


# Memorandum



Date November 14, 2022  
To Revenue Equipment Maintainers (Subways)  
From Steven Ilardi, Acting Assistant Chief Officer, AFC Subway Maintenance   
Re 2023 General Pick of Jobs for Revenue Equipment Maintainers (Subways)

**PICK DATES: WEDNESDAY DECEMBER 7 – THURSDAY DECEMBER 8, 2022 – 8:00 AM**

A General Pick of Jobs for Revenue Equipment Maintainers (Subways) will be conducted **simultaneously at all four field offices** over a two-day period. **All REMs are encouraged to call in their pick to limit crowding at the field offices.** REMs off-duty may pick at any of the field offices or call their current field office. REMs on-duty must pick through their current field office.

General Seniority Lists showing the current Seniority Standings have been posted at all shop locations for your information and guidance. Consult these lists for your Seniority Number.

All REMs are required to pick in accordance with the schedule below. Make note of the day and time that your seniority number is scheduled to pick. **When you arrive at the field office you must immediately check in with a supervisor. You must be on site and ready to make your selection when your seniority number is called and will have a maximum of Five (5) minutes to complete the process.** Any REM not attending the pick in person is required to submit a completed and signed Pick Form to their TWU Representative and AFC Equipment Maintenance Supervisors office, listing a choice of five (5) jobs.

Union and/or Management Representatives in attendance at the Pick will select a job for anyone who fails to attend in person, call or submit a signed Pick Form. In the event a REM refuses to pick at their scheduled pick time, a Management Representative will select a job for the individual.

Vacation selections for 2023 will be held in conjunction with this pick.

**SCHEDULED PICK TIMES**

SENIORITY #	DATE	TIME
1 – 15	December 7 <sup>th</sup>	8:00 AM – 9:00 AM
16 – 35	December 7 <sup>th</sup>	9:00 AM – 10:00 AM
36 – 55	December 7 <sup>th</sup>	10:00 AM – 11:00 AM
56 – 75	December 7 <sup>th</sup>	11:00 AM – 12:00 Noon
76 – 95	December 7 <sup>th</sup>	12:30 PM – 1:30 PM
96 – 115	December 7 <sup>th</sup>	1:30 PM – 2:30 PM
116 – 125	December 7 <sup>th</sup>	2:30 PM – 3:30 PM

SENIORITY #	DATE	TIME
126 – 145	December 8 <sup>th</sup>	8:00 AM – 9:00 AM
146 – 165	December 8 <sup>th</sup>	9:00 AM – 10:00 AM
166 – 185	December 8 <sup>th</sup>	10:00 AM – 11:00 AM
186 – 205	December 8 <sup>th</sup>	11:00 AM – 12:00 Noon
206 – 225	December 8 <sup>th</sup>	12:30 PM – 1:30 PM
226 – End	December 8 <sup>th</sup>	1:30 PM – End

Effective Date of Pick: Sunday, January 15, 2023

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**DEPARTMENT OF SUBWAYS - ELECTRONICS MAINTENANCE DIVISION – AFC/BE MAINTENANCE  
REVENUE EQUIPMENT MAINTAINER (REM) WORK SCHEDULE  
NOTES, DUTIES AND RESPONSIBILITIES  
REM PICK – 2023**

