



Long Island Rail Road
Going your way

BID SHEETS

**Long Island Railroad
Office of the Director – Employee Services**

Bulletin No. 2021-01

To all employees covered by regulations governing clerical forces on the Long Island Railroad.

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, February 26, 2021.**

Position:	Mail Attendant (<i>Temporary</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:	February 17, 2021

Safety Sensitive Position

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

February 17, 2021

**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 3050	Assistant Warehouse Person ESA-Temporary (R. Townsend)	NO BIDS RECEIVED	
P&L 3051	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3052	Warehouse Person-SF-V/V Permanent (M. Lombardi)	Jesse Garcia	2/17/21
P&L 3053	Warehouse Person-V/V Permanent (B. Hagemann)	NO BIDS RECEIVED	
P&L 3054	Warehouse Person Temporary (B. Sevigny)	Christian Jahkhah	2/24/21

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

POSTED: 9:00 AM
February 17, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3055

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, February 26, 2021**. 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, 2929, 2937, 2945, 2952, 2959, 2966, 2972, 2978, 2983,
2988, 2992, 2997, 3003, 3009, 3014, 3020, 3026, 3031, 3036, 3041, 3045
& 3050)
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
February 17, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3056

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, February 26, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (J. Macedonia) – Permanent
RE-ADVERTISED (P&L – 2979, 2984, 2989, 2993, 2998, 3004, 3010, 3015, 3021, 3027, 3032, 3037, 3042, 3046 & 3051)

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
February 17, 2021

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3057

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, February 26, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (B. Hagemann) – Permanent
RE-ADVERTISED (P&L – 2991, 2995, 3000, 3006, 3012, 3017, 3023, 3029, 3034, 3039, 3044, 3048 & 3053)

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
February 17, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 3058

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 **February 26, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stockman - (A. Okolo) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.297 per hour

DUTIES: Must be proficient in WMS and MAXIMO operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Monthly Stock Status reports, MP-151, SK-35, MW-12, Material Consumption report. Brass report, Wheel and Axle report, Bin Location report. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department shipping and receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

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
February 17, 2021

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L –3059

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, February 26, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (C. Jahkhah) – Temporary
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.

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
February 17, 2021

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

DATE: February 17, 2021

BULLETIN NO. SD- 04-2021

This bulletin will close **at 5:00 PM on Friday, February 26, 2021**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received 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 by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours please call the crew dispatcher's office to inquire.

Position No. 1	Temporary	Ticket Clerk (C960)
Location:		Woodside/Patchogue/Hicksville
Tour of Duty:		Wednesday – Woodside – 6:00am – 2:00pm Thursday - Patchogue – 5:00am – 1:00pm Friday – Hicksville – 1:00 pm – 9:00pm Saturday/Sunday – Woodside – 8:00am – 4:00pm
Rate of Pay:		Wednesday – Woodside – \$34.020 Thursday - Patchogue – \$34.602 Friday – Hicksville – \$35.978 Saturday/Sunday – Woodside – \$34.020
Rest Days:		Monday/Tuesday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

Position No. 2	Temporary	Crew Dispatcher Trainee
Location:		Jamaica
Tour of Duty:		Various
Rate of Pay:		\$35.255
Rest Days:		Various

Primary Duties: To train on all phases of crew dispatching, payroll processing, absence control and other related clerical duties. Trainees will be required to train on all Crew Dispatching and Payroll Dispatching assignments in order to become knowledgeable in the use of crew books, payroll manuals, manpower reports, dispatching system etc. and to obtain a thorough knowledge of the regulations governing employees under the jurisdiction of the Stations Manpower office. Employees awarded a training position will post on all three shifts, for a period not to exceed two months. Trainees will be required to become fully qualified during the two-month period. If the department determines that an employee has qualified in less than the specific period, the employee will be deemed qualified at the time. Rule 33 is modified for the purposes of this program to read: ". . . fails to qualify within 60 days." During training, trainees are prohibited from bidding any other position. The trainees will not work on holidays during the training period unless specifically required to do so by the Carrier." The trainee's regular job will be bulletined as a temporary job. If no Crew Dispatcher vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority. When a Crew Dispatcher (Assignment Clerk) vacancy is advertised, only bids from applicants qualified through the training program or from employees who have previously owned a Crew Dispatcher position in the Stations Department will be entertained. If no qualified bid is received, the junior qualified employee (qualified within the previous six months) will be assigned to the vacant position. If there are no qualified applicants, a Crew Dispatcher trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy. For six months following the qualification of a trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Crew Dispatcher. The trainee will work five days per week and will be assigned two relief days, not necessarily consecutive.

