



**Long Island Rail Road**  
*Going your way*

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**Bulletin No. 526**  
**Repost**

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, January 13, 2023.**

POSITION: Secretary - Engineering (Appointed)

LOCATION: Office of the Chief Engineer  
Hillside Support Facility, 4<sup>th</sup> Floor

RATE OF PAY: \$39.889

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 Engineering Department. 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, scheduling, filing and maintenance of all records. Organize and coordinate meetings, transcribe and distribute minutes. Provide secretarial support for the Engineering Department. Perform all other duties as assigned. Applicant must be an accurate typist, proficient in Microsoft Office (Access, Excel, Outlook, and Word). Must have a thorough knowledge of grammar, punctuation, spelling and letter composition. A minimum of two years railroad experience preferred.

Ed McGoldrick  
Chief Engineer

Posted: January 3, 2023

**THE LONG ISLAND RAIL ROAD**  
**Assistant Deputy Chief Stores Officer**  
**MTA Material Management & Distribution**

**January 4, 2023**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
3322	Warehouse Person Permanent (S. Brisco)	NO BIDS RECEIVED	
3323	Warehouse Person-SF-V/V Permanent (K. Boykin)	NO BIDS RECEIVED	
3324	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
3325	Assistant Warehouse Person WH 15 SF -Permanent Fri & Sat Relief (D. Brown)	NO BIDS RECEIVED	
3326	Assistant Warehouse Person Permanent (C. Jahkhah)	NO BIDS RECEIVED	

**Eric Florio**

Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3327**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (S. Brisco) – Permanent  
**RE-ADVERTISED (3322)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$38.813 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3328**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (K. Boykin) – Permanent  
**RE-ADVERTISED (3323)**  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$38.813 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3329**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person – (J. Macedonia) – Permanent  
RE-ADVERTISED (3273, 3282, 3291, 3302, 3310, 3314, 3319 & 3324)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$36.243 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3330**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (D. Brown) – Permanent  
**RE-ADVERTISED (3304, 3311, 3315, 3320& 3325)**  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 7:30AM – 3:30PM  
**REST DAYS:** Friday & Saturday  
**RATE OF PAY:** \$36.243 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Materials Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3331**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (C. Jahkhah) – Permanent  
RE-ADVERTISED (3280, 3289, 3297, 3308, 3313, 3317, 3321 & 3326)  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$36.243 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023



**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3332**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (K. Alves) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 11:30 AM – 7:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$38.813 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3333**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, January 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (M. Paesano) – Temporary  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$38.813 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.

**Eric Florio**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 4, 2023

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

DATE: January 4, 2023

BULLETIN NO. SD-01-2023

This bulletin will close **at 5:00 PM on Friday, January 13, 2023**. 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](mailto: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.

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Position No. 1	Permanent	Agent (A403)
Location:		Broadway
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$47.759
Rest Days:		Monday/Tuesday

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Position No. 2	Permanent	Agent (A603)
Location:		Huntington
Tour of Duty:		12:00pm – 8:00pm
Rate of Pay:		\$46.231
Rest Days:		Tuesday/Wednesday

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Position No. 6                      Permanent                      Agent (AG918)

Location:                              Grand Central Madison - SPVG AGT/TSM

Tour of Duty:                        Monday/Tuesday - SPVG AGT - 2:00pm – 10:00pm  
Friday – TSM – 9:00am – 5:00pm  
Saturday/Sunday – SPVG AGT - 6:00am – 2:00pm

Rate of Pay:                         Monday/Tuesday - SPVG AGT - \$52.670  
Friday – TSM – \$50.245  
Saturday/Sunday – SPVG AGT - \$52.670

Rest Days:                            Wednesday/Thursday

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AWARDS TO BULLETIN SD-21-2022

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A709	A. Blanco	01/04/22
POSITION NO. 2	Permanent A900	Re-Advertised	
POSITION NO. 3	Permanent A901	Re-Advertised	
POSITION NO. 4	Permanent A985	Withdrawn	
POSITION NO. 5	Permanent AG911	Re-Advertised	
POSITION NO. 6	Permanent AG918	Re-Advertised	

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

DATE: January 4, 2023

BULLETIN NO. SD-01-2023

This bulletin will close **at 5:00 PM on Friday, January 13, 2023**. 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](mailto: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.

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Position No. 1	Temporary	Ticket Clerk (C101)
Location:		Penn Station – CCSC
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$48.958
Rest Days:		Sunday/Monday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to train service-related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. This position must be able to facilitate the coordination of the LIRR Cares program with the Customer Service Ambassadors. Incumbent will be required to use various communication tools to communicate with co-workers. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 2

Temporary

Ticket Clerk (C918)

Location:

Penn Station Train – Info/Port Washington

Tour of Duty:

Tues - Penn Sta Train Hall - Info - 6:00am – 2:00pm  
Wed/Thurs – Port Washington - 6:00am – 2:00pm  
Fri/Sat - Penn Sta Train Hall - Info – 2:00pm – 10:00pm

Rate of Pay:

Tues - Penn Sta Train Hall - Info - \$37.226  
Wed/Thurs – Port Washington - \$39.519  
Fri/Sat - Penn Sta Train Hall - Info - \$37.226

Rest Days:

Sunday/Monday

Primary Duties for Ticket Clerk and TR: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Primary Duties for Information Clerk: 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, ticket 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. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 3	Permanent	Ticket Clerk (C151)
Location:		Penn Station – TSM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$40.373
Rest Days:		Saturday/Sunday

Primary Duties for Ticket Clerk: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Primary Duties for Information Clerk: 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, ticket 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. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 4	Permanent	Ticket Clerk (C153)
Location:		Penn Station – Lost & Found
Tour of Duty:		11:30am – 7:30pm
Rate of Pay:		\$38.674
Rest Days:		Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owner's items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess strong customer service skills to help individuals who may be stressed, anxious and upset about losing their property to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as customer side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports about lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, iPads, and iPhones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

Position No. 5                      Permanent                      Ticket Clerk (C313)

Location:    Long Beach

Tour of Duty:    6:00am – 2:00pm

Rate of Pay:    \$38.438

Rest Days:    Saturday/Sunday

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.

