



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
CORPORATE SAFETY DEPARTMENT**

May 3, 2023

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
01-2023	Safety Assistant	Cheyenne Stanganelli	5/10/23
02-2023	Safety Assistant	Toramattie Bhika	5/10/23

Linda Katz

**THE LONG ISLAND RAIL ROAD
SERVICE INFORMATION OFFICE
BULLETIN NO. 2023-02**

TO ALL CLERICAL EMPLOYEES:

APPOINTED One (1) Service Information Officer supervisory position has become available in the Service Information Office (SIO) in the MTA Office of the Customer. All those interested in this position are invited to submit a resume to Colleen Coffey – Manager – Service Information Office, Mail Code 1956 or to ccoffey@lirr.org. All resumes must be received by **5 PM, May 12, 2023**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

JOB SUMMARY

This is a supervisory position in the Service Information Office (SIO) in the MTA Office of the Customer. This position is responsible for supervising the operation of the SIO and providing information to Long Island Rail Road customers and the general public about all aspects of the Long Island Rail Road, including but not limited to service announcements, delays and policies.

WORK PERFORMED

- Supervising and overseeing the day-to-day operation of the 24/7 Service Information Office (SIO) and staff.
- Assist Manager - SIO in scheduling.
- Assist in the maintenance and updating of SIO templated-messages database.
- Assist in the entry of SIO messaging statistics (numbers of e-Alerts, text messages, message board postings, etc.) in the SIO database and write reports monthly, or as needed.
- Represent the SIO at LIRR meetings as directed.
- Brief Senior Management on service disruptions as needed.
- Assist Manager - SIO in the development and implementation of training exercises for PIO staff.
- Monitor LIRR Train service via the Movement Bureau, Customer Communication Supervisor Train Movement (CCSTM), TIMACS, Radar, or any other source, as instructed.
- Ensure public announcements concerning train service are made as needed via all avenues of communication and media platforms, as necessary, including but not limited

to social media, customer e-Alerts and text messages, terminal/station screens, Service Status and Internet postings and public address announcements and AVPS updates.

- Assist in the research and writing of scheduled messaging and review reports as assigned.
- Using the Slack app: maintain an accurate record of announcements, keep a daily log of each shift's events, and an end of shift transfer log.
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains.
- Promote safe work practices and safe working conditions.
- All other duties assigned.

QUALIFICATIONS

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

Position: Supervisor, Service Information Office
Location: JCC Building-6th Floor
Tour of Duty: various
Relief Days: various
Rate of Pay: \$47.81 per hour

Posted: May 3, 2023

THE LONG ISLAND RAIL ROAD

ENGINEERING DEPARTMENT

BULLETIN NO. 528

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Manager – Engineering Payroll & Operational Support, emailed to: lsaldiv@lirr.org until 5:00 PM on May 12, 2023.

POSITION: Payroll Information Clerk (Appointed)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$39.889

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

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

Edward McGoldrick
Chief Engineer

POSTED: May 3, 2023

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

DATE: May 3, 2023

BULLETIN NO. SD-09-2023

This bulletin will close **at 5:00 PM on Friday, May 12, 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 **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**
All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.
All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No. 1	Permanent	Agent (A941)
Location:		Mineola/Hicksville/Patchogue
Tour of Duty:		Monday – Mineola 5:35 AM – 1:35 PM Thu/Fri – Hicksville 6:00 AM – 2:00 PM Sat/Sun – Patchogue 5:00 AM – 1:00 PM
Rate of Pay:		Monday: \$47.059 Thursday/Friday: \$46.792 Saturday/Sunday: \$45.673
Rest Days:		Tuesday/Wednesday

Position No. 2 Permanent SPVG Agent/Agent (A901)

Location: Wed/Thu/Sat/Sun: Atlantic Terminal – SPVG AGT
Friday: Jamaica Theater - AGENT

Tour of Duty: Wed/Thu: 6:00 AM – 2:00 PM
Fri/Sat/Sun: 2:00 PM – 10:00 PM

Rate of Pay: Wed/Thu/Sat/Sun: \$52.670
Friday: \$50.245

Rest Days: Monday/Tuesday

AWARDS TO BULLETIN SD-08-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary A971	J. Pitka	5-03-23
POSITION NO. 2	Permanent A505	James Urban (A)	5-03-23
POSITION NO. 3	Permanent AG911	Rob Lipton	5-03-23

**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER – STATIONS DEPARTMENT**

DATE: May 3, 2023

BULLETIN NO. SD-09-2023

This bulletin will close **at 5:00 PM on Friday, May 12, 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.

