



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

March 18, 2020

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

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AWARD BULLETIN NO. 1734

POSITION AWARDED TO THE FOLLOWING:

- Job No. 13 C. Mulea (effective 3/18/2020)
- Job No. 32 No Qualified Bids Received
- Job No. 34 No Qualified Bids Received

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BULLETIN NO. 1735

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – MARCH 27, 2020

JOB NO. 11

POSITION **TEMPORARY** CLERK – CENTRAL CONTROL
LOCATION *Mulea, C.* M of E CENTRAL CONTROL CENTER (Jamaica)
TOUR OF DUTY *Award 1734* 3:30 PM to 11:30 PM
RELIEF DAYS SUNDAY & MONDAY
RATE OF PAY \$36.856 PER HOUR
QUALIFICATIONS BIDS WILL ONLY BE VALID FROM APPLICANTS PREVIOUSLY QUALIFIED THROUGH THE MAINTENANCE OF EQUIPMENT CENTRAL CONTROL TRAINING PROGRAM. MUST BE QUALIFIED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. MUST HAVE A COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. MUST BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL’S PC APPLICATIONS. MUST HAVE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. MUST UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE REPORTS INCLUDING BUT NOT LIMITED TO OUT-OF-SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. MUST HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. MUST PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

JOB NO. 32

POSITION PERMANENT CLERK – CENTRAL MANPOWER
LOCATION HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY 2:30 PM to 10:30 PM
RELIEF DAYS SUNDAY & MONDAY
RATE OF PAY \$37.614 PER HOUR
QUALIFICATIONS MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT. HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 34

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. 32
QUALIFICATIONS	SAME AS JOB NO. 32

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

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

DATE: March 18, 2020

BULLETIN NO. SD-06-2020

This bulletin will close **at 5:00 PM on Friday, March 27, 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 Rosina Morales, 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 (C104)
Location:		Penn Station - Clerk
Tour of Duty:		6am - 2pm
Rate of Pay:		\$36.463
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.

Position No. 2	Temporary	Ticket Clerk (C917)
Location:		Penn Station - Info Clerk
Tour of Duty:		Monday/Tuesday - 2pm - 10pm Wednesday/Thursday - 10am - 6pm Friday - 10pm - 6am
Rate of Pay:		\$33.890
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.

Position No. 7 Permanent Ticket Clerk (C961)

Location: Port Wash/Wantagh/Bethpage Fac./Hillside

Tour of Duty: Monday - Port Wash - 6am - 2pm
Tuesday - Wantagh - 6am - 2pm
Friday - Bethpage Fac. - 6am - 2pm
Saturday - Hillside - 11am - 7pm
Sunday - Bethpage Fac. - 10:30am - 6:30pm

Rate of Pay: Monday - Port Wash - \$34.602
Tuesday - Wantagh - \$34.857
Friday - Bethpage Fac. - \$36.618
Saturday - Hillside - \$40.411
Sunday - Bethpage Fac. - \$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.

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.

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.

Position No. 11	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Day:		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 Citi field. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Friday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 12	Temporary	Station Appearance Maintainer (V491)
Location:		Valley Stream
Tour of Duty:		3pm - 11pm
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. 13	Temporary	Station Appearance Maintainer (SSM8)
Location:		Valley Stream/Long Beach/Extra List
Tour of Duty:		12/1 - 3/31 → Extra List - Various 4/1 - 11/30 → 7:30am - 3:30pm
Rate of Pay:		12/1 - 3/31 → \$31.285 4/1 - 11/30 → \$31.559
Rest Days:		Friday/Saturday

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

Position No. 14	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.

Position No. 15	Temporary	Station Appearance Maintainer (SSM15)
Location:		Babylon Yard
Tour of Duty:		7:30am - 3:30pm
Rate of Pay:		\$31.559
Rest Days:		Sunday/Monday

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

Position No. 16	Temporary	Station Appearance Maintainer (SSM16)
Location:		Port Wash/Roslyn
Tour of Duty:		7:30am - 3:30pm
Rate of Pay:		\$31.559
Rest Days:		Friday/Saturday

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

Position No. 17	Temporary	Station Appearance Maintainer (SSM17)
Location:		Ronkonkoma/Hicksville
Tour of Duty:		7:30am - 3:30pm
Rate of Pay:		\$31.559
Rest Days:		Friday/Saturday

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

Position No. 18	Temporary	Station Appearance Maintainer (SSM18)
Location:		Valley Stream/Long Beach
Tour of Duty:		7:30am - 3:30pm
Rate of Pay:		\$31.559
Rest Days:		Friday/Saturday

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

Position No. 19	Temporary	Station Appearance Maintainer (SSM19)
Location:		Northport/Bethpage Fac.
Tour of Duty:		7:30am - 3:30pm
Rate of Pay:		\$31.559
Rest Days:		Sunday/Monday
Primary Duties:		Same as Position No. 18

Position No. 20	Permanent	Station Appearance Maintainer (H553)
Location:		Port Washington/Valley Yd. HD
Tour of Duty:		6am - 2pm
Rate of Pay:		\$31.285
Rest Day:		Monday/Tuesday
Primary Duties:		Same as Position No. 12

Position No. 21	Permanent	Station Appearance Maintainer (JAM104)
Location:		Jamaica SAM/Labor
Tour of Duty:		Mon/Tue/Wed - 8am - 4pm Saturday/Sunday - 6am - 2pm
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.