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Position No. 6                      Permanent                      Ticket Clerk (CG628)

Location:    Jamaica

Tour of Duty:    5:30pm – 1:30am

Rate of Pay:    \$37.226

Rest Days:    Monday/Tuesday

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, ticket 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.

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Position No. 7	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 8	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 9	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 10	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 11	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 12	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 13	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 14	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 15	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

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Position No. 16                      Temporary                      Crew Dispatcher (CDT501)

Location:    Jamaica

Tour of Duty:    6:00am – 2:00pm

Rate of Pay:    \$49.685

Rest Days:    Sunday/Monday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program, or from employees who have previously owned an Assignment Clerk position in the Stations Department.

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's and Station Cleaner's, Assistant Station Masters, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, and Station Cleaners based on daily crew sheets and other crew board documentation. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must update absence-control records and work as directed within the office the Director Stations Support and Administration.

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Position No. 17	Temporary	Station Appearance Maintainer (JAM112)
Location:		Jamaica
Tour of Duty:		Monday/Tuesday – 4:00pm – 12:00am Friday – 4:00pm – 12:00am Saturday/Sunday – 1:30pm – 9:30pm
Rate of Pay:		\$33.194
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.

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Position No. 18                      Temporary                      Station Appearance Maintainer (L310)

Location:                                      Bethpage Facility

Tour of Duty:                                      7:00am – 3:00pm

Rate of Pay:                                      \$33.194

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.

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.

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Position No. 19	Permanent	Station Appearance Maintainer (ARCH900)
Location:	Freeport/Arch St. Facility/Northport	
Tour of Duty:	Monday – Freeport - 5:00am – 1:00pm Thursday/Friday – Arch St. – 6:00am – 2:00pm Saturday/Sunday – Northport – 6:00am – 2:00pm	
Rate of Pay:	Monday – Freeport - \$33.194 Thursday/Friday – Arch St. – \$33.194 Saturday/Sunday – Northport – \$34.214	
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.

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Position No. 20                      Permanent                      Station Appearance Maintainer (GCM660)

Location:                                      Grand Central Madison

Tour of Duty:                                      8:00am – 4:00pm

Rate of Pay:                                      \$33.194

Rest Days:                                      Saturday/Sunday

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.

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Position No. 21	Permanent	Station Appearance Maintainer (GCM669)
Location:		Grand Central Madison
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$33.194
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. 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.

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Position No. 22	Permanent	Station Appearance Maintainer (GCM674)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Sunday/Monday

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.

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Position No. 23	Permanent	Station Appearance Maintainer (GCM675)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
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. 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.

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Position No. 24	Permanent	Station Appearance Maintainer (GCM676)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Thursday/Friday

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.

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Position No. 25	Permanent	Station Appearance Maintainer (GCM677)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
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.

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Position No. 26                      Permanent                      Station Appearance Maintainer (GCM985)

Location:                                      Grand Central Madison – SAM/Chief SAM

Tour of Duty:                                      Wed/Thurs/Fri – SAM - 2:00pm – 10:00pm  
Saturday/Sunday – Chief SAM - 2:00pm – 10:00pm

Rate of Pay:                                      Wed/Thurs/Fri – SAM - \$33.194  
Saturday/Sunday – Chief SAM - \$37.914

Rest Days:                                      Monday/Tuesday

Primary Duties: Must be able to supervise, coordinate and instruct Station Appearance Maintainers and Laborers in the performance of their duties. Must be completely familiar with the work rules of employees being supervised.

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

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Position No. 27	Permanent	Station Appearance Maintainer (GCM986)
Location:		Grand Central Madison
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$33.194
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. 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.

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Position No. 28	Permanent	Station Appearance Maintainer (GCM987)
Location:		Grand Central Madison
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$33.194
Rest Days:		Thursday/Friday

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.

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Position No. 29	Permanent	Station Appearance Maintainer (GCM989)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Monday/Tuesday

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.

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Position No. 30                      Permanent                      Station Appearance Maintainer (GCM990)

Location:                                      Grand Central Madison

Tour of Duty:                                      Mon/Tues/Wed/Thurs 10:00pm – 6:00am  
Sunday 2:00pm – 10:00pm

Rate of Pay:                                      \$33.194

Rest Days:                                      Friday/Saturday

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.

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Position No. 31	Permanent	Station Appearance Maintainer (H503)
Location:	Jamaica/Atlantic Terminal/Nostrand – SW & HD	
Tour of Duty:	April 1 – November 30 <sup>th</sup> - 10:00am – 6:00pm - SW December 1 – March 31 <sup>st</sup> – 4:00pm – 12:00am - HD	
Rate of Pay:	April 1 – November 30 <sup>th</sup> - \$34.666 December 1 – March 31 <sup>st</sup> – \$34.515	
Rest Days:	Saturday/Sunday	

Primary Duties for Heavy Duty: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer duties as directed by Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn

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Position No. 32	Permanent	Station Appearance Maintainer (HGM650)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Sunday/Monday

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.

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Position No. 33	Permanent	Station Appearance Maintainer (HGM651)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Thursday/Friday

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.

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Position No. 34	Permanent	Station Appearance Maintainer (HGM955)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Tuesday/Wednesday

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.

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Position No. 35                      Permanent                      Station Appearance Maintainer (RSC4)

Location:                                      Atlantic Terminal - Chief

Tour of Duty:                                      Monday – SAM - 9:30pm – 5:30am  
Thursday/Friday – Chief – 6:00am – 2:00pm  
Saturday – SAM - 2:00pm – 10:00pm  
Sunday – SAM - 9:30pm – 5:30am

Rate of Pay:                                      Monday - SAM – \$33.194  
Thursday/Friday – Chief – \$37.914  
Saturday/Sunday – SAM - \$33.194

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.

