



**Long Island Rail Road**  
*Going your way*

**BID SHEETS**

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

**April 17, 2019**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 2792	Warehouse Person-Warehouse 15 SF-V/V-Permanent (A. Kennedy)	NO BIDS RECEIVED	
P&L 2793	Stores Truck Driver Temporary (K. Alves)	NO BIDS RECEIVED	
P&L 2794	Warehouse Person-Warehouse 15 SF-V/V- Temporary (M. Boyd-West)	WITHDRAWN	

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

POSTED: 9:00 AM  
April 17, 2019

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2795**

#### **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, April 26, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (A. Kennedy) – Permanent  
RE-ADVERTISED (P&L – 2650, 2660, 2673, 2685, 2698, 2713, 2723, 2735, 2743, 2753, 2768, 2772, 2778, 2782, 2787 & 2792)

**LOCATION:** Hillside Warehouse 15 Shop Floor

**TOUR OF DUTY:** Various

**REST DAYS:** Various

**RATE OF PAY:** \$35.335 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  
April 17, 2019

## RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2796**

**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, April 26, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (K. Alves) –Temporary  
RE-ADVERTISED (P&L – 2781, 2784, 2789 & 2793)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$34.51 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  
April 17, 2019

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L - 2797**

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, April 26, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (S Yasparro) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 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  
April 17, 2019

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 2798**

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, April 26, 2019. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (T. D’Angelis) – Permanent  
**LOCATION:** Bethpage Storeroom  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.335 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  
April 17, 2019

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

DATE: April 17, 2019

AGENT'S BULLETIN NO. SD-07-2019

This bulletin will close **at 5:00 PM on Friday, April 26, 2019**. 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 Alicia St Nicholas, 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	Agent (A603)
Location:		Huntington
Tour of Duty:		12pm – 8pm
Rate of Pay:		\$42.088
Rest Days:		Tuesday/Wednesday

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

DATE: April 17, 2019

BULLETIN NO. SD-08-2019

This bulletin will close **at 5:00 PM on Friday, April 26, 2019**. 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 Alicia St Nicholas, 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 (C143)
Location:		Jamaica
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$36.463
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.

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Position No. 2	Temporary	Ticket Clerk (C310)
Location:		Valley Stream
Tour of Duty:		6am – 2pm
Rate of Pay:		\$35.255
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

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Position No. 3	Temporary	Ticket Clerk (C333)
Location:		Bethpage Facility - Cashier
Tour of Duty:		10:30am – 6:30pm
Rate of Pay:		\$40.411
Rest Days:		Saturday/Sunday

Primary Duties: This position must be able to verify Ticket Vending Machine cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the Ticket Vending Machines and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales of Transportation Services for processing. Must be able to lift full coin hoppers as part of daily routine. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties.

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Position No. 4	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various

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

Position No. 5	Permanent	Mail & Ride (P201)
Location:		Jamaica
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$36.060
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.

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Position No. 6	Temporary	Ticket Clerk (C132)
Location:		Atlantic Terminal
Tour of Duty:		6am – 2pm
Rate of Pay:		\$35.209
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 1

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Position No. 7	Temporary	Ticket Clerk (C147)
Location:		Jamaica - Info
Tour of Duty:		2pm – 10pm
Rate of Pay:		\$33.89
Rest Days:		Saturday/Sunday

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.

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Position No. 8	Temporary	Station Appearance Maintainer (HC571)
Location:		Babylon/Hicksville/Northport
Tour of Duty:		6am – 2pm
Rate of Pay:		\$34.517
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.

