



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

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CHIEF TRANSPORTATION OFFICER**  
**CHIEF TRANSPORTATION OFFICER BULLETIN NO. 01-23**

**TO ALL CLERICAL EMPLOYEES:**

Resumes for the following TEMPORARY position in the Office of the Chief Transportation Officer will be received by K. Hill, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 3:00 PM, on Friday, January 27, 2023.

POSITION: Secretary – Transportation Department (TEMPORARY)

LOCATION: Penn Station, New York & Grand Central Madison, New York

RATE OF PAY: \$39.903 per hour

TOUR OF DUTY: 7:30 AM – 3:30 PM

RELIEF DAYS: Saturday and Sunday

**PRIMARY DUTIES:**

Responsible for the daily handling of all correspondence within the Office of the General Superintendent – Terminal Operations, New York, including all typing, maintenance of all records, filing and related clerical duties as may be assigned. Responsible for maintaining duty roster, must provide clerical support to the Superintendents, Penn Station Central Control Offices and Grand Central Madison Offices. Applicants applying for this position must be thoroughly trained, experienced, rapid and accurate typist. Individual must be proficient as a secretary at various committees and meetings, i.e., organize meetings, transcribe, and distribute minutes, maintain notes and records, and perform other related duties as required. Individual must be able to use Windows, Microsoft Office – Word, Excel and Access, and other software programs.

POSTED: January 18, 2023

CLOSES: January 27, 2023

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

**January 18, 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>
3327	Warehouse Person Permanent (S. Brisco)	NO BIDS RECEIVED	
3328	Warehouse Person-SF-V/V Permanent (K. Boykin)	NO BIDS RECEIVED	
3329	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
3330	Assistant Warehouse Person WH 15 SF -Permanent Fri & Sat Relief (D. Brown)	NO BIDS RECEIVED	
3331	Assistant Warehouse Person Permanent (C. Jahkhah)	NO BIDS RECEIVED	
3332	Warehouse Person Temporary (K. Alves) 11:30 am – 7:30 pm	NO BIDS RECEIVED	
3333	Warehouse Person Temporary (M. Paesano)	NO BIDS RECEIVED	

**Eric Florio**

Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
January 18, 2023

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3334**

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

Resumes 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 27, 2023**. Resumes can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stockman Exception 4 – Permanent  
**LOCATION:** Hillside Support Facility  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$43.252 per hour

**DUTIES:** Must be proficient in WMS, Maximo, LIMS (PLS) & Core Peoplesoft operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

Payroll (CTAMS), and must coordinate overtime through user departments. Must have complete working knowledge of the Long Island Rail Road accounting and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department Shipping and Receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications. Must be familiar with all Stores Safety Policies. Must have basic knowledge of TCU rules and agreements.

**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 18, 2023

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3335**

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 27, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stockman – Permanent  
**LOCATION:** Various  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$42.067 per hour

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

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

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

**REQUIREMENTS:** Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00 AM  
January 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3336**

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 27, 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 & 3327)  
**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 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3337**

**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 27, 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 & 3328)**  
**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 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3338**

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 27, 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 & 3329)**

**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 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3339**

**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 27, 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 3330)**  
**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 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3340**

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 27, 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 & 3331)  
**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 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3341**

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 27, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (K. Alves) – Temporary  
RE-ADVERTISED (3332)  
**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 18, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3342**

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 27, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (M. Paesano) – Temporary  
RE-ADVERTISED (3333)  
**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 18, 2023

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-60      **Sequence:** 58

**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	Emp Num	Employee Name	Rank From
UX0001	USHERS	Permanent	LIRR-Extra List		Withdrawn	
RUH7	USHERS	Permanent	RELIEF CREW		Readvertise	

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

**Bulletin ID:** USBUL2-61

**Bulletin Seq:** 58

**Bulletin Description:** USHER BULLETIN 2/61

Open: 01/18/2023 00:01

Close: 01/27/2023 17:00

Effective: 02/01/2023 00:01

Posted: 01/18/2023 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.

# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

**Bulletin ID:** TELBUL2-97      **Sequence:** 97

**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	Emp Num	Employee Name	Rank	From		
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertis				
FT3	BLOCK OPERATOR	Permanent	BROOK		Readvertis				
TR16	BLOCK OPERATOR	Permanent	BROOK		Readvertis				
JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER	59144	FIERRO, A	170	TX1002	BO	LIRR
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER		Readvertis				
JCHN21	TRAIN DIRECTOR	Permanent	JCC TOWER	55899	MALOCO, R	129	TR19	TR	JCCT
TR9	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis				
WL2	BLOCK OPERATOR	Permanent	LEAD		Readvertis				
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis				
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List	59484	ALMONTE, CA	184	TX1001	BO	LIRR
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis				
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis				
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis				
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis				
PX5005	PSCC CONSOLE	Permanent	LIRR-Extra List		Readvertis				
2-5	PSCC CONSOLE	Permanent	PENN STATION CENTRAL		Readvertis				
WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD	52731	ARDITO, TP	70	2-2	PC	PSCC
WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD		Readvertis				