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Position No. 36                      Permanent                      Station Appearance Maintainer (V493)

Location:                                      Queens Village

Tour of Duty:                                      3:30pm – 11:30pm

Rate of Pay:                                      \$34.214

Rest Days:                                      Monday/Tuesday

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.

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AWARDS TO BULLETIN SD-24-2022

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C127	Withdrawn	
POSITION NO. 2	Temporary C132	De. Knox	Pending
POSITION NO. 3	Temporary C333	C. Snyder	01/04/23
POSITION NO. 4	Temporary CT185	L. Batres-Toc	01/04/23
POSITION NO. 5	Permanent C146	R. Sapolin	Pending
POSITION NO. 6	Permanent C201	M. Amarone	Pending
POSITION NO. 7	Permanent C602	J. Ginocchio	01/04/23
POSITION NO. 8	Permanent CG628	Re-Advertised	
POSITION NO. 9	Temporary AMB	Re-Advertised	
POSITION NO. 10	Temporary AMB	Re-Advertised	
POSITION NO. 11	Temporary AMB	Re-Advertised	
POSITION NO. 12	Temporary AMB	Re-Advertised	
POSITION NO. 13	Permanent AMB	Re-Advertised	
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Permanent AMB	Re-Advertised	
POSITION NO. 16	Permanent AMB	Re-Advertised	
POSITION NO. 17	Temporary H523	A. Newton	01/04/23
POSITION NO. 18	Permanent ARCH900	Re-Advertised	
POSITION NO. 19	Permanent GCM669	Re-Advertised	
POSITION NO. 20	Permanent GCM674	Re-Advertised	
POSITION NO. 21	Permanent GCM675	Re-Advertised	
POSITION NO. 22	Permanent GCM676	Re-Advertised	
POSITION NO. 23	Permanent GCM677	Re-Advertised	
POSITION NO. 24	Permanent GCM985	Re-Advertised	
POSITION NO. 25	Permanent GCM986	Re-Advertised	

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AWARDS TO BULLETIN SD-24-2022

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 26	Permanent GCM987	Re-Advertised	
POSITION NO. 27	Permanent GCM989	Re-Advertised	
POSITION NO. 28	Permanent GCM990	Re-Advertised	
POSITION NO. 29	Permanent HGM650	Re-Advertised	
POSITION NO. 30	Permanent HGM651	Re-Advertised	
POSITION NO. 31	Permanent HGM955	Re-Advertised	
POSITION NO. 32	Permanent V450	C. Staats	01/04/23

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-59      **Sequence:** 58

**Description:** USHER BULLETIN 2/59

Open: 12/21/2022 00:01      Close: 12/30/2022 17:00      Effective: 01/04/2023 00:01      Posted: 12/21/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
UX0012	USHERS	Permanent	LIRR-Extra List	Withdrawn			
NYU3	USHERS	Permanent	NEW YORK	54948	CIAVOLELLA, D	24	UX0001 US LIRR
RUH7	USHERS	Permanent	RELIEF CREW	Readvertise			

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

**Bulletin ID:** USBUL2-60

**Bulletin Seq:** 58

**Bulletin Description:** USHER BULLETIN 2/60

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/04/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH7	USHERS	Permanent	RELIEF CREW

Location GRAND CENTRAL TERMINAL

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \$41.763 HOURLY

SAT/SUN GCU1 (7AM)

MON/TUES GCU2 (3PM-SAT/3PM SUNDAY)

WED GCU3 (11PM)

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.

\*Candidates are required to have been active LIRR employees for a minimum of six months prior to the close date of this posting.

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 Description:** USHER BULLETIN 2/60

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/04/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0001	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$41.612 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.

\*Candidates are required to have been active LIRR employees for a minimum of six months prior to the close date of this posting.

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:** TELBUL2-96      **Sequence:** 96

**Description:** TELEGRAPHERS BULLETIN 2-96

Open: 12/21/2022 00:01      Close: 12/30/2022 17:00      Effective: 01/04/2023 00:01      Posted: 12/20/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From			
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertise					
FT3	BLOCK OPERATOR	Permanent	BROOK		Readvertise					
TR16	BLOCK OPERATOR	Permanent	BROOK		Readvertise					
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER		Readvertise					
JCHN22	TRAIN DIRECTOR	Permanent	JCC TOWER	54347	BRENNAN, JD	88	JCHN21	TR	JCCT	
TR9	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise					
WL2	BLOCK OPERATOR	Permanent	LEAD		Readvertise					
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertise					
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertise					
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
PX5005	PSCC CONSOLE	Permanent	LIRR-Extra List		Readvertise					
MDSY31	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD	59722	HUNTINGTON, SH	190	TX1001	BO	LIRR	
TR12	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD	54214	BADIA, D	87	TR8	TR	JCCT	
2-5	PSCC CONSOLE	Permanent	PENN STATION CENTRAL		Readvertise					
WS21	TRAIN DIRECTOR	Permanent	WEST SIDE YARD		Readvertise					
WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD		Readvertise					

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

**Bulletin ID:** TELBUL2-97

**Bulletin Seq:** 97

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-97

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 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 Description: TELEGRAPHERS BULLETIN 2-97

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		

FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

TR16	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: FT1; 601AM		
	MONDAY & TUESDAY: FT2: 201PM		
	WEDNESDAY: FT3: 1001PM		

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 Description: TELEGRAPHERS BULLETIN 2-97

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
TR9	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: JCCMT1; 601AM		
	MONDAY & TUESDAY: JCCMT2; 201PM		
	WEDNESDAY: JCCMT3; 1001PM		

