



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
OFFICE OF SECURITY DEPARTMENT
BULLETIN NO. OOS - 002**

04/20/2022

Resumes will be accepted for the **APPOINTED** position of Supervisor - Pass Office in the Office of Security - Pass Office. Interested applicants must forward their resumes to Terilyn Brennan, Mail code #3142A, by April 29, 2022. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Position: Supervisor - Pass Office
Location: Hillside Support Facility (Primary)
Various Field Locations (Secondary)
Tour of Duty: Monday-Wednesday 10:30 AM – 6:30 PM, Thurs-Fri, 7:30 AM – 3:30 PM
Rate of Pay: \$47.27/hour
Rest Days: Saturday/Sunday

JOB SUMMARY: The position is responsible for supervising the LIRR Transportation Privilege Program, FRA mandated licensing programs, facility access/photo identification card program, & LIRR employee parking permit program. This position is also responsible for supervising associate agency transportation entitlements for LIRR employees & LIRR transportation entitlements for associate MTA agency employees.

WORK PERFORMED: *Listing of specific duties and responsibilities.*

- Supervise the related processing activities of the LIRR's transportation Pass Program for employee/non-employee photo identification card & facility access control card programs, including required photos for the LIRR's FRA (Federal Railway Administration) mandated licensing program.
- Coordinate with inter-departmental representatives, to ensure the accurate, efficient & timely issuance/re-issuance of required licenses ensuring compliance with Federal mandates
- Supervise daily processing activities of the support staff; ensure staff are appropriately trained on all required procedures.
- Supervise the operations of the technical support tools including stationary portable/remote photo badging station systems & peripherals.
- Supervise the Employee Parking Permit Program, distributing applications, reviewing completed applications against employee database information, and issuing the Permits.
- Ensure equipment is in good operating condition, when necessary, report defective materials to ensure timely replacement and compliance with proper internal control mechanisms.
- Coordinate with Information Services Department personnel on data operations and developing and enhancing programs.
- Supervise the processing of transportation pass entitlements for LIRR employees requiring travel on other MTA agency services, as well as for other MTA Agency employees requiring travel on the LIRR. Communicate, coordinate, and process applications from MTA Agency employees. Review applications and business justifications; supervise production and distribution of passes; and recovery of passes as necessary. Ensure adherence to internal controls. Provide input to Manager for any necessary development or revisions to procedures and processes.

- Assist in the investigation, evaluation, formulation, and implementation of computer system advancements (transportation pass designs/revisions, access control card designs/revisions); new technological enhancements. Communicate, and & coordinate with Transportation Department personnel to report unauthorized use/misuse of transportation pass privileges. Ensure proper recording/ tracking reports of same.
- Ensure timely efficient dissemination of invalid pass information to fare collection personnel; ensure accurate accessible data is recorded and maintained.
- Identify, plan and schedule periodic updates to photograph and signature capturing cycles and associated database uploading/updating process functions.
- Assist the Manager in scheduling personnel and resources required to accomplish the annual issuance of LIRR transportation passes to all qualified/eligible employees.
- Provide necessary information to auditors and implement any required changes to the processing of passes because of audits. Develop necessary reports for conformance and compliance. Produce SQL, Crystal and Excel reports and updates requested by Manager and as listed in procedures.

QUALIFICATIONS: *Educational requirements, certification or licensing standards, experience and basic knowledge requirements.*

- Understanding of policies related to transportation privileges, internal controls, security applications, techniques, etc.

Understanding of the structure/functions of various LIRR departments.

- Must possess and be able to demonstrate problem solving, written, oral, human relations skills.
- Knowledge and proficiency with personal computers including MS Word, Excel, Access, PowerPoint, and Outlook and advanced familiarity with databases including queries and Crystal Report creation. Must be able to create spreadsheets, including pivot tables and graphics.
- Familiarity with photographic equipment, lighting and scanning devices.
- Must possess a high degree of professionalism and integrity with ability to deal with all levels of personnel as well as associate MTA agencies' staff and external organizations in a professional and diplomatic manner utilizing a high degree of integrity.
- Knowledge of PeopleSoft applications, purchase orders, receipting and other material supply processes preferred.
- Experience with proximity access cards including a working knowledge of Lenel Onguard applications and knowledge of Mag Stripe and proximity data is preferred.
- Must have a valid NYS Driver's License.
- Must be flexible as to work assignments, including but not limited to varying tours of duty, location of assignments, overtime assignment availability, vacation coverage, etc.