**GENERAL DUTIES AND RESPONSIBILITIES**

Revenue Equipment Maintainer (REM) general duties and responsibilities include but are not limited to the following: test, diagnose, troubleshoot, repair, install, replace, remove, decommission and perform Preventive Maintenance on all Subway Electronic Equipment, including but not limited to: MetroCard Vending Machines (MVM), MetroCard Express Machines (MEM), Token Booth Equipment (TBE), Turnstiles (TS), High Entry/Exit Turnstiles (HEET) including the HEET Interface Unit (HIU), the High Barrier Gate (HBG) and Canopy Mechanism, Autonomous Farecard Access System (AFAS), AFAS-Autogate, Agent Operated Gate Equipment (AOG), Egress System Equipment (ES), End Cabinets (EC), Station Controllers (SC), Station Network Modules (SNM), Uninterruptible Power Supplies (UPS), MetroCard Readers (MCR), OMNY Subway Validators, FCALAN switches and related OMNY equipment, and other AFC Equipment in subway, elevated stations and other MTA properties and some out of system locations. REM duties also include but are not limited to performing the above functions on Select Bus Service (SBS) MetroCard Fare Collector (MFC) and Coin Fare Collector (CFC) machines. The Revenue Equipment Maintainer shall be required to perform these duties as directed by supervision. Additionally, REMs shall perform other duties as MTA NYCT is authorized by law to prescribe in its regulations.

**HOLIDAY COVERAGE**

REMs shall provide minimum coverage as determined by supervision per holiday schedule. The minimum required coverage will be no less than 33% of the assigned REMs per tour per location. Work shall be rotated among all maintainers.

**VACATION SELECTION**

A maximum of ten (10) vacation days will be permitted for selection as single vacation days. The remaining days must be scheduled as full vacation weeks. The maximum number of REMs permitted to schedule a vacation week in any week will be set at a quantifiable number by AFC Facility. For this job selection the following thresholds have been established.

<b>Facility</b>	<b>Threshold</b>		<b>Facility</b>	<b>Threshold</b>
Bronx	5		Manhattan	9
Brooklyn	6		Queens	3

To clarify this, the maximum number of REM's that can be scheduled for vacation daily cannot exceed the threshold limit. Furthermore, no more than 25% of REMs assigned to any tour at any AFC Facility will be allowed to take vacation concurrently. On tours where there are four (4) or less jobs, there can be no concurrent vacation weeks. Only one REM will be permitted to schedule a vacation week.

No more than two (2) REM's over the threshold limit utilizing any leave category excluding sick and holidays can be scheduled off on a daily basis.

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REVENUE EQUIPMENT MAINTAINER (REM) WORK SCHEDULE  
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REM PICK – 2023**

**VACATION SELECTION CONTINUED**

**The balance of Single Vacation Days must be used by November 30th of the expiring year.** In any year that does not end on a Saturday, single vacation days will be permitted to be used after Dec 1st of the expiring year for the last partial week of the year to create a week of vacation time. Requests to utilize this provision must be submitted to management during October 1st – 7th of the vacation year. Approvals will be granted by management considering staffing requirements, seniority, and vacation threshold limits. These approvals will be announced by October 15th so those not approved will have sufficient time to use their Single Vacation Days by November 30th of the expiring year. Employees are advised to use Single Vacation Days before the use of AVA days when appropriate.

**REGULAR WORK DESCRIPTIONS**

**METROCARD VENDING MACHINE (MVM) EQUIPMENT**

The primary duties of this group of REMs shall be to (1) respond to MVM Equipment service calls, make all necessary tests, diagnosis and repair to the equipment; (2) perform Inspections and Preventive Maintenance of MVM Equipment and replacement campaigns of sub-assemblies in conjunction with a scheduled maintenance program; (3) the REM shall contact the AFC Equipment Maintenance Command Center and/or AFC Maintenance Field Office as directed; (4) the REM shall submit the required records and reports by the end of each tour; (5) the REM shall be required to perform any Revenue Equipment Maintainer function set forth under the general duties and responsibilities section as directed by supervision. As new OMNY Configurable Vending Machines (CVM) are installed this group of REMs will service CVMs with repairs performed initially with a Cubic technician.

**AFC EQUIPMENT**

The primary duties of this group of REMs shall be to (1) respond to AFC Equipment service calls, make all necessary tests, diagnosis and repair to the equipment listed above in the General Duties and Responsibilities section; (2) perform Inspections and Preventive Maintenance of AFC Equipment listed above and replacement campaigns of their associated sub-assemblies in conjunction with a scheduled maintenance program (3) obtain the Station Agents signature on reports as required; (4) the REM shall be in contact with their AFC Maintenance Field Office as directed; (5) the REM shall submit the required records and reports by the end of each tour; (6) the REM shall be required to perform any Revenue Equipment Maintainer function set forth under the general duties and responsibilities section as directed by supervision.

