



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2022-01**

TO ALL CLERICAL EMPLOYEES:

APPOINTED One (1) Public Information Officer position has become available in the Public Information Office (PIO) in the MTA Office of Service Communications. All those interested in this position are invited to submit a resume to Susan McGowan – General Manager – Public Affairs, Mail Code 1131 or to smmcgow@lirr.org. All resumes must be received by **5 PM, February 25**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

The Public Information Officer is responsible for providing information to Long Island Rail Road customers and the general public about all aspects of the Long Island Rail Road, including but not limited to service announcements, delays and policies.

Responsibilities:

- Monitor LIRR Train service via the Movement Bureau, Customer Communication Coordinator (CCC), TI MACS, or any other source as instructed.
- Ensure public announcements concerning train service are made as needed and are progressive in nature -- in consultation with the Customer Communications Coordinator (CCC) and at the direction of the PIO Director or his designee -- via all avenues of communication and media platforms as necessary, including but not limited to social media, customer e-Alerts and text messages, terminal message boards, digital screens, Service Status and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the LIRR's Customer Service Center.
- Ensure Assistant Station Master (ASM) communications with Train Crews and Ushers is consistent with all PIO messaging.
- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. Make call-arounds to the media regarding special events at the LI RR, as needed.
- Maintain an accurate record of announcements and a written transfer log including a list of all current announcements required as well as any other information relative to Public Address and AVPS operations
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains; and update AVPS signs at branch line stations.
- Provide a comprehensive AM or PM peak summary report, including major causes for delays at the conclusion of each rush hour; as well as a summary report for overnights and weekend AM and PM shifts.
- Assist in the research and drafting text for use in press releases, customer correspondence and other reports or documents
- Record, review and compile daily electronic news media reports and compile clipped newspaper articles
- All other duties assigned, and review reports as assigned

Qualifications

- Prior customer service experience in a high-pressure environment
- Prior media relations experience preferably in an operations environment
- Superior written and oral communication skills
- Experience directly responding to customer complaints arising from service emergencies
- Demonstrate ability to read and understand timetables, reports about upcoming track maintenance, special events, holiday programs, etc.
- Superior multi-tasking skills
- Flexibility and adaptability skills with ability to work various hours (24/7) and various days, including holidays, weekends, and during inclement weather.
- Knowledge of LIRR system and customer communication needs a plus.
- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.

Position: Public Information Officer
Location: JCC Building-6th Floor
Tour of Duty: various
Relief Days: various
Rate of Pay: \$41.50 per hour

Posted: February 16, 2022

Long Island Rail Road
Office of the Director – Employee Services
Bulletin No. 2022-01

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 **Friday, February 25, 2022**.

Position:	Mail Attendant Extra (Permanent)
Location:	Jamaica, New York
Tour of Duty:	7:00am – 3:00pm
Rest Days:	Saturday and Sunday
Rate of Pay:	\$32.486 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 16, 2022

Safety Sensitive Position

LONG ISLAND RAILROAD

Bulletin 6-2022

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, February 25, 2022 at 5:00 PM.

POSITION: CSR - 101
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 36.2075

TOUR OF DUTY: 11:00 AM – 7:00 PM

RELIEF DAYS: Wednesday and Thursday

JOB SUMMARY:

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

WORK PERFORMED:

Listing of some specific duties and responsibilities:

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

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

QUALIFICATIONS:

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

Gabrielle Aulicino
Customer Service Manager

Posted February 16, 2022

LONG ISLAND RAILROAD

Bulletin 5-2022

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, February 25, 2022 at 5:00 PM.

