



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

**BID SHEETS**

# **\*WITHDRAWN\***

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 2818**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, July 26, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – 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  
July 17, 2019

# **\*WITHDRAWN\***

## **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2819**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, July 26, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 3:30 PM – 11:30 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  
July 17, 2019

## RE-ADVERTISED

### THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2820

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, July 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, 2795, 2799, 2805, 2809, 2813 & 2816)

**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  
July 17, 2019

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2821**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, July 26, 2019**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (H. Barry) – Permanent  
RE-ADVERTISED (P&L – 2808, 2812, 2814 & 2817)  
**LOCATION:** Various  
**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  
July 17, 2019

# LONG ISLAND RAIL ROAD

## Bulletin 5-2019

We are accepting resumes for the **Permanent** position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, July 26, 2019 at 5:00 PM.

**POSITION:** CSR - 905 (Appointed)  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 33.868

**TOUR OF DUTY:** 1:00 PM – 9:00 PM

**RELIEF DAYS:** Tuesday and Wednesday

### JOB SUMMARY:

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Rail Road travel and ticket services.

### WORK PERFORMED:

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.

- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

**QUALIFICATIONS:**

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino  
Customer Service Manager

Posted July 17, 2019

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

DATE: July 17, 2019

AGENT'S BULLETIN NO. SD-12-2019

This bulletin will close **at 5:00 PM on Friday, July 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	Agent (A900)
Location:		Jamaica Theater
Tour of Duty:		Sunday/Monday – 10pm – 6am Thursday/Friday – 6am – 2pm Saturday – 2pm – 10pm
Rate of Pay:		\$45.743
Rest Days:		Tuesday/ Wednesday

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Position No. 2	Temporary	Agent (A701)
Location:		Mineola
Tour of Duty:		Mon/Tue/Wed/Fri – 5:35am – 1:35pm Thursday – 5am – 1:35pm
Rate of Pay:		\$42.980
Rest Days:		Saturday/ Sunday

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**AWARDS TO AGENT'S BULLETIN SD-11-2019**

<b>POSITION NO. 1</b>	<b>Temporary A900</b>	<b>Re- Advertised</b>	
<b>POSITION NO. 2</b>	<b>Temporary AT315</b>	<b>N. Peluso</b>	<b>7/24/19</b>
<b>POSITION NO. 3</b>	<b>Temporary AT316</b>	<b>L. Digiacinto</b>	<b>7/24/19</b>
<b>POSITION NO. 4</b>	<b>Temporary AT317</b>	<b>R. Wakeford</b>	<b>7/24/19</b>

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

DATE: July 17, 2019

BULLETIN NO. SD-14-2019

This bulletin will close **at 5:00 PM on Friday, July 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 (C991)
Location:		Amityville/Woodside/Hicksville
Tour of Duty:		Monday/Thursday – Amityville – 6am – 2pm Friday – Hicksville – 1pm – 9pm Saturday/Sunday – Woodside – 8am – 4pm
Rate of Pay:		Monday/Thursday – \$33.883 Friday – Hicksville – \$35.978 Saturday/Sunday – \$34.020
Rest Days:		Tuesday/Wednesday

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 (TS2)
Location:		Patchogue/Jamaica/Penn Station
Tour of Duty:		Monday – Patchogue – 6am – 2pm Tuesday – Jamaica – 12pm – 8pm Friday – Penn Station – 12pm – 8pm Saturday/Sunday - Jamaica
Rate of Pay:		Monday – Patchogue – \$34.602 Tuesday – Jamaica – \$35.131 Friday – Penn Station - \$35.131 Saturday/Sunday – Jamaica - \$35.131
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as position No. 1

Position No. 3	Temporary	Ticket Clerk (CT720)
Location:		Hicksville TSM/Info Clerk
Tour of Duty:		6am – 2pm
Rate of Pay:		\$36.618
Rest Days:		Sunday/Monday

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.

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

Position No. 4                      Temporary                      Ticket Clerk (C119)  
Location:    Penn Station  
Tour of Duty:    10:30pm – 6:30am  
Rate of Pay:    \$36.463  
Rest Days:    Monday/Tuesday  
Primary Duties:    Same as position No. 1

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Position No. 5                      Permanent                      Ticket Clerk (C913)  
Location:    Penn Station TSM/Clerk  
Tour of Duty:    Monday – Clerk – 6am – 2pm  
    Tue/Wed – TSM – 2pm – 10pm  
    Sat/Sun – TSM – 6am – 2pm  
Rate of Pay:    Monday – Clerk – \$36.463  
    Tue/Wed – TSM – \$36.755  
    Sat/Sun – TSM – \$36.755  
Rest Days:    Thursday/Friday

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

Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for 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-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times.

Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

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Position No. 6                      Permanent                      Ticket Clerk (C992)

Location:                              Wantagh/Woodside/Bethpage Fac./Hillside

Tour of Duty:                              Monday – Wantagh – 6am – 2pm  
Tuesday – Woodside – 6am – 2pm  
Friday – Bethpage Fac. TSM – 6am – 2pm  
Saturday – HSF Cashier – 11am – 7pm  
Sunday – Bethpage Cashier – 10:30am – 6:30pm

Rate of Pay:                              Monday – Wantagh – \$34.857  
Tuesday – Woodside – \$34.020  
Friday – Bethpage Fac. TSM – \$36.618  
Saturday – HSF Cashier – \$40.411  
Sunday – Bethpage Cashier – \$40.411

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.

CASHIER: 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.

TSM CLERK: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

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Position No. 9	Permanent	Ticket Clerk (C702)
Location:		Bethpage Facility
Tour of Duty:		10:30am – 6:30pm
Rate of Pay:		\$36.618
Rest Days:		Saturday/Sunday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and the daily servicing of ticket vending machines. Responsible for completing daily-tour incident reports. Must drive between Long Island Rail Road properties; must make minor repairs (i.e., change flat tires) as necessary for 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-page device while on duty to communicate between supervisors and carry photo I.D. to provide positive identification at all times.

Must possess the ability to service, define error codes and correct malfunctions in the S&B TVM's. Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the S&B TVM utilizing a computer notebook.

Must possess the ability to exercise good judgment. Applicant must be customer oriented and be capable of effectively and courteously relating to customers.

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Position No. 10	Permanent	Ticket Clerk (C412)
Location:		Port Washington
Tour of Duty:		1:15pm – 9:15pm
Rate of Pay:		\$34.994
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 1

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Position No. 11	Permanent	Ticket Clerk (C700)
Location:		Bethpage Facility
Tour of Duty:		6am – 2pm
Rate of Pay:		\$36.618
Rest Days:		Sunday/Monday
Primary Duties:		Same as Position No. 8

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Position No. 12	Permanent	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 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.

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Position No. 13	Permanent	Crew Dispatcher (CD-102)
Location:		Jamaica
Tour of Duty:		10pm – 6am
Rate of Pay:		\$45.232
Rest Days:		Sunday/Monday

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

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

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Position No. 14	Temporary	Station Appearance Maintainer (ATL105)
Location:		Atlantic Terminal
Tour of Duty:		2pm – 10pm
Rate of Pay:		\$30.220
Rest Days:		Wednesday/Thursday

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. 15	Temporary	Station Appearance Maintainer (RSC1)
Location:		Jamaica – SAM/Chief
Tour of Duty:		Wed/Thurs/Fri – SAM – 4pm – 12am Saturday/Sunday – Chief – 4pm – 12am
Rate of Pay:		Wed/Thurs/Fri – SAM – \$30.220 Saturday/Sunday – Chief – \$34.517
Rest Days:		Monday/Tuesday

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

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. 16	Temporary	Station Appearance Maintainer (L309P)
Location:		Hicksville
Tour of Duty:		2pm – 10pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 13

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Position No. 20	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:		Same as Position No. 13

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Position No. 21	Permanent	Station Appearance Maintainer (JAC1)
Location:		Jamaica Chief
Tour of Duty:		4pm – 12am
Rate of Pay:		\$34.517
Rest Days:		Saturday/Sunday

Primary Duties: Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised. All duties must be performed in an efficient and courteous manner. Will be responsible to complete and submit written daily cleaning reports as directed. The Chief Station Appearance Maintainer will be responsible for providing a safe, clean environment for customers and employees and will be required to perform Station Appearance Maintainer/Laborer duties as directed by the Terminal Managers or Branch Line Managers.

