4 Temporary Ambassador

Location: Various

Tour of Duty: Various

Rate of Pay: \$30.918

Rest Days: Saturday/Sunday

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No: 5	Temporary	Station Appearance Maintainer (HC541)
Location:		Ronkonkoma Yard/Divide/Babylon Yard
Tour of Duty:		April 1 – November 30: 7:30 AM – 3:30 PM December 1 – March 31: 6:00 AM – 2:00 PM
Rate of Pay:		\$33.675

Rest Days:	Saturday/Sunday
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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: 6	Temporary	Chief Station Appearance Maintainer (SSM1A)
Location:		Babylon Yard
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: \$33.943 December 1 – March 31: \$30.522
Rest Days:		Sunday/Monday

Primary Duties: Chief Station Appearance Maintainer - Spray Wash: Must be able to supervise, coordinate and instruct Station Appearance Maintainers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. The Chief Station Appearance Maintainer, as directed by the foreman and/or the manager, provides a safe, clean environment for customers and employees and is required to perform Station Appearance Maintainer/Laborer 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. Responsible for operation of vehicles/equipment and 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.

Primary Duties for Extra List: 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: 9

Permanent

Disbursement Clerk (P502)

Location:

Mon/Wed/Fri: Mineola
Tues/Thurs: Penn Station

Tour of Duty:

Mon/Wed/Fri: 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 PeopleSoft. 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 Stations Department 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 incumbents 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 Stations 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.

We are accepting resumes for the APPOINTED position of **Holiday Express Train Reservation Supervisor** in the Stations Department. Please forward resumes to Tim Hughes, Director, Ticket Selling & Tech, Mail Code 3159, HSF or email your resume to thughes@lirr.org by October 27, 2017. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

POSITION:	TEMPORARY	Holiday Express Train Reservation Supervisor (Exception 4 position represented by TCU)
LOCATION:		Jamaica Finance Building
TOUR OF DUTY:		7:00 AM – 3:00 PM
RATE OF PAY:		\$39.399
RELIEF DAYS:		Saturday/Sunday

JOB SUMMARY:

This position will be used to supervise the Holiday Express Train Reservation office for the holiday months. They will be required to take on the responsibility of ensuring all reservations are completed correctly, in a timely manner and customers are satisfied with the outcome of their trip on the Holiday Express Trains. Will have the responsibility of ensuring that all revenue is collected correctly from the sale of the seats on the Holiday Express Trains.

WORK PERFORMED:

1. Supervise all aspects of the Holiday Express Reservation office from collecting reservations through email, mail and phone calls to charging credit cards, printing tickets, checking seating charts to make sure customers are seated correctly and monitoring the duties of the reservation clerk.
2. Correspond through email and phone calls with customers who are interested in reserving seats on the Holiday Express Trains.
3. Input reservations into the Reservation database, print out and email required confirmations for customers.
4. Report telephone, computer, printer, database and Ticket Office Machine (TOM) problems to the appropriate area to keep the functions of the office running to complete reservations.
5. Correctly charge customer's credit cards and reconcile the (TOM) tour to end of day credit card system reports.
6. Open a TOM tour daily, print tickets correctly, record totals on reservation sheets, and resolve any TOM problems or issues.
7. Oversee all office work for correctness, accuracy and timeliness.
8. Take on the responsibility of maintaining the waiting list and contacting customers if they are eligible to get a reservation.
9. Run weekly seating reports for hostesses to check in customers on the Holiday Express Trains.
10. Accurately keep track of all tickets given out.

QUALIFICATIONS:

- Prior supervisory experience.
- General knowledge of transportation operation; employee timetables, station locations, train departure times and destinations.
- Familiarity with LIRR stations and branches.
- Familiarity with phone sales and securing pertinent information for reservations.
- Familiarity with LIRR tariffs, revenue information & control procedures.
- Strong customer service background.
- Proficiency in utilizing Microsoft Word, Outlook, Excel and Access as well as TOM qualified and experienced.