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

**Bulletin ID:** TELBUL2-98

**Bulletin Seq:** 98

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-98

Open: 01/18/2023 00:01

Close: 01/27/2023 17:00

Effective: 02/01/2023 00:01

Posted: 01/18/2023 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		
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		
BO1056	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 2-98

Open: 01/18/2023 00:01

Close: 01/27/2023 17:00

Effective: 02/01/2023 00:01

Posted: 01/18/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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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 2-98

Open: 01/18/2023 00:01

Close: 01/27/2023 17:00

Effective: 02/01/2023 00:01

Posted: 01/18/2023 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		

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 2-98

Open: 01/18/2023 00:01

Close: 01/27/2023 17:00

Effective: 02/01/2023 00:01

Posted: 01/18/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
TR19	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	VARIOUS	
		SAT & SUN BJ12 601AM \$53.034 HOURLY; \$2.050 DIFFERENTIAL	
		MON & TUE BJ22 201PM \$53.034 HOURLY; \$2.050 DIFFERENTIAL	
		WEDNESDAY BJ32 1001PM \$50.585 HOURLY; \$1.952 DIFFERENTIAL	
TR8	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	VARIOUS	
	Rest Days	FRIDAY & SATURDAY	
	Rate Of Pay	VARIOUS	
		SUNDAY & MONDAY: JCCQN1-601AM; \$54.755 HOURLY; \$2.118 DIFFERENTIAL	
		TUESDAY & WEDNESDAY: JCCQN2-201PM; \$54.755 HOURLY; \$2.118 DIFFERENTIAL	
		THURSDAY: JCCQN3-1001PM; \$52.400 HOURLY; \$2.025 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.

Bulletin Description: TELEGRAPHERS BULLETIN 2-98

Open: 01/18/2023 00:01

Close: 01/27/203 17:00

Effective: 02/01/2023 00:01

Posted:0 1/18/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
MT3013	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement Bureau		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$43.355 HOURLY* (MINIMUM)		

\*\*\*Please note this position is in accordance with the TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

MT3014	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement Bureau		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$43.355 HOURLY* (MINIMUM)		

\*\*\*Please note this position is in accordance with the TCU agreement signed on February 16, 2018\*\*\*

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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:** CREW9-35      **Sequence:** 35

**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	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis		

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

**Bulletin ID:** CREW9-36

**Bulletin Seq:** 36

**Bulletin Description:** C/D BULLETIN 9-36

Open: 01/18/2023 00:01

Close: 01/27/2023 17:00

Effective: 02/01/2023 00:01

Posted: 01/17/2023 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.

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

DATE: January 18, 2023

BULLETIN NO. SD-02-2023

This bulletin will close **at 5:00 PM on Friday, January 27, 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 do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

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Position No. 1	Permanent	Agent (A303)
Location:		Long Beach
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$47.759
Rest Days:		Saturday/Sunday

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Position No. 2	Permanent	Agent (A310)
Location:		Hempstead
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$47.361
Rest Days:		Saturday/Sunday

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Position No. 3                      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. 4                      Permanent                      Agent (A900)  
Location:                                      Jamaica Theatre  
Tour of Duty:                                      Monday – 10:00pm – 6:00am  
    Thursday/Friday – 6:00am – 2:00pm  
    Saturday – 2:00pm – 10:00pm  
    Sunday – 10:00pm – 6:00am  
Rate of Pay:                                      \$50.245  
Rest Days:                                      Tuesday/Wednesday

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Position No. 5                      Permanent                      Agent/SPVG AGT (A901)  
Location:                                      Atlantic Terminal/Jamaica Theatre  
Tour of Duty:                                      Wed/Thurs – SPVG AGT – Atlantic – 6:00am – 2:00pm  
    Friday – AGENT – Jamaica – 2:00pm – 10:00pm  
    Sat/Sun – SPVG AGT - 2:00pm – 10:00pm  
Rate of Pay:                                      Wednesday/Thursday - SPVG AGT - \$52.670  
    Friday – AGENT – \$50.245  
    Saturday/Sunday – SPVG AGT - \$52.670  
Rest Days:                                      Monday/Tuesday

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Position No. 6                      Permanent                      Agent (AG911)

Location:                                      Grand Central Madison - TSM

Tour of Duty:                                      Wed/Thurs/Fri - 6:00am – 2:00pm  
Saturday/Sunday – 2:00pm-10:00pm

Rate of Pay:                                      \$50.245

Rest Days:                                      Monday/Tuesday

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Position No. 7                      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-01-2023

<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1    Permanent A403	Re-Advertised	
POSITION NO. 2    Permanent A603	A. Blanco	01/18/2023
POSITION NO. 3    Permanent A900	Re-Advertised	
POSITION NO. 4    Permanent A901	Re-Advertised	
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 18, 2023

BULLETIN NO. SD-02-2023

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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/STIMS (C311)
Location:		Lynbrook
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$40.222
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.

