

BID SHEETS

Long Island Rail Road Office of the Director - Employee Services

Bulletin No. 2020-01

To all employees covered by regulations governing clerical forces on the Long Island Rail Road. NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 - Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on Saturday, January 11, 2020.

Position:

Mail Attendant (Temporary)

Location:

Jamaica, New York

Tour of Duty:

7:00am - 3:00pm

Rest Days:

Saturday and Sunday

Rate of Pay:

\$31.14 per hour

Duties:

Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels. stationary supplies and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as

assigned.

Requirements:

Must possess a valid driver's license subject to DMV verification, also approved safety shoes - in accordance with TCU agreement - to be

furnished by the employee. Required lifting up to 70 lbs.

Contact:

Daniel Driscoll

Director - Employee Services Human Resources Department Jamaica, NY - Mail Code 1157

Posted:

January 2, 2020

Safety Sensitive Position

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

DATE: January 2, 2020

AGENT'S BULLETIN NO. SD-01-2020

This bulletin will close at 5:00 PM on Saturday, January 11, 2020. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Theresa Dorsey, Jamaica, Department 1106. If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.

Position No. 1 Temporary Agent (AT315)

Location: Bethpage Facility

Tour of Duty: 8am - 5pm

Rate of Pay: \$45.743

Rest Days: Saturday/Sunday

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

DATE: January 2, 2020

BULLETIN NO. SD-01-2020

This bulletin will close at 5:00 PM on Saturday, January 11, 2020. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received in the Stations Department, Jamaica, prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position. All bids should be mailed to Theresa Dorsey, Jamaica, Department 1106. If you fax your bid (718-558-7429), you MUST call the Crew Dispatcher to confirm the receipt of CT-88. It is your responsibility to keep a record of that confirmation. Bid withdrawals can only be accepted by calling Crew before the bulletin closes.

Position No. 1

Permanent

Ticket Clerk (C114)

Location:

Penn Station - Clerk

Tour of Duty:

2pm-10pm

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.

Position No. 2

Permanent

Ticket Clerk (C201)

Location:

Woodside

Tour of Duty:

10:30am-6:30pm

Rate of Pay:

\$34.020

Rest Days:

Saturday/Sunday

Primary Duties:

Same as Position No. 1

Position No. 3

Permanent

Station Appearance Maintainer (V479)

Location:

Ronkonkoma Yard

Tour of Duty:

4:30pm -= 12:30am

Rate of Pay:

\$31.147

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.

Position No. 4

Permanent

Station Appearance Maintainer (JAM121)

Location:

Jamaica

Tour of Duty:

4pm - 12am

Rate of Pay:

\$30,221

Rest Days:

Thursday/Friday

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

Position No. 5	Permanent	Station Appearance Maintainer (L316)
Location:		Woodside
Tour of Duty:		6am - 2pm
Rate of Pay:		\$30.220
Rest Day:		Sunday/Monday
		•
Primary Duties:		Same as Position No. 4
Position No. 6	Permanent	Station Appearance Maintainer (V902)
Location:		Morris Park/Valley Stream
Tour of Duty:		Mon/Tues - Morris Park - 6:15am - 2:15pm Wednesday - Valley Stream - 6am - 2pm Sat/Sun - Morris Park - 6am - 2pm
Rate of Pay:		\$31.147
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 3
	7000	
Position No. 7	Temporary	Station Appearance Maintainer (H523)
Location:		Port Wash/ Valley Yd.
Tour of Duty:		6am - 2pm
Rate of Pay:		\$31.285
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 3

AWARDS TO BULLETIN SD-23-2019

	JOB#	NAME	AWARD DATE
POSITION NO. 1	Permanent C830	J. Ligorio	1/1/20
POSITION NO. 2	Permanent C132	L. Hutchinson	1/1/20
POSITION NO. 3	Permanent C706	R. Lipton	1/1/20
POSITION NO. 4	Permanent C153	E. Freeman	1/8/20
POSITION NO. 5	Permanent V464	J. Kiss	1/1/20
POSITION NO. 6	Permanent V904	M. Stephens	1/1/20
POSITION NO. 7	Permanent V903	J. Keefė	1/1/20
POSITION NO. 8	Temporary RSC1	T. Varley	1/1/20
POSITION NO. 9	Temporary HMC118	G. Mahecha	1/1/20

Theresa Dorsey, Director - Stations Support & Administration Posted: January 2, 2020

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin (D. Wil. Still 2006) Sequence: 37

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LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-21