**HEET / AOG**

The primary duties of this group of REMs shall be to (1) perform Inspections and Preventive Maintenance of HEET and AOG Equipment (2) respond to HEET and AOG Equipment service calls, make all necessary tests, diagnosis and repair to the equipment; (3) the REM shall contact the AFC Equipment Maintenance Command Center and/or AFC Maintenance Field Office as directed; (4) the REM shall submit the required records and reports by the end of each tour; (5) the REM shall be required to perform any Revenue Equipment Maintainer function set forth under the general duties and responsibilities section as directed by supervision.

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REM Pick – 2023**

**PARTS/INVENTORY**

The primary duties of this group of REMs shall be to (1) control inventory of AFC Equipment parts; (2) Transport and deliver parts and transit stock items to and from Transit storerooms and the Central Electronic Shop including and not limited to all Transit facilities; (3) Manifest and enter inventory items into the AFC Equipment Inventory database and the SPEAR Maintenance Management System; (4) perform truck detail which encompasses stocking and preparation of maintenance trucks for daily service including loading and unloading maintenance parts; (5) the REM shall be required to perform any Revenue Equipment Maintainer function set forth under the general duties and responsibilities section as directed by supervision.

**UTILITY**

The primary duties of this group of REMs shall include any and all of the duties described in all of the above job categories on an as needed basis as directed by supervision. With seven (7) days' notice, location, tour of duty and/or RDO may change.

**MONEY ROOM UTILITY – REVENUE EQUIPMENT – CONSOLIDATED REVENUE FACILITY (CRF)**

The primary duties of this group of REMs shall be to (1) perform preventive maintenance, inspections and all related repairs on all coin counters, currency and other cash settlement equipment as required; (2) perform preventive and corrective maintenance on MVM bill and coin cash boxes; secondary duties for this group of REMs, in a relief capacity and or as operational needs dictate, shall be to (3) perform preventive and corrective maintenance on High Production MetroCard Encoding Machines (HPEM); (4) perform preventive and corrective maintenance on MetroCard packaging equipment. REMs shall submit the required records and reports by the end of each tour; and shall be required to perform any Revenue Equipment Maintainer function set forth under the general duties and responsibilities section as directed by supervision.

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REM PICK – 2023**

**Pick Notes**

1. Jobs 210, 211 CRF Money Room – Revenue Equipment. **The REMs who pick this job will be locked-in for a minimum of two (2) years.** If the maintainer selecting this job has not been qualified, the incumbent shall be required to remain in this job pending qualification of employee who picked this job. REMs that pick into this assignment will not be subject to the 2023 REM vacation pick, their scheduled vacation will be coordinated with local CRF Management. Currently Job # 211 is locked through the end of the 2023 REM Pick and cannot be selected.

**REMs picking these positions will pick on alternate years from each other.**

2. Job #'s: 88, 89, 136, 201, 202, 259, and 260 PARTS/INVENTORY are open to all REMs. However, if the maintainers selecting this job have not been qualified, the incumbent shall be required to remain in this job pending qualification of employee who picked this job.
3. With seven (7) days' notice, tour of duty and/or RDO may change.
4. May be required to handle parts delivery and stocking.
5. In this position, the REM shall be required to perform any Maintainers function, which becomes necessary to complete the assignment as directed by supervision.
6. Note 6 intentionally deleted.
7. Must have a valid driver's license.
8. Vacation selection for Parts jobs within the same facility cannot conflict.
9. Vacation selection for HEET / AOG Team members within the same facility cannot conflict.
10. In this position, the REM will be assigned OMNY related installation work when available.