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Position No. 2	Temporary	Ticket Clerk – Chief Ticket Seller (C922)
Location:		Jamaica
Tour of Duty:		Mon – Jamaica – Ticket Clerk – 6:00am – 2:00pm Tues/Wed – Jamaica – Chief – 2:00pm – 10:00pm Sat/Sun – Jamaica – Chief – 6:00am – 2:00pm
Rate of Pay:		Mon – Jamaica – Ticket Clerk - \$40.052 Tues/Wed/Sat/Sun – Chief – \$50.697
Rest Days:		Thursday/Friday

Primary Ticket Clerk 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. 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 Chief Ticket Seller Duties: Must be qualified in the sale & accounting of tickets. Must be completely familiar with TSM ticket stock & types of tickets & Metrocards available for sale to our customers. Must be able to supervise, coordinate & instruct employees in the performance of their duties in the ticket office. Must be able to handle all transactions pertaining to the ordering & distribution of Metrocards, including maintaining all records for ordering, receipt & transfer of Metrocards. Must have a thorough knowledge of all union rules & regulations pertaining to employees under their jurisdiction. Must be able to accurately count & verify ticket clerk's cash remittances & prepare large amounts of money for Bank deposits & change orders. Must be able to sell change to ticket clerks & balance and maintain records for a large operating safe. Must interact with the armored car service personnel & verify & document deposit pickup & change order deliveries. Must order, document & transfer CF-9 ticket stock to TOMs & rolled stock & stackers to TSMs. Must have a thorough working knowledge of the Ticket Office Machine & Ticket Vending Machines & be able to service equipment, to include but not limited to replacing rolled ticket stock and ticket stackers, take test tickets, reset MKV1 and MKV2 printers, replace MKV2 printer ribbon, produce & understand operational reports, removal & replacement of TVM bill vaults/coin vaults and hoppers. Must have at least 3 years of Ticket Selling experience. Must be able to accurately process TVM revenue & prepare all revenue accounting documents. Must be able to produce & understand error & jammed ticket TSM reports & be able to re-boot TSM and properly power down TVM. Must be able to trouble shoot TVM malfunctions, such as BNA jams, coin errors & ticket stock problems. Must be familiar with the sales & accounting of tickets & revenue from special tours operated by the Group Sales Department. Must have a thorough working knowledge of the policies, topics, instructions & procedures governing Agents & Ticket Clerks. Must address customer complaints, questions & inquiries regarding the ticket office window and ticket vending machine operations and handle to a satisfactory conclusion. The position is responsible for ensuring all customer information, such as timetables, brochures & posters are available & properly displayed. Must be able to assume complete responsibility for the efficient operation of the Jamaica Station Facility under the Terminal Manager's jurisdiction during his/her absence. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Will be required to work as directed.

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Position No. 3	Permanent	Ticket Clerk (C115)
Location:		Penn Station – Train Hall
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$40.052
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.

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Position No. 4	Permanent	Ticket Clerk/Info (C912)
Location:		Penn Station Train Hall
Tour of Duty:		Mon – Penn Station Train Hall – Info – 6:00am – 2:00pm Tuesday/Wednesday – 2:00pm – 10:00pm Saturday/Sunday – 6:00am – 2:00pm
Rate of Pay:		Mon – Penn Station Train Hall – Info - \$37.226 Tues/Wed/Sat/Sun - \$40.052
Rest Days:		Thursday/Friday

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. 5	Permanent	Ticket Clerk/Info (C916)
Location:		Penn Station
Tour of Duty:		Tues/Wed: Info Clerk – 6:00am-2:00pm Thurs/Fri: Ticket Clerk TR 6:30am-2:30pm Sat: Info Clerk 10:00pm-6:00am
Rate of Pay:		Tues/Wed: Info Clerk – \$37.226 Thurs/Fri: Ticket Clerk TR \$40.052 Sat: Info Clerk \$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.

Position No. 6	Permanent	Ticket Clerk (C923)
Location:		Jamaica/Hicksville
Tour of Duty:		Mon/Tues: Jamaica 6:00am-2:00pm Wed: Hicksville: 6:00am-2:00pm Sat/Sun: Jamaica 8:00am-4:00pm
Rate of Pay:		Mon/Tues: Jamaica \$ 40.052 Wed: Hicksville: \$ 38.438 Sat/Sun: Jamaica \$40.052
Rest Days:		Thursday/Friday

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.