Position No. 3	Temporary	Ambassador
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Location:	Various
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Tour of Duty:	Various
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Rate of Pay:	\$32.483
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Rest Days:	Various
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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 Monday for the following pay week; however, this schedule is subject to change. Must support the LIRR Cares program as needed. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 4	Temporary	Ambassador
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Location:	Various
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Tour of Duty:	Various
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Rate of Pay:	\$32.483
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Rest Days:	Various
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Primary Duties:	Same as Position No. 3
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Position No. 5	Temporary	Ambassador
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Location:	Various
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Tour of Duty:	Various
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Rate of Pay:	\$32.483
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Rest Days:	Various
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Primary Duties:	Same as Position No. 3
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Position No. 6	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 3

Position No. 7	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 3

Position No. 8	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 3

Position No. 9	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 3

Position No. 10	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$32.483
Rest Days:		Various
Primary Duties:		Same as Position No. 3

Position No. 11	Temporary	Station Appearance Maintainer (HMC113)
Location:		Hillside
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

Position No. 12	Temporary	Station Appearance Maintainer (V902)
Location:	Morris Park/Valley Stream	
Tour of Duty:	Monday/Tuesday – Morris Park – 6:15am – 2:15pm Wednesday – Valley Stream – 6:00am – 2:00pm Saturday/Sunday – Morris Park – 6:00am – 2:00pm	
Rate of Pay:	\$31.148	
Rest Days:	Thursday/Friday	
<p>Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). 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.</p> <p>Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.</p>		

Position No. 13	Temporary	Station Appearance Maintainer (ATL103)
Location:	Atlantic Terminal	
Tour of Duty:	6:00am - 2:00pm	
Rate of Pay:	\$30.220	
Rest Days:	Friday/Saturday	
Primary Duties:	Same as Position No. 11	

Position No. 14	Temporary	Station Appearance Maintainer (JAM102)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$30.220
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 11
Position No. 15	Permanent	Station Appearance Maintainer (ARCH900)
Location:		Freeport/Arch St/Northport
Tour of Duty:		Monday – Freeport - 5:00am - 1:00pm Thursday/Friday – Arch St. – 6:00am – 2:00pm Saturday/Sunday – Northport - 6:00am – 2:00pm
Rate of Pay:		Monday – Freeport – \$30.220 Thursday/Friday – Arch St. – \$30.220 Saturday/Sunday – Northport - \$31.148
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 12

Position No. 16	Permanent	Station Appearance Maintainer (H502)
Location:		JAM/ATL/NOST
Tour of Duty:		12/1 – 3/31 → Heavy Duty – 4:00pm – 12:00am 4/1 – 11/30 → Spray Wash – 10:00pm – 6:00am
Rate of Pay:		12/1 – 3/31 → Heavy Duty – \$31.423 4/1 – 11/30 → Spray Wash – \$31.560
Rest Days:		Saturday/Sunday

Primary Duties for Heavy Duty: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

Position No. 17	Permanent	Station Appearance Maintainer (HC561)
Location:		JAM/ATL/NOST – HD - Chief
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$34.654
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.

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. 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. Operate company vehicles and drive between Long Island Railroad 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. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

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

DATE 2/17/2021

TO ALL CLERICAL EMPLOYEES:

We will be accepting resumes for the appointed position of Automated Ticket Sales Support Clerk. Please email resumes to Rosina Morales, Manager Stations Support Services at rmorale@lirr.org in the subject line add **“Submission for Automated Ticket Sales Support Clerk position.”**

Position No.: 18	Appointed	Stations Department Automated Ticket Sales Support Clerk (P-401)
Location:		Jamaica (May also work in Penn, Bayshore, Hillside & Bethpage Facility)
Tour of Duty:		6:30 AM—2:30 PM
Rate of Pay:		\$39.357/hourly
Relief Days:		Saturday/Sunday

Primary duties and responsibilities:

- Process payroll for the agent craft using the most current payroll system. Perform daily adjustments as needed, oversee all dispatchers input for accuracy, all Time Paid Not Worked (TPNW) accruals and allotments verified and accurate. Check that all pay rate codes are entered correctly as well as all CBA rules regarding pay are followed correctly and applied accurately. Assist Chief Clerk with payroll and ACP items as needed. Cover Chief Clerk vacancies as needed.
- Responsible for daily employee reporting for duty (punching in and out correctly) verifications and maintaining a monthly report as well as adjusting CTAMs accordingly once managers respond to requests. Follow up to obtain needed documentation to make correct CTAMs adjustments.
- Run CTAMs punch report for budget manager weekly.
- Record all off duty and open job information on the off-duty report daily and summarize monthly for budget manager.
- Prepare memorandums and employee/customer letters as required. May also need to coordinate meetings, agendas, and note taking of meetings.
- Coordinate interdepartmental requests for office materials for all Ticket Selling & Technology personnel. Must have a thorough knowledge of current vendor website for purchasing office supply items.
- Contact with vendor administrators to compile all necessary documentation for preparation of Contractor Pass applications. Prepare supporting LIRR pass notification documentation for management approval to obtain Contractor Pass IDs as required. Also requires scheduling photo capturing for vendor employees with LIRR Pass Office personnel.