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AWARDS TO BULLETIN SD-13-2019

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C991	Re- Advertised	
POSITION NO. 2	Temporary C821	Withdrawn	
POSITION NO. 3	Temporary C926	Withdrawn	
POSITION NO. 4	Temporary TS-2	Re- Advertised	
POSITION NO. 5	Permanent C124	A Khalil	7/17/19
POSITION NO. 6	Permanent C953	B. O'Rourke	7/17/19
POSITION NO. 7	Permanent C815	T. Fusaro	7/17/19
POSITION NO. 8	Permanent C830	T. D'Aurizio	7/17/19
POSITION NO. 9	Permanent C145	A Bacchus	7/17/19
POSITION NO. 10	Permanent CD-104	J. Zoufaly	7/17/19
POSITION NO. 11	Permanent AMB	Re-Advertised	
POSITION NO. 12	Temporary V902	Jesse Garcia (A)	7/17/19
POSITION NO. 13	Temporary ATL110	T. Gomez	7/17/19
POSITION NO. 14	Temporary V490	H. Anderson	7/17/19
POSITION NO. 15	Temporary HC561	C. Stellato	7/17/19
POSITION NO. 16	Temporary HMC111	D. Marcellin	7/17/19
POSITION NO. 17	Permanent HMC101	C. Dvoran	7/17/19
POSITION NO. 18	Permanent RSC4	Re-Advertised	
POSITION NO. 19	Permanent L308	K. Gilbert	7/17/19
POSITION NO. 20	Permanent HC571	J. Urban	7/17/19
POSITION NO. 21	Permanent JAM132	T. Kennelly	7/17/19



JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Mon-Tue-Wed 2:30 p.m. to 10:30 p.m. Sat-Sun 6:30 a.m. to 2:30 p.m.
RELIEF DAYS	THURSDAY & FRIDAY
RATE OF PAY	SAME AS JOB NO. 18
QUALIFICATIONS	SAME AS JOB NO. 18

JOB NO. 27

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

JOB NO. 35

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

JOB NO. 28

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

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

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



THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT

July 17, 2019

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

\*\_\*\*

**BULLETIN NO. 1719**

We are currently considering candidates for appointment to the **PERMANENT** position of **HEAD CLERK – CENTRAL CONTROL** in the Maintenance of Equipment Department.

Location: M of E Central Control Center (Jamaica)

Tour of Duty: Various

Relief Days: Various

Rate of Pay: \$42.558 hourly

Qualifications: Must have a full understanding of the clerical duties of the Central Control Operation. Must prepare and distribute various reports to individuals in Transportation, M of E and other areas; coordinate and record all CAM reports from the previous 24-hour period; update in-service reports, input in-service defects and repairs for all fleets; coordinate with all terminals for 2B inspections and with equipment coordinator for 2B non-compliance reports. Duties will also include recording all overtime reports; recording of all incoming calls and call-offs from outlying points and proper notification to appropriate personnel to assure adequate manpower coverage at various field locations; log in train and employee accidents and send to appropriate personnel/locations; track 24-hour brake tests, enter appropriate information into new computer system, contact appropriate personnel to assure that brake tests are performed in a timely fashion; input and retrieve data from new computer system and track 2B inspections and assure cars are inspected in a timely fashion by contacting appropriate personnel; utilizing MAXIMO computer system. Must be able to provide supervision and instruction to other clerks to ensure data integrity as well as compliance with Departmental and Company Policies. Handle vacation, training scheduling, and time and attendance for all clerical in Central Control. Must have the experience to prepare and code data for input into the Department's computerized information system. Must be qualified to enter and retrieve data from various systems and be proficient in editing and validating all information that is input and extracted from the systems. Must be qualified typist and perform all other clerical duties as assigned by Management. Candidate must be a qualified Central Control Clerk to be considered for appointment.

All interested candidates should forward their resumes to C. Swickicki, Sr. Manager - M of E Manpower Resource Management, at HMC Mail Code 3012 no later than the close of business July 26, 2019. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

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

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

**Bulletin ID:** USBUL1-94      **Sequence:** 18

**Description:** USHER BULLETIN 1/94

Open: 07/03/2019 00:01      Close: 07/12/2019 17:00      Effective: 07/17/2019 00:01      Posted: 07/03/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
RUH2	USHERS	Temporary	RELIEF CREW	53860	PETERSON, J	21 UX0008 US 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:** USBUL1-95

**Bulletin Seq:** 18

**Bulletin Description:** USHER BULLETIN 1/95

Open: 07/17/2019 00:01

Close: 07/26/2019 17:00

Effective: 07/31/2019 00:01

Posted: 07/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0008	USHERS	Temporary	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$37.884 BASE RATE

\*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 SYSTEM

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 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. C1-88 receipts is honored only if signed by employees working in the transportation crew management services office.