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Position No. 9	Temporary	Station Appearance Maintainer (V464)
Location:		Ronkonkoma Yard
Tour of Duty:		6am – 2pm
Rate of Pay:		\$31.147
Rest Days:		Monday/Tuesday

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

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Position No. 10	Temporary	Station Appearance Maintainer (V491)
Location:		Valley Stream
Tour of Duty:		3pm – 11pm
Rate of Pay:		\$31.147
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 9

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Position No. 11	Permanent	Station Appearance Maintainer (L315)
Location:		Bayside
Tour of Duty:		6am – 2pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

Primary Duties: Required to operate singly and/or part of a team to clean and maintain the appearance of the Long Island Rail Road properties, stations, office buildings and other appurtenances associated with Company property. Routine work includes the operation of mechanical cleaning equipment. All duties must be performed in an efficient and courteous manner. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed.

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Position No. 12	Permanent	Station Appearance Maintainer (ARCH900)
Location:		Freeport/Arch St/Northport
Tour of Duty:		Monday – Freeport – 5am – 1pm Thursday/Friday – Arch St – 6am – 2pm Saturday/Sunday – Northport – 6am – 2pm
Rate of Pay:		Monday – Freeport – \$30.220 Thursday/Friday – Arch St – \$30.220 Saturday/Sunday – Northport – \$31.147
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 9, 11

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Position No. 13	Permanent	Station Appearance Maintainer (HMC106)
Location:		Hillside Complex
Tour of Duty:		6:30am – 2:30pm
Rate of Pay:		\$30.220
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. All duties must be performed in an efficient and courteous manner. Responsible to complete daily facility cleaning reports and to provide reports to supervisors as directed. Responsible to perform, all related duties as directed.

Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Appearance Maintainer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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AWARDS TO BULLETIN SD-07-2019

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C132	Re-Advertised	
POSITION NO. 2	Temporary C821	S. Cuerton	4-18-19
POSITION NO. 3	Permanent C970	C. Supper	4-17-19
POSITION NO. 4	Temporary P208	S. Jackson	4-17-19
POSITION NO. 5	Permanent P211	T. D'Angelis	4-17-19
POSITION NO. 6	Permanent CDR105	J. Oliver	4-17-19
POSITION NO. 7	Temporary HC551	A. Gilmour	4-17-19
POSITION NO. 8	Temporary V471	K. Getavesky	4-17-19
POSITION NO. 9	Permanent JAM128	K. Gilbert	4-17-19
POSITION NO. 10	Temporary AMB	Re-Advertised	

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL1-90 Sequence: 18

Description: USHER BULLETIN 1/90

Open: 04/03/2019 00:01 Close: 04/12/2019 17:00 Effective: 04/17/2019 00:01 Posted: 04/03/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JALP2	USHERS	Permanent	Temp	54034	LUPSKI, S	23 UX0009 US LIRR
RUHI	USHERS	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: USBUL1-91

Bulletin Seq: 18

Bulletin Description: USHER BULLETIN 1/91

Open: 04/17/2019 00:01

Close: 04/26/2019 17:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH1	USHERS	Permanent	JAMAICA

Location JAMAICA & ATLANTIC AVENUE

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \*\$38.021 HOURLY

SAT/SUN JAU1 (1201AM)

MON/TUES JAU7 (4PM)

WED BKU2 (230PM)

\*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.

Bulletin ID: USBUL1-91

Bulletin Seq: 18

**Bulletin Description:** USHER BULLETIN 1/91

Open: 04/17/2019 00:01

Close: 04/26/2019 17:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
JAUP2	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 6AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \*\$38.021 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 ID: USBUL1-91

Bulletin Seq: 18

Bulletin Description: USHER BULLETIN 1/91

Open: 04/17/2019 00:01

Close: 04/26/2019 17:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
BKU2	USHERS	Temporary	ATLANTIC AVE

Location ATLANTIC AVENUE

Report Time 230PM

Rest Days TUESDAY/WEDNESDAY

Rate Of Pay \*\$38.021 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.

04/16/20 8:56

Bulletin ID: USBUL1-91

Bulletin Seq: 18

Bulletin Description: USHER BULLETIN 1/91

Open: 04/17/2019 00:01

Close: 04/26/2019 17:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU7	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 4PM

Rest Days MONDAY & TUESDAY

Rate Of Pay \*\$38.021 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.