**THE LONG ISLAND RAIL ROAD
OFFICE OF SECURITY DEPARTMENT
BULLETIN NO. OOS - 002**

04/20/2022

Resumes will be accepted for the **APPOINTED** position of Pass Office Clerk in the Office of Security - Pass Office. Interested applicants must forward their resumes to Terilyn Brennan, Mail code #3142A, by April 29, 2022. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Position:	Pass Office Clerk
Location:	Hillside Support Facility (Primary) Various Field Locations (Secondary)
Tour of Duty:	7:30 a.m. – 3:30 p.m.
Rate of Pay:	\$39.77/hour
Rest Days:	Saturday/Sunday

Primary Duties include, but are not limited to:

Serve as front-desk representative to receive/respond to applicants/customers; provide polite, courteous service, accurate information, appropriate/applicable forms to enable expedient/efficient and successful completion of requests

Review and verify information on all pass applications and obtain required documentation

Produce and arrange for processing and distribution of passes on approved applications

Track/Maintain LIRR pass stock log utilizing Crystal Reports and MS Excel

Review and process requests for new/re-certification/replacement FRA-mandated licenses (locomotive engineer, train service, student engineer, roadway worker safety certifications); monitor, track, record and update relevant database files and records

Perform field/mobile photograph capturing uploading of digital data, scanning, recording and database updating

Handle heavy volume of customer inquiries via phone, email and in person while working under pressure and time constraints

Compile documents required for reviews and investigations on demand

Participate in the stocking of work materials. Anticipate office supply needs for projects.

Review and process various Parking Permit applications

Responsible for collecting and safeguarding replacement pass fees

Safeguard sensitive information disclosed as part of job function in accordance with MTA All-Agency Security Sensitive Information Guidelines

Perform general administrative duties and other duties as assigned

Requirements:

Must possess excellent organizational skills and ability to effectively coordinate and prioritize work assignments and to operate successfully as a member in a team environment

Must be able to type 45 wpm and be proficient in the use of PC's including MS Access, Excel, PowerPoint, Word, and Outlook (including demonstrated ability to set and respond to appointment requests utilizing several calendars simultaneously). Familiarity with PeopleSoft and Crystal Reports preferred.

Knowledge and experience providing clear and concise instructions to groups
Experience with proximity access cards including a working knowledge of Lenel OnGuard applications and knowledge of Mag Stripe and proximity data is preferred.
Knowledge of document retention and destruction requirements is preferred.
Knowledgeable of and familiar with Corporate Policy and Procedures related to Employee/Non-employee transportation privileges, internal controls and limitations on eligibility preferred.
Knowledge and understanding of stationary and mobile photographic equipment & lighting preferred.
Knowledge of file extensions, scanning, exporting, importing and file conversions of data preferred.
Experience with troubleshooting production errors with Lenel compatible printers is preferred
Knowledge of Certified mailings, overnight deliveries including confirmation of deliveries and creation of labels preferred.
Must have valid driver's license

Must be flexible as to work assignments, including but not limited to varying tours of duty, location of assignments, overtime assignment availability, vacation coverage, etc.

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: --TELBUL2-80

Bulletin Seq: 79

Bulletin Description: TELEGRAPHERS BULLETIN 2-80

Open: 04/20/2022 00:01

Close: 04/29/2022 11:00

Effective: 05/04/2022 00:01

Posted: 04/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1050	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	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		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	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		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	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.

04/19/20 9:17

Bulletin ID: TELBUL2-80

Bulletin Seq: 79

Bulletin Description: TELEGRAPHERS BULLETIN 2-80

Open: 04/20/2022 00:01 Close: 04/29/2022 11:00

Effective: 05/04/2022 00:01

Posted: 04/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
WL2	BLOCK OPERATOR	Permanent	LEAD
	Location LEAD TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
JCCQN2	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$51.990 HOURLY \$2.118 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.

04/19/20 9:17

**LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-79 Sequence: 78

Description: TELEGRAPHERS BULLETIN 2-79

Open: 04/06/2022 00:01 Close: 04/15/2022 11:00

Effective: 04/20/2022 00:01

Posted: 04/06/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FTS	BLOCK OPERATOR	Permanent	BROOK	Readverts		
JCB132	TRAIN DIRECTOR	Temporary	JCC TOWER	58424	BACON, R	151 BO1050 BO LIRR
JCCQNZ	TRAIN DIRECTOR	Temporary	JCC TOWER	59148	LEONI, A	175 JCCMT3 BO JCC
TR4	TRAIN DIRECTOR	Permanent	JCC TOWER	57895	DAS, K	143 JCCQNZ TR JCC
TR9	BLOCK OPERATOR	Permanent	JCC TOWER	59297	LIPARI, RL	182 JCCMT2 BO JCC
WTL2	BLOCK OPERATOR	Permanent	LEAD	Readverts		
BO1051	BLOCK OPERATOR	Temporary	LIRR-Extra List	59302	LUX, DL	179 TX1003 BO LIRR
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	59303	JOYNER, AJ	183 TX1004 BO LIRR
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readverts		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - New-Ops