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

ADDITION

March 18, 2020

BULLETIN NO. SD-06-2020

This bulletin will close **at 5:00 PM on Friday, March 27, 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 Rosina Morales, 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: 22	Temporary - ADDITION	Jamaica (JAM114)
Location:		Jamaica
Tour of Duty:		4:00pm-12:00am
Rate of Pay:		\$30.221
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.

Rosina Morales, Manager
Station Services Support

Posted: March 17, 2020

AWARDS TO BULLETIN SD-05-2020

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C143	J. Ligorio	3/18/20
POSITION NO. 2	Temporary C917	Re-Advertise	
POSITION NO. 3	Temporary C909	Re-Advertise	
POSITION NO. 4	Temporary C915	Re-Advertise	
POSITION NO. 5	Permanent C136	A. Khalil	3/18/20
POSITION NO. 6	Permanent AMB	Re-Advertise	
POSITION NO. 7	Temporary H532	L. Farina	3/18/20
POSITION NO. 8	Temporary RSC1	J. Morton (A)	3/18/20
POSITION NO. 9	Temporary V491	Re-Advertise	
POSITION NO. 10	Temporary SSM8	Re-Advertise	
POSITION NO. 11	Permanent H553	Re-Advertise	
POSITION NO. 12	Permanent JAM104	Re-Advertise	
POSITION NO. 13	Permanent V466	J. Dunn	4/1/20

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

March 18, 2020

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 2922	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 2923	Warehouse Person-V/V Permanent (H. Barry)	NO BIDS RECEIVED	
P&L 2924	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (A. Mulet)	NO BIDS RECEIVED	
P&L 2925	Warehouse Person-SF-V/V Permanent (M. Lombardi)	NO BIDS RECEIVED	
P&L 2926	Warehouse Person-HSF Warehouse 15-Shop Floor V/V Permanent (M. Boyd-West)	NO BIDS RECEIVED	
P&L 2927	Assistant Warehouse Person Permanent (M. Scott)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
March 18, 2020

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2928

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, March 27, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (H. Snell) – Temporary
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
March 18, 2020

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 2929**

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, March 27, 2020**. 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, 2893, 2900
2906, 2915 & 2922)
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

POSTED: 9:00 AM
March 18, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2930

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, March 27, 2020**. 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, 2895, 2901, 2907, 2916 & 2923)

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
March 18, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2931

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, March 27, 2020**. 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,
2896, 2902, 2908, 2917 & 2924)
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

POSTED: 9:00 AM
March 18, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 2932

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, March 27, 2020**. 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, 2897, 2903, 2909, 2918 & 2925)

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
March 18, 2020

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 2933

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, March 27, 2020**. 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, 2898, 2904, 2910, 2919 & 2926)

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
March 18, 2020

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 2934**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, March 27, 2020**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Assistant Warehouse Person (M. Scott) – Permanent
RE-ADVERTISED (P&L – 2927)
LOCATION: Hillside
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.

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

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

POSTED: 9:00 AM
March 18, 2020

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-25 Sequence: 40

Description: TELEGRAPHERS BULLETIN 2-24

Open: 03/04/2020 00:01

Close: 03/13/2020 17:00

Effective: 03/18/2020 00:01

Posted: 03/04/2020 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JCCQN1	TRAIN DIRECTOR	Permanent	JCC TOWER	29849	JAMES, AM	45	JLTD2
BO1059	BLOCK OPERATOR	TEMP	LIRR-Extra List	Readvertis			LT
BO1058	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis			JCCT
MT3	BLOCK OPERATOR	PERMANENT	NASSAU TOWER	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.

03/17/20 10:37

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-26

Bulletin Seq: 41

Bulletin Description: TELEGRAPHERS BULLETIN 2-26

Open: 03/18/2020 00:01

Close: 03/27/2020 17:00

Effective: 04/01/2020 00:01

Posted: 03/18/2020 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1059	BLOCK OPERATOR	TEMP	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$39.471 HOURLY* (MINIMUM)		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY.		
BO1058	BLOCK OPERATOR	Permanent	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.		
MT3	BLOCK OPERATOR	Permanent	NASSAU TOWER
	Location NASSAU TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$39.471 HOURLY*		
	*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY		
JLTD2	LEAD TRAIN DIRECTOR	PERMANENT	JCC TOWER
	Location JCC TOWER		
	Report Time 245PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay *\$54.573 HOURLY		
	DIFFERENTIAL NOT INCLUDED IN ABOVE RATE.		