POSITION: CSR - 106
Customer Service Representative

LOCATION: Customer Service Center
(HSF)

RATE OF PAY: 36.2075

TOUR OF DUTY:
Sat / Sun / Wed 2:00 PM – 10:00 PM
Thur / Fri 12 PM – 8 PM

RELIEF DAYS: Monday / Tuesday

JOB SUMMARY:

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

WORK PERFORMED:

Listing of some specific duties and responsibilities:

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

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

QUALIFICATIONS:

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

Gabrielle Aulicino
Customer Service Manager

Posted: February 16, 2022

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 521 (Repost)

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager –Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, February 25, 2022. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist (PERMANENT)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$35.455

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Edward Koch
Acting Chief Engineer

POSTED: February 16, 2022

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF ENGINEER

Bulletin No. 522
WITHDRAWN

The Office of the Chief Engineer is accepting resumes for the permanent position of Secretary - Engineering. Resumes for this position should be emailed to Stephanie Nutzul, Manager Resource Development and Operational Support, Engineering Department, Hillside Support Facility – 4th Floor, **no later than 5 P.M. Friday, December 24, 2021.**

POSITION: Secretary - Engineering (Appointed)

LOCATION: Office of the Chief Engineer
Hillside Support Facility, 4th Floor

RATE OF PAY: \$37.875

TOUR OF DUTY: 7:30 A.M. – 3:30 P.M.

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Responsible for the daily handling, coordinating and monitoring of correspondences and activities for the Chief Engineer and direct reports. Use initiative, good judgment and discretion at all times in performing non-routine administrative and secretarial duties while maintaining an efficient work environment, and understanding the confidential nature of this position. Perform typing, stenography, filing and maintenance of all records. Perform the accurate transcription of statement of facts, trials and investigations. Organize and coordinate meetings, transcribe and distribute minutes. Provide clerical support for the Engineering Department. Perform all other clerical duties as assigned. Applicant must be an accurate typist, proficient in GroupWise and Microsoft Office (Access, Excel and Microsoft Word). Must have a thorough knowledge of grammar, punctuation, spelling and letter composition. A minimum of two years railroad experience preferred.

Glenn Greenberg P.E.
Chief Engineer

Posted: December 15, 2021

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 523

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Assistant Manager – Payroll & Operational Support, emailed to: lsaldiv@lirr.org until 5:00 PM on Friday, February 25, 2022.

POSITION: Payroll Information Clerk (Appointed)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$37.875

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Edward Koch
Acting Chief Engineer

POSTED: February 16, 2022

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 524

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager –Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, February 25, 2022. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist (TEMPORARY)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$35.455

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files. Must be a qualified typist (45 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Edward Koch
Acting Chief Engineer

POSTED: February 16, 2022

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

February 16, 2022

**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 3162	Warehouse Person RH/MP-Various/Various Temporary (D. Mendez)	NO BIDS RECEIVED	
P&L 3163	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3164	Assistant Warehouse Person Permanent (T. Kennelly)	Joseph Macedonia	2/16/22
P&L 3165	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3166	Assistant Warehouse Person Warehouse 15 Shop Floor Temporary (J. Macedonia)	WITHDRAWN	
P&L 3167	Warehouse Person Temporary (A. Tart)	WITHDRAWN	
P&L 3168	Warehouse Person Temporary (C. Howard-Lowe)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
February 16, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3169

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 25, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person – (D. Mendez) – Temporary
RE-ADVERTISED (P&L – 3130, 3136, 3142, 3149, 3156 & 3162)

LOCATION: Morris Park / Richmond Hill

TOUR OF DUTY: Various

REST DAYS: Various

RATE OF PAY: \$36.853 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 16, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3170

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, February 25, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Hausle) – Permanent
RE-ADVERTISED (P&L – 3092, 3096, 3102, 3107, 3111, 3116, 3120,
3125, 3131, 3137, 3143, 3150, 3157 & 3163)
LOCATION: Various
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$34.413 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
February 16, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 3171

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 25, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person - (M. Boyd-West) – Temporary
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 8:00 am – 4:00 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.853 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 16, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3172

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 25, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (K. Boykin) – Permanent
RE-ADVERTISED (P&L – 3128, 3134, 3140, 3145, 3152, 3159 & 3165)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 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 16, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3173