Bulletin Seq: 37

Bulletin Description: TELEGRAPHERS BULLETIN 2-21

Opent	01/02/2020 00:01	
	A CONTRACTOR OF THE STATE OF TH	

Close: 01/11/2020 08:00

Effective: 01/15/2020 00:01

Posted: 01/02/2020 00:01

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Position

Perm Or Temp

Terminai

MT3

BLOCK OPERATOR

Lemporary

NASSAUTOWER

Location NASSAU TOWER

Report Time 1001PM

Rest Days WEDNESDAY & THURSDAY Rate Of Pav

\$39,471 HOURLY*

*OFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

W(.2 BLOCK OPERATOR Temporary

LEAD

Location LEAD TOWER

Report Time 201PM

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay \$35,471 HOURLY*

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

1333

TRAIN DIRECTOR

Permanent

BABYEON

Location HARYLON TOWER

Report Time 10PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay

*\$46.052 HOURLY

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

183

TRAIN DIRECTOR

Permanent

JCC TOWER

Report Time VARIOUS

Location VARIOUS

Rest Days FRIDAY & SATURDAY

Rate Of Pay

VARIOUS SUNDAY-

JIDD JEC JAM

*\$53.603 HOURLY

MONTHES-

JTD24 JCC-3PM

*\$53,603 HOURLY

WDD-

JTD32 JCC-11PM

*\$53,603 HOURLY

THURS-

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

V3 VALLEY-1001PM *\$47,490 HOURLY

All hids must be in the transportation erest management services office prior to the close of this bulletin. C1-88 reciepts is honored only if signed by employees working in the transportation erew management services office.

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

January 2, 2020

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

NOTICE OF AWARDS

BULLETIN#	POSITION	EMPLOYEE	EFFECTIVE DATE	
P&L 2884	Warehouse Person-Permanent (M. Paesano)	Monique Scott	1/8/20	
P&L 2885	Assistant Warehouse Person ESA-Temporary (R. Townsend	NO BIDS RECEIVED)		
P&L 2886	Stores Truck Driver Temporary (K. Alves)	NO BIDS RECEIVED		
P&L 2887	Warehouse Person-V/V Permanent (H. Barry)	NO BIDS RECEIVED		
P&L 2888	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (A. Mulet)	NO BIDS RECEIVED		
P&L 2889	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED		
P&L 2890	Warehouse Person-HSF Warehouse 15-Shop Floor V/V Permänent (M. Boyd-West)	NO BIDS RECEIVED		
P&L 2891	Warehouse Person-ESA Temporary C. Howard-Lowe)	NO BIDS RECEIVED		
Elvin Vazquez Deputy Chief Stores Officer Stores Operation & Materials Procurement & Logistics Department				

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER - STORES OPERATION & MATERIALS BULLETIN NO. P&L -2892

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:

Assistant Warehouse Person - (M. Scott) - Permanent

LOCATION:

Hillside

TOUR OF DUTY:

7:30 am - 3:30 pm

REST DAYS: RATE OF PAY:

Saturday & Sunday \$32.996 per hour

DUTIES:

Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

REQUIREMENTS:

Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez

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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER - STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2893

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (R. Townsend) - Temporary

RE-ADVERTISED (P&L - 2858, 2865, 2871, 2877 & 2885)

LOCATION: East Side Access Glendale (84-02 72nd Dr.)

TOUR OF DUTY: 7:30 am - 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$32.996 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be

able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the

employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position.

date awarded current position.

Elvin Vazquez

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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2894

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. 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 - 2859, 2866, 2872, 2878 & 2886)

LOCATION:

Hillside

TOUR OF DUTY:

7:30 AM - 3:30 PM

REST DAYS: RATE OF PAY:

Saturday & Sunday \$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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2895

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. 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, 2821, 2823, 2828, 2837, 2846 &

2854, 2861, 2867, 2873, 2879 & 2887)

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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2896

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:

Assistant Warehouse Person - (A. Mulet) - Permanent

RE-ADVERTISED (P&L – 2847, 2855, 2862, 2868, 2874, 2880 &

2888)

LOCATION:

Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)

TOUR OF DUTY:

7:30 am - 3:30 pm

REST DAYS:

Thursday & Friday

RATE OF PAY:

\$32.996 per hour

DUTIES:

Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

REQUIREMENTS:

Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

Elvin Vazquez

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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER - STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2897

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (M. Lombardi) - Permanent

RE-ADVERTISED (P&L - 2840, 2848, 2856, 2863, 2869, 2875, 2881 & 2889)

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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER - STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2898

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person - (M. Boyd-West) - Permanent

RE-ADVERTISED (P&L - 2864, 2870, 2876, 2882 & 2890)

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

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2899

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 <u>Saturday</u>, <u>January 11</u>, <u>2020</u>. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION:

Warehouse Person - (C. Howard-Lowe) - Temporary

RE-ADVERTISED (P&L-2891)

LOCATION:

East Side Access Glendale (84-02 72nd Dr.)

TOUR OF DUTY: REST DAYS:

7:30 AM - 3:30 PM 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