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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.

Position No. 1	Permanent	Info Clerk/Ticket Clerk (CG941)
Location:		Grand Central Madison
Tour of Duty:		Mon/Tues – Info Clerk - 5:30 PM – 1:30 AM Wed/Sat/Sun – Ticket Clerk – 5:30 PM – 1:30 AM
Rate of Pay:		Mon/Tues - \$37.226 Wed/Sat/Sun - \$40.052
Rest Days:		Thursday/Friday

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. 2	Permanent	Ticket Clerk (C813)
Location:		Babylon
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$38.438
Rest Days:		Tuesday/Wednesday

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. 3	Permanent	Ticket Clerk (C923)
Location:		Jamaica/Hicksville
Tour of Duty:		Mon/Tues – Jamaica 6:00 AM – 2:00 PM Wednesday – Hicksville 6:00 AM – 2:00 PM Sat/Sun – Jamaica 8:00 AM – 4:00 PM
Rate of Pay:		Mon/Tues/Sat/Sun - \$40.052 Wednesday - \$38.438
Rest Days:		Thursday/Friday

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. 4	Permanent	Ticket Clerk (C840)
Location:		Mineola
Tour of Duty:		9:00 AM – 5:00 PM
Rate of Pay:		\$38.287
Rest Days:		Saturday/Sunday

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. 5	Temporary (Revised)	Ticket Clerk (TS2) - <i>Effective 05/24/23 - 09/05/23</i>
Location:		Patchogue/Woodside/Penn Station
Tour of Duty:		Monday – Patchogue – 5:00 AM – 1:00 PM Tue/Sat/Sun – Woodside – 6:00 AM – 2:00 PM Friday – Penn Station – 7:00 AM – 3:00 PM
Rate of Pay:		Monday - \$38.008 Tue/Sat/Sun - \$37.368 Friday - \$40.052
Rest Days:		Wednesday/Thursday

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. 6	Temporary	STIMS/INFO (TS4) - <i>Effective 05/17/23 - 09/05/23</i>
Location:		Jamaica
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$40.222
Rest Days:		Tuesday/Wednesday

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	Temporary	Ticket Clerk (TS5) - <i>Effective 05/24/23 - 09/05/23</i>
Location:		Lynbrook/Long Beach
Tour of Duty:		Mon/Tues/Wed – Lynbrook - 6:00 AM – 2:00 PM Sat/Sun – Long Beach – 6:00 AM – 2:00 PM
Rate of Pay:		Mon/Tues/Wed - \$37.218 Sat/Sun – \$38.438
Rest Days:		Thursday/Friday

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	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 Citified. 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.

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

Primary Duties: Applicant will be required to work split shifts (two four-hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citified. 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.

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.

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 Citified. 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.

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 Citified. 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.

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

Primary Duties: Applicant will be required to work split shifts (two four-hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citified. 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.

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 Citified. 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.

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 Citified. 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.

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 Citified. 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.

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 Citified. 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.

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 Citified. 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.

Position No. 19	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 Citified. 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.

Position No. 20	Permanent	Crew Dispatcher (CDR 109)
Location:		Jamaica
Tour of Duty:		Wed/Thu/Fri – 6:00 AM – 2:00 PM Saturday/Sunday – 2:00 PM – 10:00 PM
Rate of Pay:		\$49.685
Rest Days:		Monday/Tuesday

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

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

Position No. 21	Temporary	Station Appearance Maintainer (V457)
Location:		Garden City
Tour of Duty:		3:00 PM – 11:00 PM
Rate of Pay:		\$34.214
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.

Position No. 22	Temporary	Heavy-Duty Chief /Station Appearance Maintainer (H572)
Location:		Babylon Yard/Hicksville/Northport
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		Mon/Tues/Wed – HD SAM – \$34.364 Sat/Sun – HD Chief SAM – \$37.914
Rest Days:		Thursday/Friday

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

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

Position No. 23	Temporary	Station Appearance Maintainer (L905)
Location:		Babylon Yard/Lynbrook/Great Neck
Tour of Duty:		Monday – Babylon Yard – 6:00 AM – 2:00 PM Tue/Wed – Lynbrook – 5:00 AM – 1:00 PM Thu/Fri – Great Neck – 6:00 AM – 2:00 PM
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

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.

Position No. 24	Permanent	Station Appearance Maintainer (L904)
Location:		Bayside/Wyandanch/Port Washington
Tour of Duty:		Sun/Mon – Bayside – 6:00 AM – 2:00 PM Thursday – Wyandanch – 5:00 AM – 1:00 PM Fri/Sat – Port Washington – 5:00 AM – 1:00 PM
Rate of Pay:		\$33.194
Rest Days:		Tuesday/Wednesday

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.