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, February 25, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (J. Macedonia) – Permanent
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 8:00AM – 4:00PM
REST DAYS: Friday & Saturday
RATE OF PAY: \$34.413 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
February 16, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3174

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 25, 2022**. 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 – 3168)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.853 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 16, 2022

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

DATE: February 16, 2022

BULLETIN NO. SD- 04-2022

This bulletin will close **at 5:00 PM on Friday, February 25, 2022**. 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 (C121)
Location:		Penn Station – Info Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$35.346
Rest Days:		Tuesday/Wednesday

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 answer 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 timetable racks 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. 4	Permanent	Ticket Clerk (C124)
Location:		Penn Station Info
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$35.346
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 1

Position No. 5	Permanent	Ticket Clerk (C311)
Location:		Lynbrook
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$38.191
Rest Days:		Saturday/Sunday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). 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 TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs 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 area for processing. Must be able to lift full coin hoppers as part of daily routine. Must have a valid NYS Driver’s license. 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. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 6	Temporary	Mail & Ride Typist/Clerk (P201)
Location:		Jamaica Mail & Ride
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$37.609
Rest Days:		Saturday/Sunday

Primary Duties: Must be a qualified 45wpm typist and be familiar with Microsoft Word software on a personal computer. Responsible for handling all outgoing and incoming mail, administration of postal permits and accounts, and coordination between Mail & Ride and Ticket Refunds offices. Must maintain and process all claims for lost/stolen tickets for entire railroad and attempt return of recovered tickets to customers. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters.

Must perform pickup and delivery of payments and documents between Jamaica/Flatbush Ave./Penn Station/Hillside Facility and the Mail & Ride bank lock box, etc.

Must be able to perform all other Mail & Ride related Duties.

Position No. 7	Temporary	Station Appearance Maintainer (HMC122)
Location:		Hillside Complex
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$31.518
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. 8	Temporary	Station Appearance Maintainer (SSM3)
Location:		Ronkonkoma Yard/Hicksville – Chief/Extra List
Tour of Duty:		12/1 – 3/31 – Extra List 4/1 – 11/30 – Ronkonkoma YD/Hicksville
Rate of Pay:		12/1 – 3/31 – Extra List - \$32.629 <small>Depends on job you take</small> 4/1 – 11/30 – Ronkonkoma YD/Hicksville - \$36.286
Rest Days:		Friday/Saturday

Primary Duties for Chief Spray Wash: 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.

Primary Duties for Chief and Extra List: 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.

AWARDS TO BULLETIN SD-03-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C119	M. Jefferson	2/16/22
POSITION NO. 2	Temporary C121	Re-Advertised	
POSITION NO. 3	Permanent C124	Re-Advertised	
POSITION NO. 4	Permanent C136	S. Graves	2/16/22
POSITION NO. 5	Temporary RSC2	Withdrawn	
POSITION NO. 6	Temporary SSM3	Re-Advertised	
POSITION NO. 7	Permanent H573	R. Evola	2/16/22
POSITION NO. 8	Permanent JAM104	J. Bux	2/16/22
POSITION NO. 9	Permanent L309P	B. Martyn	2/16/22
POSITION NO. 10	Permanent L316	B. Medina	2/16/22
POSITION NO. 11	Permanent L902	M. Kuehalenz	2/16/22
POSITION NO. 12	Permanent MDY200	Withdrawn	
POSITION NO. 13	Permanent MDY201	Withdrawn	
POSITION NO. 14	Permanent RSC1	G. Parrish (A)	2/23/22
POSITION NO. 15	Permanent V457	N. Keitt	2/16/22
POSITION NO. 16	Permanent V912	Re-Advertised	
POSITION NO. 17	Permanent V913	Re-Advertised	
POSITION NO. 18	Permanent V919	Re-Advertised	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-76