Bulletin ID: USBUL2-42 Sequence: 42

Description: USHER BULLETIN 2/42

Open: 04/06/2022 00:01 Close: 04/15/2022 17:00 Effective: 04/20/2022 00:01 Posted: 04/05/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0012	USHERS	Permanent	LIRR-Extra List	Readverts		
UX0013	USHERS	Permanent	LIRR-Extra List	Readverts		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-43

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/43

Open: 04/20/2022 00:01

Close: 04/29/2022 17:00

Effective: 05/04/2022 00:01

Posted: 04/20/2022 00:01

Asgn Position

Perm Or Temp

Terminal

NYU7 USHERS

Permanent

NEW YORK

Location NEW YORK

Report Time 11PM

Rest Days FRIDAY & SATURDAY

Rate Of Pay \$39.654 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 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.

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.

04/19/20 8:34

Bulletin ID: USBUL2-43

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/43

Open: 04/20/2022 00:01

Close: 04/25/2022 17:00

Effective: 05/04/2022 00:01

Posted: 04/20/2022 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 4 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.

04/19/20 8:34

Bulletin ID: USBUL2-43

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/43

Open: 04/20/2022 00:01

Close: 04/29/2022 17:00

Effective: 05/04/2022 00:01

Posted: 04/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0013	USHERS	Permanent	LIRR-Extra List
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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 8 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.

04/19/20 8:34

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, April 29, 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 (25 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: April 20, 2022

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

DATE: April 20, 2022

BULLETIN NO. SD- 04-2022

This bulletin will close at 5:00 PM on Friday, April 29, 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	Agent (A102)
Location:		Hillside TSM
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$47.708
Rest Days:		Wednesday/Thursday

Position No. 2	Temporary	Agent (A403)
Location:		Broadway
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$45.347
Rest Days:		Monday/Tuesday

Position No. 3 Temporary Agent (A702)
Location: Bethpage – Facility TSM
Tour of Duty: 10:30am – 6:30pm
Rate of Pay: \$47.708
Rest Days: Saturday/Sunday

AWARDS TO BULLETIN SD-03-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A961	C. Kattou	4/20/22
POSITION NO. 2	Temporary AT-315	M. Arasa	4/27/22
POSITION NO. 3	Temporary AT-316	R. Rampersad	4/27/22
POSITION NO. 4	Temporary AT-317	M. Congimi	4/27/22

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

DATE: April 20, 2022

BULLETIN NO. SD- 08-2022

This bulletin will close at 5:00 PM on Friday, April 29, 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: LIRRS(tationsDeptBids@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 (C814)
Location:		Babylon Clerk
Tour of Duty:		1:30pm – 9:30pm
Rate of Pay:		\$36.497
Rest Days:		Thursday/Friday

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. 4	Permanent	Ticket Clerk (C815)
Location:		Babylon/STIMS Info
Tour of Duty:		1:30pm – 9:30pm
Rate of Pay:		\$38.191
Rest Days:		Thursday/Friday

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.

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 be able to use an iPad/STIMS ticket selling unit to assist customers as needed with tickets and information from various applications. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 5	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. 6 Temporary Station Appearance Maintainer (ARCH900)

Location: Arch St/Northport/Freeport

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 → \$31.518
Thursday/Friday – Arch St. → \$31.518
Saturday/Sunday – Northport → \$32.486

Rest Days: Tuesday/Wednesday

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.

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.

Position No. 7 Temporary Station Appearance Maintainer (H552)
Location: Port Wash/Valley YD/Divide Chief/HD SAM
Tour of Duty: Sunday/Monday/Tuesday – HD SAM → 6:00am – 2:00pm
 Friday/Saturday – HD SAM → 6:00am – 2:00pm
Rate of Pay: Sunday/Monday/Tuesday – HD SAM → \$32.629
 Friday/Saturday – HD SAM → \$36.000
Rest Days: Wednesday/Thursday

Primary Duties: 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. 11	Temporary	Station Appearance Maintainer (JAM103)
Location:		Jamaica SAM/Labor
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$31.518
Rest Days:		Tuesday/Wednesday

Primary Duties: Operate singly and/or part of a team 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, 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.