Position No. 7	Permanent	Ticket Clerk (C961)
Location:	Port Washington/Wantagh Bethpage Facility/Hillside Facility	
Tour of Duty:	Mon: Clerk Port Washington 6:00am-2:00pm Tues: Clerk Wantagh 6:00am-2:00pm Fri: TSM Bethpage Facility 6:00am-2:00pm Sat: Cashier Hillside Facility 11:00am-7:00pm Sun: Cashier Bethpage Facility: 10:30am-6:30pm	
Rate of Pay:	Mon: Clerk Port Washington \$ 38.008 Tues: Clerk Wantagh \$ 38.287 Fri: TSM Bethpage Facility \$40.222 Sat: Cashier Hillside Facility \$ 44.389 Sun: Cashier Bethpage Facility: \$ 44.389	
Rest Days:	Wed/Thurs	

Cashier/TSM Clerk primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a "state report" from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier's safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. 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 be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers. Will be required to work as directed.

Ticket Clerk 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. 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.

Position No. 8

Permanent

Ticket Clerk (C993)

Location:

Penn Station/Massapequa/Lynbrook/Flushing/Huntington

Tour of Duty:

Tuesday – Penn Station – 6:15am – 2:15pm  
Wednesday – Massapequa - 6:00am – 2:00pm  
Thursday – Lynbrook – 6:00am – 2:00pm  
Friday – Flushing – 6:05am – 2:05pm  
Saturday – Huntington – 8:00am – 4:00pm

Rate of Pay:

Tuesday – Penn Station – \$40.052  
Wednesday – Massapequa - \$37.857  
Thursday – Lynbrook – \$37.218  
Friday – Flushing – \$38.008  
Saturday – Huntington – \$38.008

Rest Days:

Sunday/Monday

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

Position No. 9	Permanent	Ticket Clerk/Info (CG628)
Location:		Grand Central Madison
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. 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. 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	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. 12	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. 13	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. 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	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. 17	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. 18	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. 19	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. 20	Temporary	Station Appearance Maintainer (JAM119)
Location:		Jamaica
Tour of Duty:		4:00pm – 12:00am
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. 21	Temporary	Station Appearance Maintainer (L324)
Location:		Mineola
Tour of Duty:		6:00am – 2:00pm
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.

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. 22	Permanent	Station Appearance Maintainer (ARCH900)
Location:		Freeport/Arch St. Facility/Northport
Tour of Duty:		Monday – Freeport - 5:00am – 1:00pm Thursday/Friday – Arch St. Facility – 6:00am – 2:00pm Saturday/Sunday – Northport – 6:00am – 2:00pm
Rate of Pay:		Monday – Freeport - \$33.194 Thursday/Friday – Arch St. Facility – \$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. 23	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. 24	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. 25	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. 26	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. 27	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. 28	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. 29	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. 30	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. 31	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. 32	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. 33	Permanent	Station Appearance Maintainer (H503)
Location:	Jamaica/Atlantic Terminal/Nostrand – SW & HD	
Tour of Duty:	April 1 <sup>st</sup> – November 30 <sup>th</sup> - 10:00pm – 6:00am - SW December 1 <sup>st</sup> – March 31 <sup>st</sup> – 4:00pm – 12:00am - HD	
Rate of Pay:	April 1 <sup>st</sup> – November 30 <sup>th</sup> - \$34.666 December 1 <sup>st</sup> – 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. 34	Permanent	Station Appearance Maintainer (HC561)
Location:		Jamaica/Atlantic Terminal/Nostrand – HD
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$38.065
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. 35	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: 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. 36	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: 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. 37	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: 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. 38	Permanent	Station Appearance Maintainer/Chief SAM (HMC112)
Location:		Hillside Maintenance Complex
Tour of Duty:		Monday/Tuesday – Chief SAM - 7:30am – 3:30pm Wednesday/Thursday/Friday – SAM – 7:30am – 3:30pm
Rate of Pay:		Monday/Tuesday – Chief SAM \$37.914 Wednesday/Thursday/Friday – SAM \$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. 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. 39	Permanent	Station Appearance Maintainer (JAM133)
Location:		Jamaica
Tour of Duty:		10:00am – 6:00pm
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. 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. 40	Permanent	Station Appearance Maintainer (L311)
Location:		Huntington
Tour of Duty:		5:00am – 1:00pm
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. 41	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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Position No. 42	Permanent	Station Appearance Maintainer (VD100)
Location:		VD Yard (Bklyn)/WSY(Manhattan)
Tour of Duty:		Mon/Wed/Fri – VD Yard (Bklyn) – 6:30am – 2:30pm Tuesday/Thursday – WSY (Manhattan) – 6:30am – 2:30pm
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.