Bulletin Seq: 76

Bulletin Description: TELEGRAPHERS BULLETIN 2-76

Open: 02/16/2022 00:01

Close: 02/25/2022 17:00

Effective: 03/02/2022 00:01

Posted: 02/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		

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

Bulletin ID: TELBUL2-76

Bulletin Seq: 76

Bulletin Description: TELEGRAPHERS BULLETIN 2-76

Open: 02/16/2022 00:01

Close: 02/25/2022 17:00

Effective: 03/02/2022 00:01

Posted: 02/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location		BROOK TOWER
	Report Time		201PM
	Rest Days		MONDAY & TUESDAY
	Rate Of Pay		\$41.166 HOURLY \$1.666 DIFFERENTIAL

JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location		JCC TOWER
	Report Time		201PM
	Rest Days		MONDAY & TUESDAY
	Rate Of Pay		\$41.166 HOURLY \$1.666 DIFFERENTIAL

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

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

Bulletin ID: TELBUL2-75 **Sequence:** 75

Description: TELEGRAPHERS BULLETIN 2-75

Open: 02/02/2022 00:01 **Close:** 02/11/2022 17:00 **Effective:** 02/16/2022 00:01 **Posted:** 02/01/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Temporary	BROOK		Readvertis	
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis	
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	
BO1059	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-39

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/39

Open: 02/16/2022 00:01

Close: 02/25/2022 17:00

Effective: 03/02/2022 00:01

Posted: 02/16/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0012	USHERS	Permanent	LIRR-Extra List

Location VARIOUS
Report Time VARIOUS
Rest Days VARIOUS
Rate Of Pay \$39,511 HOURLY & \$1,650 DIFFERENTIAL BASE RATE
MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES
IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

APPLICANTS WILL BE SUBJECT TO A 2 PART EXAM THAT HAS BEEN DEVELOPED BY THE GENERAL STATIONMASTER

PART 1 LIVE ANNOUNCEMENTS AND ACTUAL USE AND UNDERSTANDING OF COMPUTER SYSTEM

PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

DURING THE COURSE OF THE 3 WEEK TRAINING PROGRAM, THE APPLICANT WILL COMPLETE A REVIEW OF ALL STATION STOPS

ALL APPLICANTS SHOULD HAVE FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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

Bulletin ID: USBUL2-39

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/39

Open: 02/16/2022 00:01

Close: 02/25/2022 17:00

Effective: 03/02/2022 00:01

Posted: 02/16/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0013	USHERS	Permanent	LIRR-Extra List

Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES
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Bulletin ID: USBUL2-39

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/39

Open: 02/16/2022 00:01

Close: 02/25/2022 17:00

Effective: 03/02/2022 00:01

Posted: 02/16/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0016	USHERS	Permanent	LIRR-Extra List

Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 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.

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ALL APPLICANTS SHOULD HAVE FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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

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

Bulletin ID: USBUL2-38 Sequence: 27

Description: USHER BULLETIN 2/38

Open: 02/02/2022 00:01 Close: 02/11/2022 17:00 Effective: 02/16/2022 00:01 Posted: 02/02/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0011	USHERS	Permanent	LIRR-Extra List	50521	M. Ahrens	
UX0012	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0016	USHERS	Permanent	LIRR-Extra List	Readvertis		
RUH6	USHERS	<i>Temporary</i>	NEW YORK	57191	W. Rudden	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-16

Bulletin Seq: 16

Bulletin Description: C/D BULLETIN 9-16

Open: 02/16/2022 00:01

Close: 02/25/2022 17:00

Effective: 03/02/2022 00:01

Posted: 02/15/2022 00:01

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

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$45.691 HOURLY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE TCU AND

UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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.