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 Rail Road
Office of the Director – Employee Services**

Bulletin No. 2020-02

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 **Friday, March 27, 2020.**

Position:	Mail Attendant (<i>Permanent Extra</i>)
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:	March 18, 2020

Safety Sensitive Position



STATIONS DEPARTMENT

NOTICE NO. 2020-09



Date: March 12, 2020
 To: All Stations Department Employees
 From: James Compton, Chief Stations Officer
 Subject: Holiday- Good Friday, Friday April 10, 2020

On Friday, April 10, 2020, the following positions will NOT work:

AGENT:

A109 Jamaica TVM	A601 Syosset	A608 Port Jefferson
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TICKET CLERK:

C107 Penn	C138 Jam Strg Yard	C403 Bayside	C703 Westbury	C993 Flushing
C129 WSY	C307 Hempstead	C409 Manhasset	C805 Bellmore	

STATION APPEARANCE MAINTAINER:

HMC111 Hillside	HMC122 Hillside	JAM114 Jamaica	JAM122 Jamaica
HMC116 Hillside	HMC131 Hillside	JAM116 Jamaica	JAM128 Jamaica
HMC118 Hillside	JAM110 Jamaica		

CUSTOMER SERVICE AMBASSADOR:

AMB05 Penn	AMB08 Jamaica
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OFFICES CLOSED: General Offices, Medical, Lost and Found, Mail & Ride.

MESSENGER SERVICE: **WLL NOT** operate.

TICKET SALES: All ticket sales will be handled as normal weekday sales


TICKET OFFICE HOURS: Normal ticket office hours

TRAIN SERVICE: Will operate on a **REGULAR** weekday schedule.

If you have any questions, please contact your manager.

STATIONS DEPARTMENT

NOTICE NO. 2020-11

Date: March 12, 2020
To: All Ticket Agents, Ticket Clerks, Station Appearance Maintainers, & Ambassadors
From: James Compton, Chief Stations Officer 
Subject: Reporting Symptoms of COVID-19

Please follow the instructions below to report symptoms of COVID-19:

1. Employees are to inform their manager if they have symptoms consistent with COVID-19 (fever, cough, shortness of breath). Give your manager your contact info and your employee number; a Mineola Medical employee will reach out to you.
2. If you are leaving work be sure to call the crew office to inform them and advise them of which manager you spoke to. Tell them you are out until further notice.
3. A medical staff employee from Mineola Medical office will contact you- all the info you provide will be strictly confidential and will only be shared as necessary under the circumstance.
4. The Manager will inform the applicable HR Department Representative –Janett Ramos- Manager of Employee Services at (347) 494-6281. Managers are to provide Janett with the employee's name, contact information and employee ID number. A medical professional under OHS will review the information provided by the employee and will provide direction to the employee for next steps; including what may be necessary for the employee to return to work.

Other Information:

Employees who are asymptomatic and otherwise concerned that they may have COVID-19 or have been in close contact with a person who has been diagnosed with COVID-19, should contact Janett Ramos for consultation with a medical professional under OHS to assess the situation and determine any necessary next steps.

***If Janett is not available after business hours, the employees may contact the MTA OHS Nurse at 347-494-6283. A nurse will be available until 10 PM, Monday – Friday and 9 AM – 12 Noon Saturday/Sunday.

Additionally, employees returning from CDC Level 2 and 3 countries (including layovers) should contact their Human Resources Department before returning to work.

If you have any questions, please contact your manager.

CDC Suggested Preventative Measures:

1. Wash hands often with soap and water for 20 seconds or more.
2. If soap and water are unavailable, use hand sanitizers with at least 60% alcohol.
3. Avoid touching your eyes, mouth, and nose.
4. Avoid close contact with people who are sick. If a family member is sick try to isolate them as much as possible, wash all laundry with the highest temperature possible for the fabric, clean the bathroom they use after every use, use disposable utensils and plates, use gloves or wash hands after assisting them or touching anything they have used.
5. If you have flu-like symptoms, use sick leave to remain at home.

As this is a rapidly evolving situation, MTA may need to develop different protocols on short notice or act at the direction of federal, state and local health authorities.

If you have any questions, please contact your manager.



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2020-10

Date: March 11, 2020

To: All Stations Department Employees

From: James Compton, Chief Stations Officer

Subject: Relocation of the Crew Manpower Office

The Stations Department Crew Manpower office has relocated to the first floor of the Stations Building.

The address is:

144-15 Archer Avenue
Jamaica, NY 11435

All contact information will remain the same:

Crew Dispatcher Phone Lines:	
718-558-7374	
718-558-8304	
718-558-7467	
Mail Code: 1106	Fax Number: 718-558-7429

If you have any questions, please contact your respective manager.