Bulletin ID: USBUL1-91

Bulletin Seq: 18

Bulletin Description: USHER BULLETIN 1/91

Open: 04/17/2019 00:01

Close: 04/26/2019 17:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
RUII2	USHERS	TEMP	RELIEF CREW

Location ATLANTIC AVENUE, JAMAICA & NEW YORK

Report Time VARIOUS

Rest Days SUNDAY & MONDAY

Rate Of Pay \*\$38.021 HOURLY

TUES BKU2 (230PM)

WED/THURS JAU8 (11PM)

FRI/SAT NYU7 (11PM)

\*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:** TELBUL2-98      **Sequence:** 20

**Description:** TELEGRAPHERS BULLETIN 2-98

**Open:** 04/03/2019 00:01      **Close:** 04/12/2019 08:00      **Effective:** 04/17/2019 00:01      **Posted:** 04/03/2019 00:01

Asgn	Position	Per:m or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	<b>TEMP</b>	BROOK	Readvertis		
JTD22	TRAIN DIRECTOR	Temporary	JCC TOWER	51771	DAVIS, BL	72 JATD2 AT JCCT
TR5	TRAIN DIRECTOR	Permanent	JCC TOWER	56233	THOMPSON, D	153 BO1050 BO LIRR
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
<b>MT3012</b>	<b>NVB GROUP 3 TRAINING</b>	<b>TEMP</b>	<b>JAMAICA</b>	<b>READVERTISE</b>		

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:** TELBUL2-99

**Bulletin Seq:** 21

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-99

Open: 04/17/2019 00:01

Close: 04/26/2019 08:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
JATD2	ASST. TRAIN DIRECTOR	Temporary	JCC TOWER
	Location <b>JCC</b>		
	Report Time <b>3PM</b>		
	Rest Days <b>SATURDAY &amp; SUNDAY</b>		
	Rate Of Pay <b>* 50.978</b>		
<b>* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY</b>			

BO1050	BLOCK OPERATOR	<b>TEMP</b>	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
<b>* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.</b>			

BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
<b>* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.</b>			

FT2	BLOCK OPERATOR	Temporary	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$39.471 HOURLY*		
<b>* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY</b>			

HN12	TRAIN DIRECTOR	Temporary	DIVIDE
	Location DIVIDE TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay <b>*\$52.563 HOURLY</b>		
<b>* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY</b>			

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.

04/16/20 10:04

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** TELBUL2-99

**Bulletin Seq:** 21

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-99

Open: 04/17/2019 00:01

Close: 04/26/2019 08:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
MT3012	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement Bureau		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		

\*\*\*Please note this position is in accordance with the TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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:** CREW8-76      **Sequence:** 80

**Description:** C/D BULLETIN 8-76

**Open:** 04/03/2019 00:01      **Close:** 04/12/2019 17:00      **Effective:** 04/17/2019 00:01      **Posted:** 04/03/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		
CX4004	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.

04/16/20 10:07

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin ID:** CREW8-77

**Bulletin Seq:** 80

**Bulletin Description:** C/D BULLETIN 8-77

Open: 04/17/2019 00:01

Close: 04/26/2019 17:00

Effective: 05/01/2019 00:01

Posted: 04/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 HOURLY\*

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE 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.

CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$43.810 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.

04/16/20 10:09



JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 18
QUALIFICATIONS	SAME AS JOB NO. 18

GROUP A

POSITION <b>TEMPORARY</b>	CLERK – CENTRAL MANPOWER TRAINEE (S)
LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$28.529 PER HOUR \$37.614 per hour, after successful completion of training.
QUALIFICATIONS	To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays.

Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.