02/15/20 10:05

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-15 **Sequence:** 15

Description: C/D BULLETIN 9-15


Open: 02/02/2022 00:01 **Close:** 02/11/2022 17:00 **Effective:** 02/16/2022 00:01 **Posted:** 02/01/2022 00:01

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

NOTICE NO. 2022-02 REVISED

Date: February 8, 2022
To: Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer 
Subject: LIRR Promotions – March 1, 2022 – **UPDATED 2/8/21**

LIRR Promotions to Promote Public Transportation

- **New 20-trip ticket:**
 - Valid on all trains
 - 20% discount off 20 peak one-way fares.
 - Valid for 60 days.
 - **Limited availability** (not sold at TVMs during the Promotion):
 - Sold via our mobile ticketing application (eTix[®]) **starting on 2/25.**
 - Sold via TOMs (additional option under Ten-Trip key) **starting on 3/1. Will be produced as two 10 trip-peak tickets.**

- **Discounted Monthly tickets**
 - 10% discount (School monthlies excluded)

- **City Ticket validity period change:**
 - Valid seven days a week. **OFF-PEAK TRAVEL ONLY**
 - New fare is \$5.00.


- **PEAK fares will return 3/1/2022.**

The effective date for the tickets will be 2/25/2022

Any questions please refer to any Stations Dept. Manager.

STATIONS DEPARTMENT

NOTICE NO. 2022-04

Date: January 20, 2022
To: Ticket Agents and Ticket Clerks
From: Theresa Dorsey, Acting Chief Stations Officer 
Subject: 2022 Personal Expense Mileage Rate – 58.5¢

The automobile mileage reimbursement rate is now 58.5¢ per mile effective January 1, 2022.

For any travel completed before that date, continue to use the 2021 mileage rate of 56 cents per business mile driven. Employees who have mileage expenses through December 31, 2021, must submit expenses on reports separate from any expenses incurred beginning January 1, 2022.

If you have any questions, please contact the Mineola office 718-558-8169.

* * *

If you have any questions, please contact your respective manager



STATIONS DEPARTMENT
NOTICE NO. 2022-06

Date: February 11, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer
Subject: Holiday- President's Day, Monday, February 21, 2022

The following positions will be working on Monday, February 21, 2022:

AGENT

A102 HSF TVM
A105 Penn TVM
A110 Penn
A120 PTH
A121 PTH
A200 Woodside
A250 Jam Theater
A251 Jam Theater
A311 Beth TVM
A312 Beth TVM
A505 Atlantic
A506 Atlantic
A601 Syosset
A602 Huntington
A603 Huntington
A608 Port Jefferson
A701 Mineola
A702 Beth TVM
A703 Hicksville
A709 Ronkonkoma
A710 Ronkonkoma
A806 Babylon
A830 Wyandanch
A900 Jam Theater
A941 Mineola
A961 Broadway
A972 Ronkonkoma AM
A982 Beth TVM
A984 Beth TVM
A988 Penn

TICKET CLERK

C102 Penn
C103 PTH
C104 Penn
C106 Penn TR
C108 Penn
C114 Penn
C115 PTH
C116 PTH
C118 Penn
C121 Penn Info
C126 PTH Info
C127 Penn Info
C129 WSY
C132 Atlantic
C134 Atlantic
C136 Atlantic
C139 Jam Chf
C140 Jam Chf
C143 Jam
C145 Jam
C152 Penn TVM
C160 STIMS
C161 STIMS
C201 Woodside
C331 Beth TVM
C411 Port Wash
C412 Port Wash
C602 Huntington
C702 Beth TVM
C704 Hicksville
C706 Hicksville
C721 Hicksville
C813 Babylon
C814 Babylon
CT815 Babylon
C822 HSF TVM
C823 HSF Cashier
C830 Wyandanch
C901 Penn
C904 Penn TR
C910 Penn
C911 Penn
C912 PTH Info
C917 Penn Info
C923 Jam
C924 Jam
C952 Beth TVM
C953 Beth TVM
C980 Hicksville
C997 Beth Cashier