WL2	BLOCK OPERATOR	Permanent	LEAD
	Location LEAD TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

2-5	PSCC CONSOLE OPERATOR	Permanent	PENN STATION CENTRAL CONTROL
	Location PSCC		
	Report Time 3PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 DIFFERENTIAL		

PX5005	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location PSCC CENTRAL CONTROL		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$57.736 HOURLY & \$2.151 DIFFERENTIAL		

JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$50.585 HOURLY \$1.952 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:** TELBUL2-97

**Bulletin Seq:** 97

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-97

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
JCHN21	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	201PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$57.736 HOURLY \$2.151 SHIFT DIFFERENTIAL	

TR8	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	VARIOUS	
	Rest Days	FRIDAY & SATURDAY	
	Rate Of Pay	VARIOUS	
		SUNDAY & MONDAY: JCCQN1-645AM; \$54.755 HOURLY; \$2.118 DIFFERENTIAL	
		TUESDAY & WEDNESDAY: JCCQN2-245PM; \$54.755 HOURLY; \$2.118 DIFFERENTIAL	
		THURSDAY: JCCQN3-1045PM; \$52.400 HOURLY; \$2.025 DIFFERENTIAL	

WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location	WEST SIDE YARD	
	Report Time	3PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$53.034 HOURLY \$2.050 DIFFERENTIAL	

WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location	WEST SIDE YARD	
	Report Time	11PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$50.585 HOURLY \$1.952 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:** CREW9-34      **Sequence:** 34

**Description:** C/D BULLETIN 9-34

Open: 12/21/2022 00:01      Close: 12/30/2022 17:00      Effective: 01/04/2023 00:01      Posted: 12/20/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise		
DT4101	CREW DISP. TRNEE	Temp	LIRR-Extra List	51715	GUMBS, P	

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

**Bulletin ID:** CREW9-35

**Bulletin Seq:** 35

**Bulletin Description:** C/D BULLETIN 9-35

Open: 01/04/2023 00:01

Close: 01/13/2023 17:00

Effective: 01/18/2023 00:01

Posted: 01/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOULRY & \$1.896 DIFFERENTIAL


APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A 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.

**STATIONS DEPARTMENT  
NOTICE NO. 2022-56**

Date: December 22, 2022

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Subject: **GCM – Holiday - Christmas Day, Sunday, December 25, 2022**

**The following Grand Central Madison jobs WILL NOT work:**

**TICKET CLERKS** - The following positions **WILL NOT** work:

Job #	Location
<b>CG625</b>	<b>GCM</b>
<b>CG627</b>	<b>GCM</b>
<b>CG632</b>	<b>GCM</b>
<b>CG633</b>	<b>GCM</b>
<b>CG921</b>	<b>GCM</b>

**STATION APPEARANCE MAINTAINERS** - The following positions **WILL NOT** work:

Job #	Location
<b>GCM662</b>	<b>GCM</b>
<b>GCM664</b>	<b>GCM</b>

GCM FOREMEN: Will not work

TRAIN SERVICE: Terminal not open – no train service scheduled

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STATIONS DEPARTMENT  
NOTICE NO. 2022-57

Date: December 23, 2022  
To: All Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *TD*

Subject: GCM – Holiday Observed - Christmas Day, Monday, December 26, 2022

The following Grand Central Madison jobs **WILL** work:

**AGENTS** - The following positions **WILL** work:

Job #	Location
<b>AG610</b>	GCM
<b>AG615</b>	GCM

**TICKET CLERKS** - The following positions **WILL** work:

Job #	Location
<b>CG620</b>	GCM
<b>CG627</b>	GCM
<b>CG630</b>	GCM
<b>CG632</b>	GCM
<b>CG633</b>	GCM

**STATION APPEARANCE MAINTAINERS** - The following positions **WILL** work:

Job #	Location
<b>GCM660</b>	GCM
<b>GCM661</b>	GCM
<b>GCM662</b>	GCM
<b>GCM664</b>	GCM

All employees to speak to location manager to confirm work locations.

GCM FOREMEN: Will Not Work  
TRAIN SERVICE: Terminal not open- no train service scheduled  
\*\*\*

**STATIONS DEPARTMENT  
NOTICE NO. 2022-58**

Date: December 22, 2022  
 To: All Stations Department Employees  
 From: Theresa Dorsey, Chief Stations Officer  
 Subject: **Holiday – New Year’s Day, Sunday, January 1, 2023** *T. Dorsey*

**\*Grand Central Madison jobs will be posted on a separate notice**

**TICKET AGENTS** - The following positions **WILL** work:

Job #	Location
A102	HSF TVM
A111	PENN
A250	JAM THEATRE
A251	JAM THEATRE
A312	BETH TVM
A403	BROADWAY
A505	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A703	HICKSVILLE
A708	RONKONKOMA
A709	RONKONKOMA
A900	JAM THEATRE
A901	ATLANTIC

Job #	Location
A974	BETH TVM
A982	BETH TVM
A984	BETH TVM
A986	PENN TVM
A988	PENN

**TICKET CLERKS** - The following positions **WILL** work:

Job #	Location
C102	PENN
C104	PENN
C106	PENN
C116	PTH
C118	PENN
C119	PENN
C121	PENN
C124	PENN
C125	PTH
C126	PTH
C127	PENN

Job #	Location
C132	ATLANTIC
C136	ATLANTIC
C139	JAM CHIEF
C141	JAMAICA
C145	JAMAICA
C146	JAMAICA
C176	PTH
C331	BETH TVM
C411	PORT WASH
C706	HICKSVILLE
C813	BABYLON

Job #	Location
C814	BABYLON
C822	HSF TVM
C901	PENN
C904	PENN
C906	PENN
C911	PENN
C912	PTH
C913	PENN TVM
C922	JAM CHIEF
C923	JAMAICA
C926	ATLANTIC