---CONTINUES---

5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

K. WIEBER  
OFFICE OF M/E MANPOWER, HMC 3011

**THE LONG ISLAND RAIL ROAD**  
**ENGINEERING DEPARTMENT**

**WITHDRAWN**  
**BULLETIN NO. 489**

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](mailto:smnutzu@lirr.org) **until 5:00 PM on Friday April 12, 2019.**

**POSITION:** Payroll Information Clerk (Appointed)  
**(PERMANENT)**

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$36.315

**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.

Glenn Greenberg, P.E.  
Acting Chief Engineer

**POSTED:** April 3, 2019

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**BULLETIN NO. 492**

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource Development and Administration (m/c 3146 or smnutzu@lirr.org) until 5:00 PM on Friday, April 26, 2019. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

**POSITION:** (3) Clerk-Typist (Temporary)

**LOCATION:** Office of the Chief Engineer  
(Various)

**RATE OF PAY:** \$33.995

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday and Sunday

**PRIMARY DUTIES:** 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. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Glenn Greenberg, P.E.  
Acting Chief Engineer

**POSTED:** April 17, 2019

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2019-01**

**REPOST**

**TO ALL CLERICAL EMPLOYEES:**

**APPOINTED** One (1) Public Information Officer position has become available in the Public Information Office (PIO) in the Public Affairs Department. All those interested in this position are invited to submit a resume to Susan McGowan, General Manager, Public Affairs, Mail Code I 13 I or to [smmcgow@lirr.org](mailto:smmcgow@lirr.org). All resumes must be received by **5 PM, April 26, 2019**. 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: \$39.80 per hour

Posted: April 17, 2019

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2019-02**

**TO ALL CLERICAL EMPLOYEES:**

**APPOINTED** One (1) Temporary Public Information Officer position has become available in the Public Information Office (PIO) in the Public Affairs Department. All those interested in this position are invited to submit a resume to Susan McGowan, General Manager, Public Affairs, Mail Code 1131 or to [smmcgow@lirr.org](mailto:smmcgow@lirr.org). All resumes must be received by **5 PM, April 26, 2019**. 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 – Temporary  
Location: JCC – 6th Floor  
Tour of Duty: various  
Relief Days: various  
Rate of Pay: \$39.80 per hour

Posted: April 17, 2019



**STATIONS DEPARTMENT**

**NOTICE NO. 2019-09**

Date: April 3, 2019  
TO: All Stations Department Employees  
FROM: James Compton, Chief Stations Officer  
SUBJECT: HOLIDAY – Good Friday, Friday, April 19, 2019

On Friday, April 19, 2019, the following will be in effect:

TICKET AGENT – The following positions **WILL NOT** work:

A104 Jamaica    A601 Syosset    A608 Port Jefferson  
A109 Jamaica

TICKET CLERKS - The following positions **WILL NOT** work:

C107 Penn                      C307 Hempstead                      C703 Westbury  
C129 WSY                      C403 Bayside                      C805 Bellmore  
C138 Jam. Stg. Yd.            C409 Manhasset                      C993 Flushing (Friday Job)

STATION APPEARANCE MAINTAINERS - The following **WILL NOT** work:

H562	HMC111	HMC131	JAM122
HC561	HMC113	JAM110	JAM128
HMC101	HMC116	JAM114	MP101 Morris Pk. Bldg
HMC103	HMC120	JAM116	Arch 900
HMC106	HMC122	JAM121	

AMBASSADORS The following jobs **WILL NOT** work:

AMB 05 Penn                      AMB 08 Jamaica

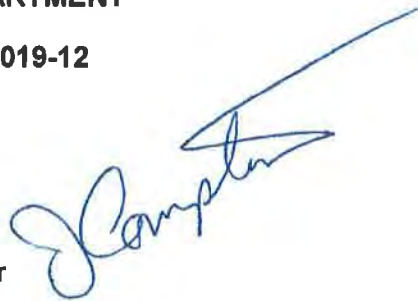
LOST & FOUND:                      Closed  
MAIL & RIDE:                      Closed  
MESSENGER SERVICE:                **WILL NOT** operate  
OFFICES CLOSED:                      General Offices, Medical Facility  
TICKET SALES:                      All ticket sales will be handled as normal weekday sales.  
TRAIN SERVICE:                      Trains will operate on a **REGULAR** weekday schedule.