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). clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. 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 if needed. 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. 13 Temporary Station Appearance Maintainer (SSM8)

Location: Long Beach/Valley Yard SW SAM/Extra List

Tour of Duty: 4/1 – 11/30 – Long Beach/Valley YD SW SAM → 7:30am – 3:30pm
12/1 – 3/31 – Extra List → Depends on job you take

Rate of Pay: 4/1 – 11/30 – Long Beach/Valley YD SW SAM → \$32.915
12/1 – 3/31 – Extra List → \$32.629

Rest Days: Friday/Saturday

Primary Duties: Primary Duties for Extra list and Spray Wash: 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. 16	Permanent	Station Appearance Maintainer (MDY201)
Location:		Midday Storage Yard
Tour of Duty:		6:00am -- 2:00pm
Rate of Pay:		\$36.000
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 12

Position No. 17	Permanent	Station Appearance Maintainer (MDY901)
Location:		Midday Storage Yard Chief/SAM
Tour of Duty:		Monday/Tuesday/Friday – SAM → 6:00am – 2:00pm Saturday/Sunday – Chief → 6:00am – 2:00pm
Rate of Pay:		Monday/Tuesday/Friday – SAM → \$31.518 Saturday/Sunday – Chief → \$36.000
Rest Days:		Wednesday/Thursday

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.

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.

AWARDS TO BULLETIN SD-07-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C815	Withdrawn	
POSITION NO. 2	Temporary C904	C. Jerrick	4/20/22
POSITION NO. 3	Permanent C313	J. Urban	4/20/22
POSITION NO. 4	Permanent C411	M. Barrett-James	4/20/22
POSITION NO. 5	Permanent C901	M. Scoma	Pending
POSITION NO. 6	Temporary P201	Re-Advertised	
POSITION NO. 7	Temporary Arch 900	Re-Advertised	
POSITION NO. 8	Temporary H502	M. Sgambati	4/20/22
POSITION NO. 9	Temporary H552	Re-Advertised	
POSITION NO. 10	Temporary HMC112	C. Lignelli	4/20/22
POSITION NO. 11	Temporary HMC123	D. Mason	4/20/22
POSITION NO. 12	Temporary L304	A. Busweiler	4/20/22
POSITION NO. 13	Temporary L902	Re-Advertised	
POSITION NO. 14	Temporary SSM1	D. Layer	4/20/22
POSITION NO. 15	Temporary SSM7	Withdrawn	
POSITION NO. 16	Temporary SSM8	Re-Advertised	
POSITION NO. 17	Temporary V914	K. Szufkada	4/20/22
POSITION NO. 18	Temporary V915	A. Bukofsky	4/20/22
POSITION NO. 19	Permanent H543	P. Rosswick	4/20/22
POSITION NO. 20	Permanent L317	D. Gardner	4/20/22
POSITION NO. 21	Permanent MDY200	J Brown	4/20/22
POSITION NO. 22	Permanent MDY201	M. Watkis	4/20/22
POSITION NO. 23	Permanent RSC1	Re-Advertised	
POSITION NO. 24	Permanent V919	Re-Advertised	
POSITION NO. 25	Permanent WSC1	M. Scott	4/20/22

Rosina Morales – Manager Stations Services Support
Posted: April 20, 2022

**Long Island Rail Road
Office of the Director – Employee Services**

**Bulletin No. 2022-03
*REPOST***

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, April 29, 2022.**

Position:	Mail Attendant Driver (Temporary)
Location:	Jamaica, New York
Tour of Duty:	6:00 AM- 2:00 PM
Rest Days:	Saturday and Sunday
Rate of Pay:	\$36.026 per hour
Duties:	Must be qualified to operate all types of gasoline driven vehicles. Should be familiar with and drive between all Rail Road properties to effect the proper and timely pick-up and delivery of mail, printed matter, supplies and other materials to ticket offices and various field offices. Must make minor repairs (i.e., change flat tires) as necessary to complete daily assignment. Must be able to understand and follow GPS, road maps, and/or written directions to travel between locations. Must carry photo identification at all times. Other related 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:	April 20, 2022

Safety Sensitive Position

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

April 20, 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 3187	Warehouse Person-SF-V/V Permanent (J. Garcia)	Keith Boykin	4/20/22
P&L 3188	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3189	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3190	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3191	Warehouse Person Temporary (C. Howard-Lowe)	NO BIDS RECEIVED	
P&L 3192	Warehouse Person -SF Permanent (H. Anderson) 4:00 pm – 12:00 am	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
April 20, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 3193

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, April 29, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Stockman - (E. Kilfoil) – Temporary
LOCATION: Babylon Storeroom
TOUR OF DUTY: 7:00 AM – 3:00 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$39.943 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. Weekly outlying points inventory verifications. All outlying points material replenishments via transfer. 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
April 20, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L - 3194