STATION APPEARANCE MAINTAINER

ATL102
ATL103
ATL105
ATL107
ATL 109
ATL 110
H552 Pt. Wash
H562 Jam/Atl
H523 Valley Yd
H532 Bab Yd
H543 Ronk Yd
HC521 Valley Yd
HC531 Bab Yd
HC541 Ronk Yd
HC551 Pt. Wash
HC561 Jam/Atl
HC571 Northpt (QLT)
H572 Northport (QLT)
HMC112
HMC125
JAM102
JAM104
JAM108
JAM109
JAM112
JAM113
JAM118
JAM119
JAM120
JAM124
JAM130
JAM131
JAM132
L302 Mineola
L307 Babylon
L308 Babylon Yd PM
L309 Hicksville
L311 Huntington
L312 Ronkonkoma
L317 Great Neck
L319 Hempstead
L320 Pt Wash
L321 Lynbrook
L322 Ronkonkoma Yd
L400 Copiague
L401 Bellmore
L402 Seaford
L403 Rockville Centre
L404 Wyandanch
L901 Mass. Pk.
L903 Hicksville
L904 Bayside
RSC2 ATL
RSC3 ATL
RSC4 ATL
SSM2A Roslyn
SSM6A Roslyn
SSM9 Bethpage Fac
SSM10 Bethpage Fac
V450 Morris Park
V453 Pt Wash PM
V454 Pt Wash PM
V456 Garden City PM
V457 Garden City PM
V460 Baby Yd PM
V461 Baby Yd PM
V466 Northport
V467 Cold Spr. Har.
V471 Garden City
V472 Garden City
V479 Ronk Yd PM
V480 Ronk Yd PM
V484 Northport PM
V485 Northport PM
V489 Woodside
V490 VS Yd PM
V491 VS Yd PM
V492 Queens Village PM
V912 Morris Park
V913 Babylon Yd
V914 Ronkonkoma Yd
V919 Woodside
V920 Queens Vlg PM
WSY101
WSY900
ARCH900

The following Ambassador’s **will be working**:

AMBASSADOR


- AMB01 Penn
- AMB03 Penn
- AMB50 Penn
- AMB90 Penn
- AMB06 Jamaica
- AMB91 Jamaica
- AMB11 Atlantic
- AMB14 Atlantic

LEAD FOREMAN/FOREMAN:	All regularly scheduled Foremen Will Work
OFFICES CLOSED:	Corp., Medical, Lost & Found, Mail & Ride
MESSENGER SERVICE:	WILL NOT operate.
TICKET SALES:	Off Peak tickets good on all trains.
TICKET OFFICE HOURS:	Open locations will follow weekday hours as shown on the Ticket Sales hours card
TRAIN SERVICE:	Will operate on a holiday schedule.

If you have any questions, please contact your manager.



**STATIONS DEPARTMENT
NOTICE NO. 2022-07**

Date: February 8, 2022
To: All TCU Employees
From: Theresa Dorsey, Acting Chief Stations Officer 
Subject: **Weekly COVID Testing - Includes Extra List Employees**

Employees for whom MTA HQ does not have a verified record of being fully vaccinated against COVID-19 are required to submit to weekly COVID tests. Weekly testing is a helpful tool to keep fellow employees and customers safe.

Testing requirements are being updated. Previously, you were required to test if MTA HQ did not have a verified record of your being fully vaccinated against COVID-19 and:

- Your work location had a testing site that is open for any of your tour hours, or a testing drop box was available.
- You owned a relief job, worked at a location with access to testing for any of the five days of the job.

Effective Monday, February 14, 2022, testing is no longer optional for extra list employees. As of that date, extra list employees for whom MTA HQ does not have a verified record of COVID-19 vaccination must test once a week when any of their shifts are at a location with access to testing.

Weekly testing requirements begin Monday of every week and end Sunday of every week, if you are not fully vaccinated (2 weeks after your last dose of the vaccine) you must submit a test sample once in that seven-day period.