If you have any questions, please contact your manager.

\* \* \*

**STATIONS DEPARTMENT  
NOTICE NO. 2019-12**

Date: April 5, 2019  
To: Ticket Agents and Ticket Clerks  
From: James Compton, Chief Stations Officer  
Subject: Fare Increase - Effective Sunday April 21<sup>st</sup>, 2019



The MTA Board approved a fare increase effective 12:01 AM, on April 21<sup>st</sup>, 2019. LIRR fares will increase an average of 3.96% for most ticket types.

Tickets / Fare posters and brochures, dated April 21<sup>st</sup>, 2019, will be delivered to stations by early April. Ticket Agents and Ticket Clerks should immediately post this information in station bulletin boards and timetable racks.

Other Information

- **Monthly tickets for May** will be sold beginning April 25<sup>th</sup> at the new rate. **Please note the new selling date.**
- **Weekly Tickets** – The new rate will be charged for the week of April 27<sup>th</sup> which goes on sale April 24<sup>th</sup>.
- **Ten Trip tickets** –purchased before April 21<sup>st</sup>, 2019, remain valid for 6 months from the date of purchase.
- **One-Way, Round-Trip, and via tickets** purchased before April 21<sup>st</sup>, 2019, remain valid for 60 days from the date of purchase.
- **City Ticket** will rise to \$4.50; all other policies and procedures remain in effect for these tickets.
- **Tickets purchased on-board** the train continue to cost up to \$6.50 more than the station price.
- **Monthly tickets will now be sold starting on the 25<sup>th</sup> of every month, not the 20<sup>th</sup>.**
- **Family fare** remains unchanged.
- **New maximum amount for credit card purchases is \$810.**
- **Foreign card limit now \$130.**

**Fares for NYC transit subways and buses will also increase on Sunday, April 21<sup>st</sup>.**

- **MetroCards will not be available at LIRR Ticket Windows or Ticket Machines from April 15<sup>th</sup> through April 20<sup>th</sup>.** This is so we can transition to the new valued cards.
- The single ride for the subway or bus system remains at \$2.75.
- Round-trip MetroCard remains \$5.50 but no longer has any bonus value.
- The \$25 MetroCard (\$26 with \$1 fee) remains the same but no longer has any bonus value.
- The \$50 Monthly MetroCard option is **NO LONGER** available through LIRR ticket vending machines, ticket windows or Mail & Ride.
- The Unlimited MetroCard will increase from \$121 to \$127. Only available through Mail & Ride or NYCTA.

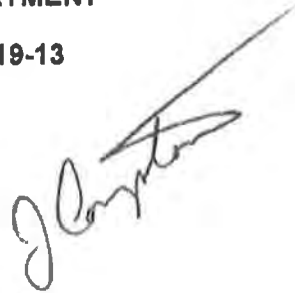
Any questions please refer to any Stations Dept. Manager.

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**STATIONS DEPARTMENT**

**NOTICE NO. 2019-13**

Date: April 8, 2019  
To: Ticket Agents and Ticket Clerks  
From: James Compton, Chief Stations Officer  
Subject: Monthly School Ticket Issuance Reminder



Please make sure to adhere to the rules in the Ticket Agent & Ticket Clerk Instruction Manual when issuing a school monthly ticket. Highlighted below are the key requirements to ensure ticket issuance is within the guidelines.

- Tickets are for students **under the age of 21**. Please verify age with the birthdate entered on application
- Must be attending an accredited elementary or secondary school. No universities or colleges.
- Application must completely be filled out and signed by the applicant, the parent or guardian of the applicant, and an official of the school.
- Application must be endorsed with school seal.
- Students must present valid student ID
- Verify school is on the approved school listing.

Any questions please refer to any Stations Dept. Manager.

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