Job #	Location
C952	BETH TVM
C953	BETH TVM
C960	WOODSIDE
C963	HICKSVILLE
C994	BETH TVM
C997	BETH CSHR
C998	PTH

**STATION APPEARANCE MAINTAINERS - The following positions **WILL** work:**

Job #	Location
ATL101	ATLANTIC
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL104	ATLANTIC
ATL105	ATLANTIC
ATL106	ATLANTIC
ATL107	ATLANTIC
H552	PT WASH
H553	PT WASH
H572	NORTHPORT
H573	NORTHPORT
HC551	PT WASH
HMC118	HILLSIDE
HMC124	HILLSIDE

Job #	Location
HMC125	HILLSIDE
JCR2	JAMAICA
JAM103	JAMAICA
JAM104	JAMAICA
JAM112	JAMAICA
JAM118	JAMAICA
JAM121	JAMAICA
JAM122	JAMAICA
L309P	HICKSVILLE
L311	HUNTINGTON
L314	RONKONKOMA
L317	GREAT NECK
L320	PORT WASH
L402	SEAFORD

Job #	Location
L404	WYANDANCH
L902	FREEPORT
L903	HICKSVILLE
L904	BAYSIDE
L906	MINEOLA
L912	RONKONKOMA
RSC1	JAMAICA
RSC4	ATLANTIC
V452	MORRIS PARK
V464	RONKONKOMA
V477	LONG BEACH
V489	WOODSIDE
V912	MORRIS PK
V914	BABYLON

Job #	Location
V919	WOODSIDE
WSY900	WSY

**AMBASSADORS – The following positions **WILL** work:**

**ALL REGULARLY SCHEDULED WILL WORK**

LEAD FOREMAN/FOREMAN: HSF WILL NOT work. Atlantic, Jamaica WILL Work.  
 Island Foreman positions refer to weekend Island Foremen schedule.

OFFICES CLOSED: General Offices, Medical, Lost and Found, Mail & Ride.

MESSANGER SERVICE: **WILL NOT** operate.

TICKET SALES: Off Peak fares in effect all day.

TICKET OFFICE HOURS: Open Ticket Offices follow the weekend schedule as shown on the Ticket Sales Hours Card

TRAIN SERVICE: Will operate on a weekend/holiday schedule.

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**STATIONS DEPARTMENT  
NOTICE NO. 2022-59**

Date: December 23, 2022  
 To: All Stations Department Employees  
 From: Theresa Dorsey, Chief Stations Officer  
 Subject: **Holiday Observed – New Year’s Day, Monday, January 2, 2023** *T. Dorsey*

**\*Grand Central Madison jobs will be posted on a separate notice**

**TICKET AGENTS** - The following positions **WILL** work:

Job #	Location	Job #	Location	Job #	Location	Job #	Location
A102	HSF TVM	A251	JAMAICA THEATRE	A701	MINEOLA	A941	MINEOLA
A103	PENN TVM	A303	LONG BEACH	A702	BETH TVM	A961	BROADWAY
A105	PENN TVM	A311	BETH TVM	A703	HICKSVILLE	A971	RONKONKOMA
A106	HSF TVM	A312	BETH TVM	A709	RONKONKOMA	A972	RONKONKOMA
A110	PENN	A505	ATLANTIC	A710	RONKONKOMA	A982	BETH TVM
A120	PTH	A506	ATLANTIC	A805	MASSAPEQUA PK	A984	BETH TVM
A121	PTH	A602	HUNTINGTON	A806	BABYLON	A986	PENN TVM
A200	WOODSIDE	A603	HUNTINGTON	A808	PATCHOGUE	A988	PENN
A250	JAMAICA THEATRE	A608	PORT JEFF	A900	JAMAICA THEATRE		

**TICKET CLERKS** - The following positions **WILL** work:

Job	Location	Job	Location	Job	Location	Job	Location	Job #	Location
C102	PENN	C134	ATLANTIC	C331	BETH TVM	C813	BABYLON	C923	JAMAICA
C103	PENN TH	C136	ATLANTIC	C333	BETH CSHR	C814	BABYLON	C924	JAMAICA
C104	PENN	C139	JAM CHIEF	C403	BAYSIDE	C821	HSF TVM	C952	BETH TVM
C106	PENN	C140	JAM CHIEF	C406	GREAT NECK	C822	HSF TVM	C953	BETH TVM
C108	PENN	C143	JAMAICA	C411	PORT WASH	C823	HSF CSHR	C961	PORT WASH
C114	PENN	C145	JAMAICA	C412	PORT WASH	C901	PENN	C963	HICKSVILLE
C115	PENN TH	C151	PENN TVM	C602	HUNTINGTON	C904	PENN	C980	HICKSVILLE
C116	PENN TH	C152	PENN TVM	C702	BETH TVM	C910	PENN	C997	BETH CSHR
C118	PENN	C160	JAM STIMS	C704	HICKSVILLE	C911	PENN	C998	PENN TH
C121	PENN	C161	JAM STIMS	C706	HICKSVILLE	C912	PENN TH		
C126	PENN TH	C176	PENN TH	C721	HICKSVILLE	C913	PENN		
C127	PENN	C201	WOODSIDE	C802	FREEMPORT	C917	PENN		
C132	ATLANTIC	C313	LONG	C804	MERRICK	C922	JAMAICA		



## STATIONS DEPARTMENT

### NOTICE NO. 2022-60

Date: December 27, 2022  
To: Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*  
Subject: **Grand Central Madison Direct Shuttle Service (soft launch)**


With the anticipated opening of the Grand Central Madison Terminal, we will have a “soft launch,” the actual date will be determined **SOON**. As soon as the opening date is announced all will be advised of it.

The LIRR will have train shuttle service which is going to be referred to as “Grand Central Madison Direct Service.” The shuttle service will be between Jamaica and Grand Central Madison until we officially and fully open the terminal with full train service (no date has been determined for that service yet).