- Arrange travel itineraries for management approval through Accounts Payable and Ultramar Agency. Expense account information as needed.
- Petty Cash Custodian – Responsible for preparing documentation to distribute petty cash to Stations Department personnel through petty cash fund as per Company policy. Prepare reports to Accounts Payable for management approval to reimburse the Petty Cash Fund.
- When required, assist TVM Claims Office personnel with customer claims, customer telephone calls, and inquiries regarding customer refunds.
- Coordinate annual CSS Recertification User applications to audit proper access.
- Monitor and record vital information for all department contracts. Assist with payables and processing of all department invoices.
- Knowledge of the TCU Collective bargaining agreements is imperative.
- Must have strong background with People Soft and CTAMs.
- Must have a thorough knowledge of grammar, punctuation, spelling, letter composition, and proficient in proofreading.
- Must be a qualified typist and proficient on a personal computer utilizing Microsoft Office applications as well as Maximo (Ticket Selling Machine Error Repair Reports)
- A minimum of five years of Long Island Railroad experience required.

AWARDS TO BULLETIN SD-03-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C151	J. Powell	2/17/21
POSITION NO. 2	Temporary C706	S. Giuliano	2/24/21
POSITION NO. 3	Temporary C822	A. Blanco	2/17/21
POSITION NO. 4	Temporary CT-951	Withdrawn	
POSITION NO. 5	Permanent C118	M. Green	Pending
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Temporary AMB	Re-Advertised	
POSITION NO. 9	Temporary AMB	Re-Advertised	
POSITION NO. 10	Permanent AMB	Re-Advertised	
POSITION NO. 11	Permanent AMB	Re-Advertised	
POSITION NO. 12	Permanent AMB	Re-Advertised	
POSITION NO. 13	Temporary VT-500	T. Barzick	2/17/21
POSITION NO. 14	Temporary VT-501	A. J. Bukofsky	2/17/21
POSITION NO. 15	Temporary HC571	C. Stanganelli	2/24/21
POSITION NO. 16	Temporary L302	B. Seslow	2/17/21
POSITION NO. 17	Temporary ATL103	Re-Advertised	
POSITION NO. 18	Permanent RSC4	P. Gumbs	2/17/21
POSITION NO. 19	Permanent HMC118	A. Johnson	2/17/21

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

Bulletin ID: USBUL2-14 **Sequence:** 20

Description: USHER BULLETIN 2/14

Open: 02/03/2021 00:01 Close: 02/12/2021 17:00 Effective: 02/17/2021 00:01 Posted: 02/02/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
UX0003	USHERS	Temporary	LIRR-Extra List	51513	VETTER, M	12	RUH4	US	REL

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: USBUL2-15

Bulletin Seq: 20

Bulletin Description: USHER BULLETIN 2/15

Open: 02/17/2021 00:01

Close: 02/26/2021 17:00

Effective: 03/03/2021 00:01

Posted: 02/17/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH4	USHERS	Temporary	RELIEF CREW

Location JAMAICA

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay *\$38.021 HOURLY

SAT JAU2 (615AM)
SUN/MON JAU4 (801AM-SUN/730AM-MON)
TUES/WED BM1 (730AM)

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

* During the course of the 3 week training program, the applicant will complete a review of all station stops.

* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

Bulletin ID: TELBUL2-47 **Sequence:** 55

Description: TELEGRAPHERS BULLETIN 2-47

Open: 02/03/2021 00:01

Close: 02/12/2021 17:00

Effective: 02/17/2021 00:01

Posted: 02/03/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
BJ22	TRAIN DIRECTOR	Temporary	BABYLON	57675	WRIGHT, B	150	JATD2	AT	JCCT
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER	59148	LEON, A	183	TX1004	BO	LIRR
TR29	TRAIN DIRECTOR	Temporary	WEST SIDE YARD	55823	CUSH, C	146	FT3	BO	BRK

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LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-48

Bulletin Seq: 56

Bulletin Description: TELEGRAPHERS BULLETIN 2-48

Open: 02/17/2021 00:01

Close: 02/26/2021 17:00

Effective: 03/03/2021 00:01

Posted: 02/17/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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JATD2	ASST. TRAIN DIRECTOR	Temporary	JCC TOWER
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Location JCC TOWER

Report Time 245PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$50.978 HOURLY*

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

FT3	BLOCK OPERATOR	Temporary	BROOK
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Location BROOK TOWER

Report Time 1001PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$39.471 HOURLY*

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATE OF PAY

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