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, April 29, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (K. Boykin) – Permanent
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 8:00AM – 4:00PM
REST DAYS: Sunday & Monday
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
April 20, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3195**

**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, April 29, 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, 3170, 3176, 3182 & 3188)
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
April 20, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3196**

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, April 29, 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,
3172, 3178, 3183 & 3189)
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
April 20, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L –3197**

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, April 29, 2022. 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 – 3179, 3184 & 3190)
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
April 20, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3198**

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, April 29, 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, 3174, 3180, 3185 & 3191)
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
April 20, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3199

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, April 29, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (H. Anderson) – Permanent
RE-ADVERTISED (P&L – 3186 & 3192)
LOCATION: Hillside – Shop Floor
TOUR OF DUTY: 4:00 PM – 12:00 AM
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
April 20, 2022

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
April 20, 2022

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

AWARD BULLETIN NO. 1754

POSITION AWARDED TO THE FOLLOWING:

Job No. 13 No Qualified Bids Received
Job No. 12 N. Cleary (effective 4/18/2022)
Job No. 10 No Qualified Bids Received
Group A No Qualified Bids Received

BULLETIN NO. 1755

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – APRIL 29, 2022

JOB NO. 13

POSITION **TEMPORARY**
LOCATION *Archibald, S.*
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL CONTROL
M of E CENTRAL CONTROL CENTER (Jamaica)
3:30 PM to 11:30 PM
FRIDAY & SATURDAY
\$38.439 PER HOUR
BIDS WILL ONLY BE VALID FROM APPLICANTS PREVIOUSLY QUALIFIED THROUGH THE MAINTENANCE OF EQUIPMENT CENTRAL CONTROL TRAINING PROGRAM. MUST BE QUALIFIED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. MUST HAVE A COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. MUST BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. MUST HAVE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. MUST UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE REPORTS INCLUDING BUT NOT LIMITED TO OUT-OF-SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. MUST HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. MUST PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

JOB NO. 10

POSITION PERMANENT
LOCATION *Kowalsky, J.*
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK RELIEF – CENTRAL CONTROL
MU CENTRAL CONTROL CENTER (Jamaica)
Fri-Sat 7:30 a.m. to 3:30 p.m.
Sun-Mon-Tue 11:30 p.m. to 7:30 a.m.
WEDNESDAY & THURSDAY
SAME AS JOB NO. 13
SAME AS JOB NO. 13

JOB NO. 26

POSITION PERMANENT
LOCATION *Gelormino, L.*
TOUR OF DUTY
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
6:30 AM to 2:30 PM
SATURDAY & SUNDAY
\$39.229 PER HOUR
MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT. HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 32

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	2:30 PM to 10:30 PM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 26
QUALIFICATIONS	SAME AS JOB NO. 26

GROUP A

POSITION TEMPORARY	CLERK – CENTRAL MANPOWER TRAINEE(S)
LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$29.754 PER HOUR \$39.229 per hour, after successful completion of training.
QUALIFICATIONS	To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays.

Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

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1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower 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.
5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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



Long Island Rail Road



STATIONS DEPARTMENT

NOTICE NO. 2022-16

Date: April 13, 2022

To: All Unvaccinated Stations Department Employees and All Managers

From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*

Subject: **REMINDER: Weekly Testing Required for all Unvaccinated Employees**

All unvaccinated employees are required to submit a sample for COVID testing each week.

The only time you are exempt from testing is if you are out all 7 days of the week from Monday to Sunday (this includes 2 relief days) even if you work one of the seven days from Monday through Sunday you **MUST** submit your sample for testing on the day that you are working.

Your sample must be submitted once from Monday to Sunday (you can't submit on a Monday and then on a Sunday thinking it is for the following week, unfortunately that will not be considered for the following week).

We have added drop boxes at many locations to accommodate our employees- if there is no drop box at your location you must speak to your manager to work out a time you will be allowed to go to the nearest drop box location to submit your weekly sample.

Managers have been speaking to all employees about this requirement but if you have not had a conversation with your manager about this requirement, please give him/her a call ASAP.

This requirement is to keep everyone as safe as possible, this helps keep your co-workers safe and your family safe, it's a very fast and easy process.

For more information, please reference these department notices:

2022-05 Weekly COVID Testing Sample Test Collection Supplies, Pick Up & Drop Boxes

2022-07 Weekly COVID Testing- Includes Extra List Employees

2022-11 All Unvaccinated Employees MUST Test Weekly