Position No. 25 Permanent Station Appearance Maintainer (GCM675)

Location: Grand Central Madison

Tour of Duty: 10:00 PM – 6:00 AM

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.

Position No. 26 Permanent Station Appearance Maintainer (GCM677)

Location: Grand Central Madison

Tour of Duty: 10:00 PM – 6:00 AM

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.

Position No. 27 Permanent Station Appearance Maintainer (V452)

Location: Morris Park

Tour of Duty: 6:15 AM – 2:15 PM

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.

Position No. 28 Permanent Station Appearance Maintainer (GCM989)

Location: Grand Central Madison

Tour of Duty: 10:00 PM – 6:00 AM

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.

Position No. 29	Permanent	Heavy Duty Station Appearance Maintainer (H553)
Location:		Port Washington/Valley Yard/Divide
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.364
Rest Days:		Monday/Tuesday

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

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

Position No. 30	Permanent	Heavy Duty Station Appearance Maintainer (HGM651)
Location:		Grand Central Madison
Tour of Duty:		10:00 PM – 6:00 AM
Rate of Pay:		\$34.515
Rest Days:		Thursday/Friday

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

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

Position No. 31	Permanent	Heavy Duty Station Appearance Maintainer (HGM955)
Location:		Grand Central Madison
Tour of Duty:		10:00 PM – 6:00 AM
Rate of Pay:		\$34.515
Rest Days:		Tuesday/Wednesday

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

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

Position No. 32	Permanent	Station Appearance Maintainer (L317)
Location:		Great Neck
Tour of Duty:		6:00 AM – 2:00 PM
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.

Position No. 33	Permanent	Station Appearance Maintainer (V471)
Location:		Garden City
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.214
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.

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

Position No. 34	Permanent	Station Appearance Maintainer (V477)
Location:		Long Beach
Tour of Duty:		5:00 AM – 1:00 PM
Rate of Pay:		\$34.214
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.

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

Position No. 35	Permanent	Station Appearance Maintainer (V493)
Location:		Queens Village
Tour of Duty:		3:30 PM – 11:30 PM
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.

Position No. 36	Permanent	Station Appearance Maintainer (V913)
Location:		Babylon Yard/Cold Spring Harbor/Long Beach
Tour of Duty:		Sun/Mon – Babylon Yard – 6:00 AM – 2:00 PM Thursday – Cold Spring Harbor – 6:00 AM – 2:00 PM Fri/Sat – Long Beach - 5:00am – 1:00pm
Rate of Pay:		\$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.

Position No. 37	Permanent	Station Appearance Maintainer (L906)
Location:		Mineola/Wyandanch
Tour of Duty:		Sat/Sun/Mon/Tues – Mineola – 6:00 AM – 2:00 PM Wednesday – Wyandanch – 5:00 AM – 1:00 PM
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.

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

Position No. 38	Permanent	Station Appearance Maintainer (L307)
Location:		Babylon Station
Tour of Duty:		5:00 AM – 1:00 PM
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.

Position No. 39	Permanent	Station Appearance Maintainer (HMC103)
Location:		Hillside Maintenance Complex
Tour of Duty:		6:30 AM – 2:30 PM
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.

Position No. 40	Permanent	Heavy Duty Station Appearance Maintainer (H562)
Location:		Jamaica/Atlantic/Nostrand
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$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.

Position No. 41 Permanent Station Appearance Maintainer (RSC4)

Location: Atlantic – SAM/Chief

Tour of Duty: Saturday – SAM – 2:00 PM – 10:00 PM
Sun/Mon – SAM - 9:30 PM – 5:30 AM
Thursday/Friday – Chief – 6:00 AM – 2:00 PM

Rate of Pay: Sat/Sun/Mon – SAM - \$33.194
Thursday/Friday – Chief – \$37.914

Rest Days: Tuesday/Wednesday

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.

Position No. 42 Temporary Station Appearance Maintainer (SL01)
Effective 05/24/23 – 09/05/23

Location: Long Beach

Tour of Duty: 11:30 AM – 7:30 PM

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.

Position No. 43

Temporary

Station Appearance Maintainer (SL02)
Effective 05/24/23 – 09/05/23

Location:

Babylon Yard/Long Beach/Freeport

Tour of Duty:

Monday - Babylon Yard – 6:00 AM – 2:00 PM
Tuesday/Wednesday – Long Beach – 11:30 AM – 7:30 PM
Saturday/Sunday – Freeport – 11:00 AM – 7:00 PM

Rate of Pay:

Monday - \$34.214
Tues/Wed/Sat/Sun – \$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.