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AWARDS TO BULLETIN SD-01-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C101	E. Estrada	01/18/23
POSITION NO. 2	Temporary C918	Withdrawn	
POSITION NO. 3	Permanent C151	L. Trujillo	Pending
POSITION NO. 4	Permanent C153	C. Sakowski	Pending
POSITION NO. 5	Permanent C313	D. Alvarenga	01/18/23
POSITION NO. 6	Permanent CG628	Withdrawn	
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Temporary AMB	Re-Advertised	
POSITION NO. 9	Temporary AMB	Re-Advertised	
POSITION NO. 10	Temporary AMB	Re-Advertised	
POSITION NO. 11	Permanent AMB	Re-Advertised	
POSITION NO. 12	Permanent 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	Temporary CDT501	W. Singh	01/18/23
POSITION NO. 17	Temporary JAM112	Re-Advertised	
POSITION NO. 18	Temporary L310	Withdrawn	
POSITION NO. 19	Permanent ARCH900	Re-Advertised	
POSITION NO. 20	Permanent GCM660	B. Balogh	01/18/23
POSITION NO. 21	Permanent GCM669	Re-Advertised	
POSITION NO. 22	Permanent GCM674	Re-Advertised	
POSITION NO. 23	Permanent GCM675	Re-Advertised	
POSITION NO. 24	Permanent GCM676	Re-Advertised	

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AWARDS TO BULLETIN SD-01-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 25	Permanent GCM677	Re-Advertised	
POSITION NO. 26	Permanent GCM985	Re-Advertised	
POSITION NO. 27	Permanent GCM986	Re-Advertised	
POSITION NO. 28	Permanent GCM987	Re-Advertised	
POSITION NO. 29	Permanent GCM989	Re-Advertised	
POSITION NO. 30	Permanent GCM990	Re-Advertised	
POSITION NO. 31	Permanent H503	Withdrawn	
POSITION NO. 32	Permanent HGM650	Re-Advertised	
POSITION NO. 33	Permanent HGM651	Re-Advertised	
POSITION NO. 34	Permanent HGM955	Re-Advertised	
POSITION NO. 35	Permanent RSC4	R. Brown	01/18/23
POSITION NO. 36	Permanent V493	Re-Advertised	

**STATIONS DEPARTMENT**

**NOTICE NO. 2023-02**

Date: January 4, 2023  
To: Ticket Agents and Ticket Clerks  
From: Theresa Dorsey, Chief Stations Officer   
Subject: 2023 Personal Expense Mileage Rate – 65.5¢

The automobile mileage reimbursement rate is now 65.5¢ per mile effective January 1, 2023.

For any travel completed before that date, continue to use the 2022 mileage rate of 62.5 cents per business mile driven. Employees who have mileage expenses through December 31, 2022, must submit expenses on reports separate from any expenses incurred beginning January 1, 2023.

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

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If you have any questions, please contact your respective manager

**STATIONS DEPARTMENT  
NOTICE NO. 2023-03**

Date: January 5, 2023  
 To: All Stations Department Employees  
 From: Theresa Dorsey, Chief Stations Officer   
 Subject: Holiday – MLK Jr. Day, Monday, January 16, 2023

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

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

Job #	Location
A105	PENN TVM
A106	HSF TVM
A110	PENN
A200	WOODSIDE
A250	JAM THEATRE
A251	JAM THEATRE
A301	VALLEY STR
A310	HEMPSTEAD
A311	BETH TVM

Job #	Location
A312	BETH TVM
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE
A709	RONK PM

Job #	Location
A710	RONKONKOMA
A806	BABYLON
A900	JAM THEATRE
A961	BROADWAY
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM
A984	BETH TVM
A988	PENN

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

Job #	Location
C102	PENN
C103	PENN
C104	PENN
C106	PENN
C108	PENN
C114	PENN
C115	PENN
C116	PENN
C118	PENN
C121	PENN
C126	PENN
C127	PENN
C129	WSY
C132	ATLANTIC

Job #	Location
C134	ATLANTIC
C136	ATLANTIC
C139	JAM CHIEF
C140	JAM CHIEF
C143	JAMAICA
C145	JAMAICA
C152	PENN TVM
C160	JAM STIMS
C161	JAM STIMS
C201	WOODSIDE
C307	HEMPSTEAD
C310	VALLEY STR
C331	BETH TVM
C406	GREAT NECK

Job #	Location
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C802	FREEPORT
C813	BABYLON
C814	BABYLON
C821	HSF TVM
C823	HSF CSHR
C901	PENN
C904	PENN
C910	PENN

Job #	Location
C911	PENN
C912	PENN
C913	PENN
C917	PENN
C923	JAMAICA
C924	JAMAICA
C952	BETH TVM
C953	BETH TVM
C997	BETH CSHR