All customers who want to use LIRR train service to the Grand Central Madison Terminal will need to transfer to the shuttle at Jamaica Station once we open and until further notice.

This shuttle service will only operate from approximately 6AM to 7:20PM weekdays and 6:30AM to 11:25PM weekends (holiday service will be determined at a later date).

Any Zone 1 ticket can be used onboard for the Grand Central Madison Terminal. Customers can use their Penn and Atlantic monthlies if they choose to try out the shuttle service.

The train shuttle times and information, will be available on the Train Time app  once an opening date is determined.

The Grand Central Madison Direct Service train shuttle schedule is attached.

Attachments:  
Weekday Shuttle Service - Eastbound - First Day TBD  
Weekday Shuttle Service - Westbound - First Day TBD  
Weekend Shuttle Service - Eastbound - First Day TBD  
Weekend Shuttle Service - Westbound - First Day TBD

Any questions, please refer to any Stations Dept. Manager.

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**Weekday Shuttle Service - First Day TBD**

**EASTBOUND**

		DEPART GCM	WOODSIDE	FH	KG	ARRIVE JAMAICA
Train #	9004	8:12am	EXPRESS			8:32am
Train #	9006	8:40am	EXPRESS			9:03am
Train #	9008	9:16am	EXPRESS			9:38am
Train #	9010	9:56am	10:07am	10:12am	10:14am	10:19am
Train #	9012	10:34am	EXPRESS			10:54am
Train #	9014	11:00am	11:11am	11:16am	11:18am	11:23am
Train #	9016	11:34am	EXPRESS			11:54am
Train #	9018	12:00pm	12:11pm	12:16pm	12:18pm	12:23pm
Train #	9020	12:34pm	EXPRESS			12:54pm
Train #	9022	1:00pm	1:11pm	1:16pm	1:18pm	1:23pm
Train #	9024	1:30pm	EXPRESS			1:50pm
Train #	9026	2:00pm	2:11pm	2:16pm	2:18pm	2:23pm
Train #	9028	2:30pm	EXPRESS			2:50pm
Train #	9030	2:59pm	3:10pm	3:15pm	3:17pm	3:22pm
Train #	9032	3:29pm	EXPRESS			3:49pm
Train #	9034	3:58pm	4:09pm	4:14pm	4:16pm	4:22pm
Train #	9036	4:29pm	4:40pm	N/A	N/A	4:49pm
Train #	9038	5:20pm	5:32pm	N/A	N/A	5:41pm
Train #	9040	6:24pm	6:35pm	N/A	N/A	6:43pm
Train #	9042	7:19pm	7:29pm	N/A	N/A	7:38pm

LOCAL=Kew Gardens,Forest Hills, Woodside

**Weekday Shuttle Service - First Day TBD**

**WESTBOUND**

		DEPART JAMAICA	KG	FH	WOODSIDE	ARRIVE GCM
Train #	9001	6:17am	N/A	N/A	6:27am	6:38am
Train #	9003	7:15am	N/A	N/A	7:25am	7:36am
Train #	9005	8:16am	N/A	N/A	8:27am	8:38am
Train #	9007	9:17am	N/A	N/A	9:27am	9:38am
Train #	9009	9:50am	9:54am	9:56am	10:01am	10:12am
Train #	9011	10:17am	EXPRESS			10:37am
Train #	9013	10:45am	10:49am	10:51am	10:56am	11:07am
Train #	9015	11:15am	EXPRESS			11:35am
Train #	9017	11:45am	11:49am	11:51am	11:56am	12:07pm
Train #	9019	12:15pm	EXPRESS			12:35pm
Train #	9021	12:45pm	12:49pm	12:51pm	12:56pm	1:07pm
Train #	9023	1:15pm	EXPRESS			1:35pm
Train #	9025	1:45pm	1:49pm	1:51pm	1:56pm	2:07pm
Train #	9027	2:21pm	EXPRESS			2:41pm
Train #	9029	2:45pm	2:49pm	2:51pm	2:56pm	3:07pm
Train #	9031	3:16pm	EXPRESS			3:37pm
Train #	9033	3:49pm	3:53pm	3:55pm	4:00pm	4:11pm
Train #	9035	4:16pm	EXPRESS			4:37pm
Train #	9037	4:47pm	4:51pm	4:53pm	4:59pm	5:10pm
Train #	9039	5:20pm	EXPRESS			5:42pm