We are accepting resumes for the APPOINTED position of **Holiday Express Train Reservation Clerk** in the Stations Department. Please forward resumes to Tim Hughes, Director, Ticket Selling & Tech, Mail Code 3159, HSF or email your resume to thughes@lirr.org by October 27,2017. PLEASE INCLUDE YOUR EMPLOYEE NUMBER, YOUR LIRR EXTENSION, HOME PHONE or CELL NUMBER AND ADDRESS ON YOUR COVER LETTER/RESUME.

Position:	Temporary	Holiday Express Train Exception 4 Reservation Clerk
Location:	Jamaica Finance Building	
Tour of Duty:	7:00 AM – 3:00 PM	
Rate of Pay:	Base Rate \$39.399	
Rest Days:	Saturday/Sunday	

Primary Duties: Responsibilities are to administer superior customer service to the public while taking phone and emailed reservations for the Holiday Express Trains.

Listing of some specific duties and responsibilities:

- Reserve seats for multiple dates and multiple persons using a reservation database; compute the correct reservation dollar amount and charge our customer's credit cards.
- Accept 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, rates, schedules, service status, station/facility information, trip planning, fare purchase options, and policy procedures).
- Furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Print all tickets associated with the reservation process.
- General knowledge of transportation operations; i.e. employee timetables, station locations.
- Familiar with LIRR stations and branches.
- Familiar with phone sales and securing pertinent information for reservations.
- Familiar with LIRR tariffs, revenue information & control procedures.
- Proven excellent customer service background.
- PC proficiency utilizing Microsoft Outlook, Word, Excel, and Access.
- Proficient in using a ticket office machine (TOM).

AWARDS TO AGENT'S BULLETIN SD-10-2017

	<u>JOB#</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A110	K. Murphy	10/18/17
POSITION NO. 2	Temporary AT501	F. Migliozzi	10/18/17
POSITION NO. 3	Temporary AT502	M. Quilty	10/18/17

AWARDS TO BULLETIN SD-19-2017

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C113	T. Williams	10/18/17
POSITION NO. 2	Permanent C923	D. Brienza	10/18/17
POSITION NO. 3	Temporary AMB	Re-Advertised	
POSITION NO. 4	Permanent ATL110	R. Farrell	10/18/17
POSITION NO. 5	Permanent JAM133	J. Casali	10/18/17
POSITION NO. 6	Permanent HMC101	C. Mulea	10/18/17
POSITION NO. 7	Permanent V466	I. DeVroeg	10/18/17
POSITION NO. 8	Temporary LT308	K. Getavesky	Pending

Theresa Dorsey, Director
Station Services Support

Posted: October 18, 2017

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-62 **Sequence:** 89

Description: TELEGRAPHERS BULLETIN 2-62

Open: 10/04/2017 00:01 **Close:** 10/13/2017 17:00 **Effective:** 10/18/2017 00:01 **Posted:** 10/04/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JTD11	TRAIN DIRECTOR	Permanent	JAMAICA	28209	CICERO, J	24	JATDI AT JAM
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List	56550	RIVIELLO, E	165	TX1036 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: TELBUL2-63

Bulletin Seq: 90

Bulletin Description: TELEGRAPHERS BULLETIN 2-63

Open: 10/18/2017 00:01

Close: 10/27/2017 17:00

Effective: 11/01/2017 00:01

Posted: 10/18/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JATD1	ASST. TRAIN DIRECTOR	Permanent	JAMAICA

Location JCC

Report Time 7AM

Rest Days SATURDAY SUNDAY

Rate Of Pay \$49.735 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.