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

Job #	Location
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL107	ATLANTIC
ATL110	ATLANTIC
H523	VALLEY YD
H532	BAB YD
H543	RONK YD
H552	PORT WASH
H572	NORTHPORT
HC521	VALLEY YD
HC531	BAB YD
HC541	RONK YD
HC551	PORT WASH
HC571	NORTHPORT
HMC112	HILLSIDE
HMC124	HILLSIDE
JAC1	JAMAICA
JAM 102	JAMAICA

Job #	Location
JAM 104	JAMAICA
JAM 108	JAMAICA
JAM 109	JAMAICA
JAM 112	JAMAICA
JAM 113	JAMAICA
JAM 118	JAMAICA
JAM 119	JAMAICA
JAM 120	JAMAICA
JAM 124	JAMAICA
JAM 130	JAMAICA
JAM 131	JAMAICA
JAM 132	JAMAICA
L302	MINEOLA
L307	BABYLON
L309	HICKSVILLE
L311	HUNTINGTON
L312	RONKONKOMA
L317	GREAT NECK
L320	PORT WASH
L404	WYANDANCH

Job #	Location
L903	HICKSVILLE
RSC2	ATLANTIC
RSC3	ATLANTIC
RSC4	ATLANTIC
V450	MORRIS PARK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CITY
V457	GARDEN CITY
V460	BAB YD
V461	BAB YD
V466	NORTHPORT
V479	RONK PM
V480	RONK PM
V484	NORTHPORT
V485	NORTHPORT
V489	WOODSIDE
V490	VALLEY STR
V491	VALLEY STR
V492	QUEENS VLG

Job #	Location
V912	MORRIS PARK
V913	BAB YD
V914	RONK YD
V919	WOODSIDE
V920	QUEENS VLG
VD100	ATLANTIC
WSC1	WSY
WSY101	WSY
WSY900	WSY

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

PENN
ALL REGULARLY SCHEDULED WILL WORK

JAMAICA
ALL REGULARLY SCHEDULED WILL WORK

ATLANTIC
ALL REGULARLY SCHEDULED WILL WORK

**LEAD FOREMAN/FOREMAN:**

HSF WILL NOT work. Atlantic, Jamaica WILL Work.  
Island Foreman positions refer to weekly Island Foremen schedule.  
General Offices, Medical, Lost and Found, Mail & Ride.

**OFFICES CLOSED:**

**MESSENGER SERVICE:**

**WILL NOT** operate.

**TICKET SALES:**

Off Peak fares in effect all day.

**TICKET OFFICE HOURS:**

Open Ticket Offices follow the weekday schedule as shown on the Ticket Sales Hours Card

**TRAIN SERVICE:**

Will operate on a weekday schedule.



**STATIONS DEPARTMENT**

**NOTICE NO. 2023-04**

Date: January 10, 2023  
To: All Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *T.Dorsey*  
Subject: **Stations Department Procedures for Reporting a Power Outage**

Please see attached procedures/protocol for reporting power outages at our stations and work locations.

Any employee can report a power outage to the STOPS Desk Agent and the agent will follow up with the procedures in the attached protocol.

If you call the ESO desk yourself, be sure to advise the STOPS desk agent so they don't make a second call.

Attachment: Stations Department Protocol #2023-016 Procedure for Reporting a Power Outage

Any questions please refer to any Stations Dept. Manager.

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## **Procedures for Reporting a Power Outage**

### **PURPOSE**

To ensure the proper departments are notified of the outage and notifications are sent both during and after an outage has occurred. Also, to make certain the specifics of the outage, what exactly has no power, are well known to all involved, and that tracking of the reported outage takes place until the issue is fully resolved.

### **SCOPE**

Once a station has been reported as having no power (this can be reported by TVM area/managers due to errors on Status Vis, or reported by an employee working at a station). The first advisement is to call the STOPS Desk Agent, this agent will take on the role of notification, follow up and reporting on the specifics of the outage. STOPS Desk Agent is to call the ESO desk to report the outage and give specifics (718-558-8285, 718-558-8181) STOPS Agents will continue to track the process and send notifications (via group text/email) until all power is reported back in service. All information to be added to the “Power Outage Spreadsheet” in the StationsOpsControl folder.

### **REQUIREMENTS**

STOPS Desk, TVM, terminal, and all island Agents, as well as all Stations Department Employees, will require a brief overview of the new procedure and why it is being put into place. This will ensure all staff is aware of how to handle future power outages of any kind, large or small.