LOCAL=Kew Gardens,Forest Hills, Woodside

**WEEKEND SHUTTLE SERVICE - START DATE TBD**

**EASTBOUND**

		DEPART GCM	WOODSIDE	FH	KG	ARRIVE JAMAICA
Train #	9612	7:18AM	EXPRESS			7:38AM
Train #	9614	7:45AM	7:56AM	8:01AM	8:03AM	8:08AM
Train #	9616	8:18AM	EXPRESS			8:38AM
Train #	9618	8:45AM	8:56AM	9:01AM	9:03AM	9:08AM
Train #	9620	9:18AM	EXPRESS			9:38AM
Train #	9622	9:45AM	9:56AM	10:01AM	10:03AM	10:08AM
Train #	9624	10:18AM	EXPRESS			10:38AM
Train #	9626	10:45AM	10:56AM	11:01AM	11:03AM	11:08AM
Train #	9628	11:18AM	EXPRESS			11:38AM
Train #	9630	11:45AM	11:56AM	12:01PM	12:03PM	12:08PM
Train #	9632	12:18PM	EXPRESS			12:38PM
Train #	9634	12:45PM	12:56PM	1:01PM	1:03PM	1:08PM
Train #	9636	1:18PM	EXPRESS			1:38PM
Train #	9638	1:45PM	1:56PM	2:01PM	2:03PM	2:08PM
Train #	9640	2:18PM	EXPRESS			2:38PM
Train #	9642	2:45PM	2:56PM	3:01PM	3:03PM	3:08PM
Train #	9644	3:18PM	EXPRESS			3:38PM
Train #	9646	3:45PM	3:56PM	4:01PM	4:03PM	4:08PM
Train #	9648	4:18PM	EXPRESS			4:38PM
Train #	9650	4:45PM	4:56PM	5:01PM	5:03PM	5:08PM
Train #	9652	5:18PM	EXPRESS			5:38PM
Train #	9654	5:45PM	5:56PM	6:01PM	6:03PM	6:08PM
Train #	9656	6:18PM	EXPRESS			6:38PM
Train #	9658	6:45PM	6:56PM	7:01PM	7:03PM	7:08PM
Train #	9660	7:18PM	EXPRESS			7:38PM
Train #	9662	7:45PM	7:56PM	8:01PM	8:03PM	8:08PM
Train #	9664	8:18PM	EXPRESS			8:38PM
Train #	9666	8:45PM	8:56PM	9:01PM	9:03PM	9:08PM
Train #	9668	9:18PM	EXPRESS			9:38PM
Train #	9670	9:45PM	9:56PM	10:01PM	10:03PM	10:08PM
Train #	9672	10:18PM	EXPRESS			10:38PM
Train #	9674	10:45PM	10:56PM	11:01PM	11:03PM	11:08PM
Train #	9676	11:25PM	EXPRESS			11:45PM

LOCAL=Kew Gardens, Forest Hills, Woodside

**WEEKEND SHUTTLE SERVICE - START DATE TBD**

**WESTBOUND**

		DEPART JAMAICA	KG	FH	WOODSIDE	ARRIVE GCM
Train #	9609	6:35AM	EXPRESS			6:55AM
Train #	9611	7:06AM	EXPRESS			7:26AM
Train #	9613	7:38AM	7:42AM	7:44AM	7:49AM	8:00AM
Train #	9615	8:09AM	EXPRESS			8:29AM
Train #	9617	8:38AM	8:42AM	8:44AM	8:49AM	9:00AM
Train #	9619	9:09AM	EXPRESS			9:29AM
Train #	9621	9:38AM	9:42AM	9:44AM	9:49AM	10:00AM
Train #	9623	10:09AM	EXPRESS			10:29AM
Train #	9625	10:38AM	10:42AM	10:44AM	10:49AM	11:00AM
Train #	9627	11:09AM	EXPRESS			11:29AM
Train #	9629	11:38AM	11:42AM	11:44AM	11:49AM	12:00PM
Train #	9631	12:09PM	EXPRESS			12:29PM
Train #	9633	12:38PM	12:42PM	12:44PM	12:49PM	1:00PM
Train #	9635	1:09PM	EXPRESS			1:29PM
Train #	9637	1:38PM	1:42PM	1:44PM	1:49PM	2:00PM
Train #	9639	2:09PM	EXPRESS			2:29PM
Train #	9641	2:38PM	2:42PM	2:44PM	2:49PM	3:00PM
Train #	9643	3:09PM	EXPRESS			3:29PM
Train #	9645	3:38PM	3:42PM	3:44PM	3:49PM	4:00PM
Train #	9647	4:09PM	EXPRESS			4:29PM
Train #	9649	4:38PM	4:42PM	4:44PM	4:49PM	5:00PM
Train #	9651	5:09PM	EXPRESS			5:29PM
Train #	9653	5:38PM	5:42PM	5:44PM	5:49PM	6:00PM
Train #	9655	6:09PM	EXPRESS			6:29PM
Train #	9657	6:38PM	6:42PM	6:44PM	6:49PM	7:00PM
Train #	9659	7:09PM	EXPRESS			7:29PM
Train #	9661	7:38PM	7:42PM	7:44PM	7:49PM	8:00PM
Train #	9663	8:09PM	EXPRESS			8:29PM
Train #	9665	8:38PM	8:42PM	8:44PM	8:49PM	9:00PM
Train #	9667	9:09PM	EXPRESS			9:29PM
Train #	9669	9:38PM	9:42PM	9:44PM	9:49PM	10:00PM
Train #	9671	10:09PM	EXPRESS			10:29PM
Train #	9673	10:38PM	10:42PM	10:44PM	10:49PM	11:00PM

LOCAL=Kew Gardens,Forest Hills, Woodside

**STATIONS DEPARTMENT  
NOTICE NO. 2022-61**

Date: December 28, 2022

To: All Stations Department Employees

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

Subject: **GCM – Holiday – New Year’s Day, Sunday, January 1, 2023**

**\*If revenue service should commence prior, please contact your manager**

**The following Grand Central Madison jobs WILL NOT work:**

**TICKET CLERKS** - The following positions **WILL NOT** work:

Job #	Location
<b>CG625</b>	<b>GCM</b>
<b>CG627</b>	<b>GCM</b>
<b>CG921</b>	<b>GCM</b>

**STATION APPEARANCE MAINTAINERS** - The following positions **WILL NOT** work:

Job #	Location
<b>GCM662</b>	<b>GCM</b>
<b>GCM664</b>	<b>GCM</b>

GCM FOREMEN:  
TRAIN SERVICE:

Will Not Work  
**IF** the terminal opens there will be shuttle service between Jamaica and GCM - See Notice 2022-60 for shuttle schedule.