07/16/20 8:04

**LONG ISLAND RAILROAD**

**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBU1.2-05      **Sequence:** 25

**Description:** TELEGRAPHERS BULLETIN 2-05

**Open:** 07/03/2019 00:01

**Close:** 07/12/2019 08:00

**Effective:** 07/17/2019 00:01

**Posted:** 07/03/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JTD22	TRAIN DIRECTOR	Permanent	JCC TOWER	52283	TAVARES, D	85	TR3
BO1052	BLOCK OPERATOR	TEMP	LIRR-Extra List	Readvertis			TR
BO1055	BLOCK OPERATOR	TEMP	LIRR-Extra List	Readvertis			JCCT
BO1058	BLOCK OPERATOR	TEMP	LIRR-Extra List	Readvertis			
PSCTR1	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	Readvertis			
PSCTR2	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	Readvertis			
PSCTR3	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	56754	CEDANO, P	179	BO1053
PSCTR4	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	58598	PERSAUD, S	184	TX1006
PSCTR5	BLOCK OPERATOR	TEMP	PENN STATION CENTRAL	58603	TORRES, M	185	TX1004

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:** TELBUL2-06

**Bulletin Seq:** 26

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-06

Open: 07/17/2019 00:01

Close: 07/26/2019 08:00

Effective: 07/31/2019 00:01

Posted: 07/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1058	BLOCK OPERATOR	TEMP	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1052	BLOCK OPERATOR	TEMP	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

BO1055	BLOCK OPERATOR	TEMP	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	* DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		

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

07/16/20 8:59

Bulletin ID: TELBUI.2-06

Bulletin Seq: 26

Bulletin Description: TELEGRAPHERS BULLETIN 2-06

Open: 07/17/2019 00:01

Close: 07/26/2019 08:00

Effective: 07/31/2019 00:01

Posted: 07/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
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PSCTR1	BLOCK OPERATOR	T	PENN STATION CENTRAL CONTROL
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Location PENN STATION CENTRAL CONTROL TEMPORARY

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$39,471 HOURLY

CANDIDATES AWARDED POSITIONS IN PSCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE PSCC CONSOLE OPERATOR RATE.

APPENDIX J SECTION 3 "THE RATE OF PAY FOR A CONSOLE OPERATOR ASSIGNED TO PSCC SHALL BE \$39,471 PER HOUR. DURING THE TRAINING PERIOD, EACH EMPLOYEE SHALL BE COMPENSATED AT THE RATE OF PAY OF HIS/HER FORMER POSITION. UPON SUCCESSFUL COMPLETION OF TRAINING, THE EMPLOYEE SHALL BE PAID FOR HIS/HER TRAINING PERIOD AT THE CONSOLE OPERATOR RATE."

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

PSCTR2	BLOCK OPERATOR		PENN STATION CENTRAL CONTROL
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Location PENN STATION CENTRAL CONTROL TEMPORARY

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \*\$39,471 HOURLY

CANDIDATES AWARDED POSITIONS IN PSCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE PSCC CONSOLE OPERATOR RATE.

APPENDIX J SECTION 3 "THE RATE OF PAY FOR A CONSOLE OPERATOR ASSIGNED TO PSCC SHALL BE \$39,471 PER HOUR. DURING THE TRAINING PERIOD, EACH EMPLOYEE SHALL BE COMPENSATED AT THE RATE OF PAY OF HIS/HER FORMER POSITION. UPON SUCCESSFUL COMPLETION OF TRAINING, THE EMPLOYEE SHALL BE PAID FOR HIS/HER TRAINING PERIOD AT THE CONSOLE OPERATOR RATE."

\*DIFFERENTIAL IS 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. CF-88 receipts is honored only if signed by employees working in the transportation crew management services office.