10/17/20 8:26

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-58 **Sequence:** 15

Description: USHER BULLETIN 1/58

Open: 10/04/2017 00:01

Close: 10/13/2017 17:00

Effective: 10/18/2017 00:01

Posted: 10/04/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
BKU1	USHERS	Permanent	ATLANTIC AVE	52150	Dunn, J	
JAU3	USHERS	Permanent	JAMAICA	26406	KEMP, K	1 JAU2 US JAM
JAU5	USHERS	Temporary	JAMAICA	54263	MASHK, J	
UX0003	USHERS	Temporary	LIRR-Extra List	29427	MURRAY-THOMAS, S	6 RUH3 US JAM
NYU4	USHERS	Temporary	NEW YORK		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: USBUL1-59

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/59

Open: 10/18/2017 00:01

Close: 10/27/2017 17:00

Effective: 11/01/2017 00:01

Posted: 10/13/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU2	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 615AM

Rest Days FRIDAY & SATURDAY

Rate Of Pay *\$37.094 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.

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.

10/13/20 18:15

Bulletin ID: USBUL1-59

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/59

Open: 10/18/2017 00:01

Close: 10/27/2017 17:00

Effective: 11/01/2017 00:01

Posted: 10/13/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU4	USHERS	Temporary	NEW YORK

Location NEW YORK

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay *\$37.094 HOURLY

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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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.

10/13/20 18:15

Bulletin ID: USBUL1-59

Bulletin Seq: 16

Bulletin Description: USHER BULLETIN 1/59

Open: 10/18/2017 00:01

Close: 10/27/2017 17:00

Effective: 11/01/2017 00:01

Posted: 10/13/2017 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH3	USHERS	Temporary	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay *\$37.094 HOURLY

FRI JAU2 (6AM)

SAT/SUN JAU3 (7AM)

MON/TUES BKU1 (630AM)

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

10/13/20 18:15

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES
Bulletin Awards - Non-Ops

Bulletin ID: CREW8-40 **Sequence:** 77

Description: C/D BULLETIN 8-40

Open: 10/04/2017 00:01 **Close:** 10/13/2017 17:00 **Effective:** 10/18/2017 00:01 **Posted:** 10/04/2017 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
REL6	CREW DISPATCHER	Permanent	JAMAICA		Readvertis	
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	
CX4005	CREW 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: CREW8-41

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-41

Open: 10/18/2017 00:01

Close: 10/27/2017 17:00

Effective: 11/01/2017 00:01

Posted: 10/18/2017 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.

10/17/20 10:07

Bulletin ID: CREW8-41

Bulletin Seq: 77

Bulletin Description: C/D BULLETIN 8-41

Open: 10/18/2017 00:01

Close: 10/27/2017 17:00

Effective: 11/01/2017 00:01

Posted: 10/18/2017 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.

10/17/20 10:07



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2017-28

Date: October 6, 2017
TO: All Stations Department Employees
FROM: James Compton, Chief Stations Officer
SUBJECT: Eastern Standard Time - Effective Sunday, November 5, 2017, at 2 a.m.

With the change from Daylight Savings Time to Eastern Standard Time, all clocks must be set back one hour effective Sunday, November 5, 2017, at 2 a.m.

All TDI clocks that are not changed by TDI before the time change should be covered.

If you are aware of any clocks in your station that are not changed, please advise your supervisor. Ticket agents and chief ticket sellers should inspect all clocks at stations and terminals.

If you have any questions, you may contact your supervisor.

All employees are reminded to be watchful for suspicious activity, behavior and packages, and report to MTA Police at 718-361-2201.



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2017-29

Date: October 8, 2017
To: All Employees
From: James Compton, Chief Stations Officer
Subject: Election Day, Tuesday, November 7, 2017

This is a regular work day for ticket agents, ticket clerks, foremen, station appearance maintainers, special service attendants, and customer service ambassadors.

COMMISSARY: Closed
LOST & FOUND: Closed
MAIL & RIDE: Closed
MEDICAL DEPARTMENT: Closed
MESSENGER SERVICE: Will not operate
TICKET OFFICE HOURS: WEEKDAY hours as shown in the Ticket Sales Hours Card
TICKET SALES: Senior/Disabled/Medicare tickets will be honored all day
TRAIN SERVICE: Trains will operate on a **REGULAR** schedule.

If you have any questions, please contact your supervisor.

All employees are reminded to be watchful for suspicious activity, behavior and packages.