\*\*\*



**STATIONS DEPARTMENT  
NOTICE NO. 2022-62**

Date: December 28, 2022

To: All Stations Department Employees

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

Subject: **GCM – Holiday Observed – New Year’s Day, Monday, January 2, 2023**

**\*If revenue service should commence prior, please contact your manager**

The following Grand Central Madison jobs **WILL** work:

**TICKET CLERKS** - The following positions **WILL** work:

Job #	Location
<b>CG627</b>	GCM-Confirm with Manager
<b>CG632</b>	GCM-Confirm with Manager
<b>CG633</b>	GCM-Confirm with Manager

**STATION APPEARANCE MAINTAINERS** - The following positions **WILL** work:

Job #	Location
<b>GCM662</b>	GCM-Confirm with Manager
<b>GCM664</b>	GCM-Confirm with Manager
<b>GCM665</b>	GCM-Confirm with Manager

GCM FOREMEN:  
TRAIN SERVICE:

Will Not Work  
**IF** the terminal opens there will be shuttle service between Jamaica and GCM - See Notice 2022-60 for shuttle schedule.

\*\*\*

**STATIONS DEPARTMENT**

**NOTICE NO. 2023-01**

Date: January 3, 2023  
To: Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *T.Dorsey*  
Subject: **Stations Department Monthly Focus Items Listing**

To ensure we are all working towards the same goal a monthly Focus Items Listing has been developed for everyone to post in their offices.

This is for employee office spaces only. **Do NOT post in public areas.**

The items listed are a guide for all, so we don't forget what needs to be done. Of course, if you have time to declutter your office and its April feel free to get that done, you do not have to wait for June to declutter your spaces. This is a guide and a reminder to all.

Please ensure it is posted on bulletin boards in all employee work spaces in all areas of our department as it pertains to all of us.

If you need extra copies, please contact Shelley Wooten at [sedmond@lirr.org](mailto:sedmond@lirr.org) or 718-558-7490 and she will send them out to you.

This notice along with the attachment will be interoffice mailed to all locations.

Any questions please refer to any Stations Dept. Manager.

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January

February

March

April

May

June

July

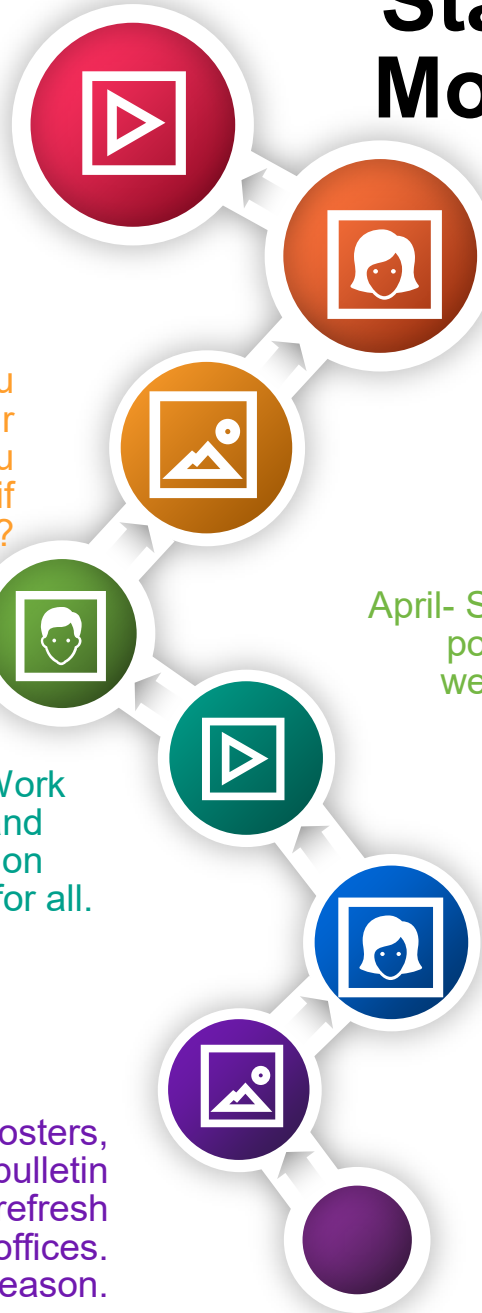
# Stations Department Monthly Focus Items

January - Ice and Snow Safety- Do an assessment of your work location- platforms and sidewalks included. Look for ice patches, look for leaks that could lead to ice patches and get them repaired. Eliminate all slipping hazards

March- Uniforms/Work Clothing- How do you look? How does your co-worker look? Is your uniform presentable to customers? Would you want to approach yourself or your co-worker if you were a customer?

May- Look over your stations for things that need repair, additional landscaping opportunities etc. Work with managers to fix up the station environment and make them look their best. For offices - follow up on trouble tickets to ensure the environment is safe for all.

July – Remove all outdated information; posters, posted documents. Remove old tape from bulletin boards, doors, and windows. Replenish and refresh all posted information inside and outside offices. Prepare for coastal storm season.



February-Check the public bathrooms at your work locations. Do they look clean? Do they smell clean? Is the deodorizer working? Advise your foreman of all issues.

April- Spring Cleaning- clean up your offices, clean up posted information, clean up flower beds, pull out weeds, fix up LIRR landscaping areas at stations.

June- DECLUTTER. Look around your area, clear out items that are no longer used or needed. Clean out old documents (follow retention schedules). Ensure egress paths are clear to move about as needed.

August

August- Maintain station flower beds and planters. Remove weeds and dead flowers. Clean out vehicles and replenish needed supplies.



# Stations Department Monthly Focus Items



September-Start preparations for winter storms. Check all winter fighting equipment, order new equipment if needed, get repairs completed. Order ice melt to replenish supplies, order PPE as needed.

September



October – SAFETY Month- all areas to be checked for safety hazards. This includes office spaces, staircases, platforms, waiting rooms, vehicles, station buildings, parking lots, garages.

October



November – Customer Service and Holiday Niceness. With the holidays comes many travelers who are not familiar with our system. Be extra nice and ask customers if help is needed, don't assume. Treat your internal customers well also.

November



December – Homeless Outreach efforts to ramp up. Make a plan with the PD to handle quality of life issues for the colder months. Are you ready for the snow and the cold temperatures at work and at home?

December



Always Be Better- Exceed the customer's expectations and treat others as you would like to be treated.