### **PROCEDURE**

- If a power outage is found, please contact the STOPS Desk Agent (desk 718-557-2430, cell 929-400-1572) immediately with all known facts of the outage. (Be specific as possible; platform lights, AVPS signs, elevator, escalator, TVM, ticket office lights, waiting room lights).
- STOPS Desk Agent is to call the ESO desk (718-558-8285, 718-558-8181) immediately to report the outage, then send a group text so all managers are aware.
- If the STOPS Desk Agent is notified of a power outage after hours, weekends or on a holiday, the MOD must be called and notified and either the manager, agent or on duty foreman will be required to visit the reported location and confirm the specifics of the outage with the STOPS Desk Agent.

- TVM staff will report the specifics of power outages via their normal SOP email AND text via group text to all managers. If STOPS Desk Agent has already notified all via the group text no need for TVM staff to notify again.
- A new tab is to be made for each power outage in the STOPS Desk spreadsheet. All information is to be entered until the power outage is rectified. Include when the ESO desk was called and what they are doing for the station.
- Remember if it is getting dark out, we must have ESO send generators for lighting.
- Consider adding manpower with flashlights if needed to assist customers.
- Chief Stations Officer or designee will add a text to the operational group informing all department heads of the outage and how it is being handled.
- Continue follow up group texts until situation has been rectified.



**STATIONS DEPARTMENT  
NOTICE NO. 2023-05**

Date: January 12, 2023  
To: All Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *TDD*  
Subject: GCM – Holiday – MLK Jr. Day, Monday, January 16, 2023

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

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

Job #	Assigned Location
<b>AG615</b>	GCM- Confirm with Manager

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

Job #	Location
<b>CG620</b>	GCM-Confirm with Manager
<b>CG627</b>	GCM-Confirm with Manager
<b>CG630</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 #	Assigned Location
<b>GCM660</b>	GCM-Confirm with Manager
<b>GCM661</b>	GCM-Confirm with Manager

**STATIONS DEPARTMENT  
NOTICE NO. 2023-06**

Date: January 12, 2023  
To: Ticket Agents and Ticket Clerks  
From: Theresa Dorsey, Chief Stations Officer   
Subject: **2022 Stations Department Notices Index**

Attached is a listing of the Stations Department notices issued from January through December 2022.

This cover page should be placed within your Stations Department Notices binder and the index pages placed in front of the binder.

If you require any of the notices listed, you may go to the LIRR Stations Department website. For any questions, you may contact the Mineola Office 718-558-8169

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**Employees should protect themselves, their fellow-employees, and the public by immediately reporting anything suspicious to MTA Police at 212-878-1220 or by dialing "911."**

## 2022 STATIONS DEPARTMENT NOTICES INDEX

NOTICE NO.	Date of Notice	SUBJECT
2022-01	1/13/22	Holiday – MLK Jr. Day – Monday, January 17, 2022
2022-02	1/13/22	LIRR Promotions – March 1, 2022
Rev 2022-02	2/8/22	LIRR Promotions – Updated 2/8/21
2022-03	1/13/22	2021 Stations Department Notices Index
2022-04	1/20/22	2022 Personal Expense Mileage Rate
2022-05	1/25/22	Weekly COVID Testing Sample Test Collection Supplies, Pickup & Drop Off
2022-06	2/14/22	Holiday – President's Day, Monday, February 21, 2022
Rev 2022-06	2/15/22	Revised - Holiday – President's Day, Monday, February 21, 2022
2022-07	2/14/22	Weekly COVID Testing – Includes Extra List Employees
2022-08	2/14/22	Ronkonkoma Ticket Office – Temporary Phone Number
Rev 2022-06	2/17/22	Revised - Holiday – President's Day, Monday, February 21, 2022
2022-09	3/2/22	LIRR Customer Comment Cards – Disposal Instructions for Unused Cards
2022-10	3/11/22	Extension of time period for Unused 10-Trip Off-Peak ticket exchanges
2022-11	3/22/22	All Unvaccinated Employees Must Test Weekly
2022-12	3/24/22	Usage of LIRR Issued Identification & Access Card
2022-13	3/28/22	Payroll Restoration – KRONOS Outage Period (12/8/21 – 3/8/22)
2022-14	4/4/22	Holiday – Good Friday, Friday April 15, 2022
Rev 2022-14	4/11/22	Revised – Holiday – Good Friday, Friday, April 15, 2022
Rev 2 2022-14	4/13/22	2 <sup>nd</sup> Revision – Holiday – Good Friday, Friday, April 15, 2022
2022-15	4/5/22	Bussing & Customer Service Training for SAM's & Customer Service Ambassadors
2022-16	4/13/22	Reminder: Weekly Testing Required for All Unvaccinated Employees
2022-17	5/12/22	Warm Weather Dress Code
2022-18	5/12/22	Holiday – Memorial Day, Monday, May 30, 2022