See attachment "COVID Saliva Testing Instructions" for information on setting up your testing program account.

See Notice No. 2022-05 for more details regarding the COVID testing drop boxes.

In addition to testing options provided by Long Island Railroad, you have the option to submit a PCR test from a provider of your choosing. See attached form "MTA – Employee PCR Testing."

Access the MTA COVID-19 Employee Resource Center at <https://new.mta.info/covid-19/> for more info and to upload your vaccination card.

Attachments: COVID Saliva Testing Instructions
MTA – Employee PCR Testing

- Safe Working

Scan
for your
COVID-19
test here



Testing done in coordination with the Mount Sinai Health System.

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Registration Instructions

HOW TO REGISTER

To register for the saliva-based COVID-19 Testing program, scan the QR code on our registration signage or go to mapterial.com/mta-covid, then log in.

HOW TO LOG IN

Your username is your BSC ID. Your password is the first letters of your first and last name (in lowercase), your date of birth in the following format: MMDDYY, and lastly, @MTA. Example: June 12, 1990, would be entered as 061290.

Example Password for Jane Doe born June 12, 1990 with BSCID 173623

Your BSC ID ↓ 173623	Username 173623
Your 2 initials ↓ jd 061290 @MTA ↑ Your date of birth as MMDDYY	Password jd061290@MTA

PROVIDING CONSENT

Once you have successfully logged in, you will be asked to consent to participating in the saliva-based COVID-19 testing program. Once consent has been provided, you will be given an option and instructions to use your smartphone to use a provided Dropbox.

I DO NOT HAVE A SMARTPHONE

If you do not have a smartphone, tablets will be provided. Upon providing consent, you will receive a QR Code on the tablet that you will present to an onsite Collection Specialist who will collect your sample.



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Saliva Testing Instructions



For a successful test, your saliva must be clear, free of food and mucus, and cannot contain residues such as those from brushing your teeth or smoking.

In the hour before your test, please do not:

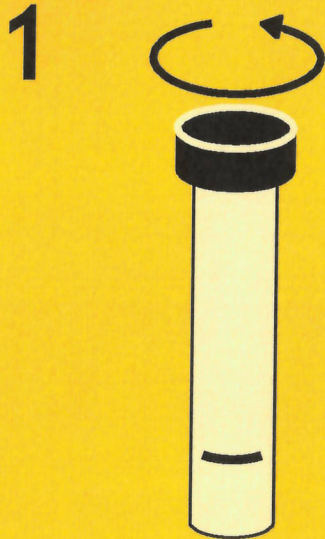
- Eat or drink anything, including water
- Brush or floss your teeth, or use mouthwash
- Smoke or chew gum



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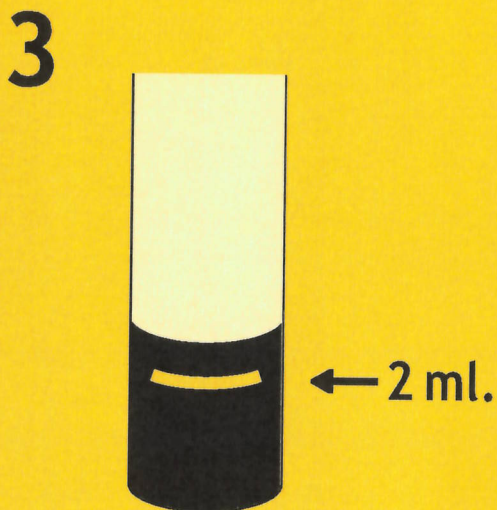
Saliva Testing Instructions



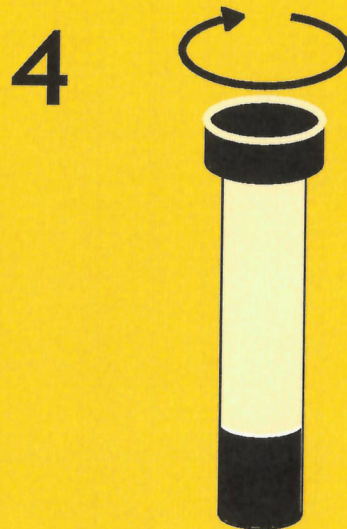
Remove tube cover.