Bulletin ID: TELBUL2-06

Bulletin Seq: 26

Bulletin Description: TELEGRAPHERS BULLETIN 2-06

Open: 07/17/2019 00:01

Close: 07/26/2019 08:00

Effective: 07/31/2019 00:01

Posted: 07/17/2019 00:01

Asgn	Position	Perm Or Temp	Terminal
JLTD3	LEAD TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 11PM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$54.573 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		

TR3	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location VARIOUS		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay VARIOUS		
	SUNDAY- JTD13 JCC -7AM	*\$53.603 HOURLY	
	MON/TUES- JTD24 JCC-3PM	*\$53.603 HOURLY	
	WED- JTD32 JCC-11PM	*\$53.603 HOURLY	
	THURS- V3 VALLEY-1001PM	*\$47.490 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. C.T-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:** CREW8-82      **Sequence:** 80

**Description:** CID BULLETIN 8-82

Open: 07/03/2019 00:01      Close: 07/17/2019 17:00      Effective: 07/17/2019 00:01      Posted: 07/03/2019 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	
CX4006	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. CI-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:** CREW8-83

**Bulletin Seq:** 80

**Bulletin Description:** C/D BULLETIN 8-83

Open: 07/17/2019 00:01

Close: 07/26/2019 17:00

Effective: 07/31/2019 00:01

Posted: 07/17/2019 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 \$43.810 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.

CX4006	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 \$43.810 HOURLY\*

\*RATE OF JOB COVERED WITH \$26.629 MINIMUM

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.

All bids must be in the transportation crew management services office prior to the close of this bulletin. C1-88 receipts is honored only if signed by employees working in the transportation crew management services office.

07/16/20 9:31

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

**BULLETIN NO. 501**

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Resource Analyst, Mail Code 3146 or emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) **until 5:00 PM on Friday July 26, 2019.**

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

**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:** July 17, 2019

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

**BULLETIN NO. 502**

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Resource Analyst, Mail Code 3146 or emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) **until 5:00 PM on Friday July 26, 2019.**

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

**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:** July 17, 2019

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

**BULLETIN NO. 503**

Bids for the following position in the Office of the Chief Engineer will be received by Linda Stone, Assistant Manager – Engineering Resource & Operational Support (m/c 3146 or lstone@lirr.org) until 5:00 PM on Friday, July 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:** 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:** July 17, 2019

**THE LONG ISLAND RAIL ROAD**

**OFFICE OF THE CHIEF TRANSPORTATION OFFICER**

Jamaica, NY  
July 17, 2019

**CHIEF TRANSPORTATION OFFICE BULLETIN NO. 2-19  
REVISED**

TO ALL CLERICAL EMPLOYEES:

Bids for the following TEMPORARY position in the office of the Chief Transportation Officer will be received by Melissa Newell, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 12:00 PM on Friday, July 26, 2019.

POSITION: Denial Clerk – Temporary  
LOCATION: Transportation Crew Management Services Office  
Jamaica Station Building  
RATE OF PAY: \$33.72  
TOUR OF DUTY: 8:00 AM – 4:00 PM  
RELIEF DAYS: Saturday and Sunday

**PRIMARY DUTIES:**

Responsible for the handling of claim denials for passenger, yard and road service, and non-operating personnel. Responsible for mail procedures governed by various time limits as stated in various contractual agreements. Must have knowledge of office procedures in the handling of files and other correspondence relating to Transportation Department employees. Individual must be a competent typist and proficient with Microsoft Word, Outlook and Excel. Must possess effective oral communication and interpersonal skills. Candidate must work as directed, and handle all other clerical duties as assigned. Responsible for packing and lifting boxes up to 25 pounds.

POSTED: July 17, 2019  
CLOSES: July 26, 2019



Long Island Rail Road

STATIONS DEPARTMENT

NOTICE NO. 2019-24



Date: July 2, 2019

To: All Transportation Communications Union (TCU) Employees, **including Block Operators**

From: James Compton, Chief Stations Officer

Subject: Snow Removal Sign-up - RWIC (Roadway Worker Protection in Charge) Training  
Deadline: August 1, 2019

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

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

If you are not a SAM and you did not go through Roadway Worker In Charge (RWIC) or RWP training last year and you are planning on signing up to perform snow removal duty this year, you must either call or email Alicia St. Nicholas 347-494-6071, [astnico@lirr.org](mailto:astnico@lirr.org), to be added to the class **by August 1<sup>st</sup> 2019**.

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

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

**ATTENTION BLOCK OPERATORS**

If you are interested in signing up to perform snow removal duty, you must contact Alicia St. Nicholas 347-494-6071 or send an email to [astnico@lirr.org](mailto:astnico@lirr.org) to be included in a class. If you did a medical screening last year, you **do not** need another one. If you have never had a medical screening at the LIRR, please see the instructions above on obtaining one. Deadline is August 1<sup>st</sup> 2019.

Please feel free to call Alicia St. Nicholas with questions 347-494-6071.

\*\*\*

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

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