NOTICE NO.	Date of Notice	SUBJECT
2022-19	5/12/22	Reporting of Acceptance into Training Program
2022-20	6/9/22	154 <sup>th</sup> Belmont Stakes - Saturday, June 11, 2022
2022-21	6/9/22	Cessation of COVID Testing Requirements
2022-22	6/15/22	Instructions for Time Off to Vote in the Primary Election, June 28, 2022
Rev 2022-22	6/15/22	Revised - Instructions for Time Off to Vote in the Primary Election, June 28, 2022
2022-23	6/15/22	Holiday – Juneteenth, Monday, June 19, 2022
Rev 2022-23	6/16/22	Revised - Holiday – Juneteenth, Monday, June 19, 2022
Rev 2 2022-23	6/16/22	2 <sup>nd</sup> Revision - Holiday – Juneteenth, Monday, June 19, 2022
2022-24	6/16/22	Studying for Other Career Opportunities
2022-25	6/23/22	Submission of Payroll Related Paperwork to the Crew Dispatcher's Office
2022-26	6/29/22	Holiday – Independence Day, Monday, July 4, 2022
Rev 2022-26	6/29/22	Revised - Holiday – Independence Day, Monday, July 4, 2022
2022-27	6/29/22	Homeless Quality of Life Issues – Reminder
2022-28	7/14/22	Customer & Non-Customer Employee Altercations
2022-29	7/19/22	Enriched Ticket Clerk Training Opportunity
2022-30	7/28/22	Qualification Training for Bobcat Utility Vehicle
2022-31	8/1/22	Snow Removal Sign-up – Deadline August 31, 2022
Rev 2022-04	8/16/22	Mileage Increase by .04 – July 1, 2022
2022-32	8/12/22	Step-Up to Traveling Foreman Position Island/Terminal Territories
2022-33	8/16/22	Train Time – New Unified Train Time & MTA eTix App
2022-34	8/18/22	Holiday – Labor Day, Monday, September 15, 2022
2022-35	8/18/22	Instructions for Time Off to Vote in Primary Election, August 23, 2022
2022-36	8/31/22	Cool Weather Dress Code
2022-37	9/7/22	Payroll Restoration Update- KRONOS Outage Period 12/8/21-3/8/22
2022-38	9/22/22	Holiday – Columbus Day, Monday, October 10, 2022

NOTICE NO.	Date of Notice	SUBJECT
Rev 2022-38	9/27/22	Revised - Holiday – Columbus Day, Monday, October 10, 2022
2022-39	9/20/22	2023 Vacation Selections
2022-40	10/4/22	Eastern Standard Time – Effective, Sunday, November 6, 2022
2022-41	10/7/22	Veteran's Day – Friday, November 11, 2022
2022-42	10/26/225	Holiday – Election Day, Tuesday, November 8, 2022
2022-43	10/26/22	Uniforms – Annual Re-Issue Period for 2023
2022-44	10/27/22	Queens Signal Cutover Program
2022-45	11/3/22	COVID Testing Boxes to Remain Until Further Notice
2022-46	11/16/22	Grand Central Madison Terminal Information
2022-47	11/16/22	Holiday – Thanksgiving Day, Thursday, November 24, 2022
2022-48	11/16/22	Holiday – The Day After Thanksgiving Day, Friday, November 25, 2022
Rev 2022-47	11/18/22	Revised - Holiday – Thanksgiving Day, Thursday, November 24, 2022
Rev 2022-48	11/18/22	Revised - Holiday – The Day After Thanksgiving Day, Friday, November 25, 2022
2022-49	12/6/22	2023 Vacation Awards
2022-50	12/6/22	2022 NY State Mandated Computer Based Training
2022-51	12/9/22	Grand Central Madison Information – Part II
2022-52	12/14/22	Job Briefings for Situational Awareness & Safety
2022-53	12/14/22	Holiday – Christmas Day, Sunday, December 25, 2022
2022-54	12/19/22	Holiday Observed – Christmas Day, Monday, December 26, 2022
Rev 2022-53	12/15/22	Revised - Holiday – Christmas Day, Sunday, December 25, 2022
2022-55	12/19/22	Grand Central Tickets available at TVM;s and TOM's effective 12/19/22
2022-56	12/23/22	GCM – Holiday – Christmas Day, Sunday, December 25, 2022
2022-57	12/23/22	GCM – Holiday Observed – Christmas Day, Monday, December 26, 2022
2022-58	12/23/22	Holiday – New Years' Day, Sunday, January 1, 2023
2022-59	12/23/22	Holiday Observed – New Years' Day, Monday January 2, 2022

<b>NOTICE NO.</b>	<b>Date of Notice</b>	<b>SUBJECT</b>
2022-60	12/27/22	GCM Direct Shuttle Service (soft launch)
2022-61	12/27/22	GCM – Holiday – New Year's Day, Sunday, January 1, 2023
2022-62	12/27/22	GCM – Holiday Observed – New Years' Day, Monday, January 2, 2023