Pool saliva in mouth then spit into tube until it reaches at least 2 ml. Repeat as many times as needed to reach that mark on the tube.



Make sure the amount of saliva reaches at least 2 ml.



Tightly close the cover on the tube. Do not reopen the tube and try to add more saliva.

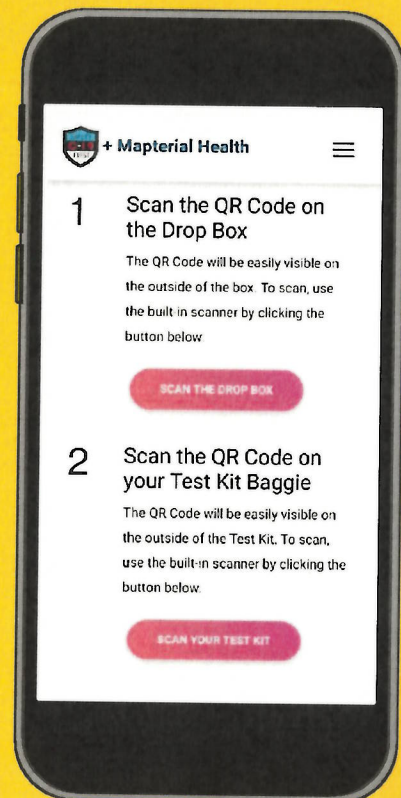
- Safe Working

Using the Dropbox

SETTING UP YOUR ACCOUNT FOR FASTER DROP-OFFS

- 👍 Be sure to check **Remember Me** at the log in screen (Cookies MUST be activated)
- 👍 Use your phone's camera to scan the QR Code on the drop box
- 👍 You will see the following screen with the 2 short steps

- 1** Scan the QR Code on the box again, this time using the scanner by clicking **SCAN THE DROP BOX.**
- 2** Scan the QR Code on your test kit by clicking **SCAN YOUR TEST KIT.**
DROP TEST KIT IN THE BOX.



Testing done in coordination with the Mount Sinai Health System.

PROOF of MTA - EMPLOYEE COVID-19 PCR TESTING

SECTION 1: Employee Information

Scan to upload your
PCR Test form



BSC ID: _____
(Ex: 1234567)

First Name: _____ Last Name: _____

Title: _____ Work Location: _____

Date of PCR test: _____
(Ex: MM-DD-YYYY)

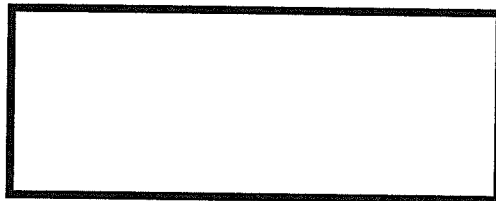
SECTION 2: PCR Certification Provider Information (Must be completed by authorized COVID-19 testing provider)

Name of testing location: Bio-Reference Northwell Health Quest
 Other _____

Address of testing location: _____

Type of test performed: **PCR Only**

To certify testing was performed at this location, please provide your Company licensing information or stamp to verify.




I certify that the information on this form is accurate.

Employee Signature: _____ Date: _____

(Ex: MM-DD-YYYY)



**STATIONS DEPARTMENT
NOTICE NO. 2022-08**

Date: February 10, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Acting Chief Stations Officer 
Subject: **Ronkonkoma Ticket Office - Temporary Phone Number**

A temporary phone number has been issued to the Ronkonkoma Ticket Office.

Please use the following number until further notice.

Ronkonkoma Ticket Office

Phone: 718-725-3543

Fax: 718-725-3544

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