Position No. 44 Temporary Station Appearance Maintainer (SV01)
Effective 05/24/23 – 09/05/23

Location: Westhampton

Tour of Duty: 5:00 AM – 1:00 PM

Rate of Pay: \$34.214

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.

Position No. 45 Temporary Station Appearance Maintainer (SV02)
Effective 05/24/23 – 09/05/23

Location: Babylon Yard

Tour of Duty: 6:00 AM – 2:00 PM

Rate of Pay: \$34.214

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.

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

Date May 3, 2023

TO ALL CLERICAL EMPLOYEES:

We will be accepting resumes for the **PERMANENT APPOINTED** position of Automated Ticket Sales (ATS) Support Clerk. Interested applicants must forward their resumes to Rosina Morales at rmorale@lirr.org by **5:00 PM on Friday, May 12, 2023**. The email subject line must indicate "Submission for ATS Support Clerk".

Position:	Permanent	Automated Ticket Sales Support Clerk (<i>P405</i>)
Location:		Jamaica (<i>may also work in Penn Station, Bayshore, Hillside, and Bethpage Facility</i>)
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		\$43.234
Relief Days:		Saturday/Sunday

Primary Duties:

- Process payroll for the agent craft using the most current payroll system. Perform daily adjustments as needed, oversee all dispatchers input for accuracy, all Time Paid Not Worked (TPNW) accruals and allotments verified and accurate. Check that all pay rate codes are entered correctly as well as all CBA rules regarding pay are followed correctly and applied accurately. Assist Chief Clerk with payroll and ACP items as needed. Cover Chief Clerk vacancies as needed.
- Responsible for daily employee reporting for duty (punching in and out correctly) verifications and maintaining a monthly report as well as adjusting Kronos accordingly once managers respond to requests. Follow up to obtain needed documentation to make correct Kronos adjustments.
- Run Kronos punch report for budget manager weekly.
- Record all off duty and open job information on the off-duty report daily and summarize monthly for budget manager.
- Prepare memorandums and employee/customer letters as required. May also need to coordinate meetings, agendas, and note taking of meetings.
- Coordinate interdepartmental requests for office materials for all Ticket Selling & Technology personnel. Must have a thorough knowledge of current vendor website for purchasing office supply items.
- Contact with vendor administrators to compile all necessary documentation for preparation of Contractor Pass applications. Prepare supplying LIRR pass notification documentation for management approval to obtain Contractor Pass IDs as required. Also requires scheduling photo capturing for vendor employees with LIRR Pass Office personnel.
- Arrange travel itineraries for management approval through Accounts Payable and Ultramar Agency. Expense account information as needed.
- Petty Cash Custodian - Responsible for preparing documentation to distribute petty cash to Stations Department personnel through petty cash fund as per Company policy. Prepare reports to Accounts Payable for management approval to reimburse the Petty Cash Fund.
- When required, assist TVM Claims Office personnel with customer claims, customer telephone calls, and inquiries regarding customer refunds.
- Coordinate annual CSS Recertification User applications to audit proper access.

- Monitor and record vital information for all department contracts. Assist with payables and processing of all department invoices.
 - Knowledge of the TCU Collective bargaining agreements is imperative.
 - Must have strong background with PeopleSoft and Kronos.
 - Must have a thorough knowledge of grammar, punctuation, spelling, letter composition, and proficient in proofreading.
 - Must be a qualified typist and proficient on a personal computer utilizing Microsoft Office applications as well as Maximo (Ticket Selling Machine Error Repair Reports)
 - A minimum of five years of Long Island Railroad experience required.
-

AWARDS TO BULLETIN SD-08-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C703	D. Brienza	5-03-23
POSITION NO. 2	Permanent C993	N. Appel	5-03-23
POSITION NO. 3	Permanent CG634	K. Cole	Pending
POSITION NO. 4	Permanent CG627	E. Saxon	Pending
POSITION NO. 5	Permanent CG628	Keyshawn Francois (A)	5-03-23
POSITION NO. 6	Temporary AMB	Re-Advertised	
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	Permanent AMB	Re-Advertised	
POSITION NO. 17	Temporary H572	Re-Advertised	
POSITION NO. 18	Temporary L904	Re-Advertised	
POSITION NO. 19	Permanent GCM672	H. Cartagena	5-03-23
POSITION NO. 20	Permanent GCM675	Re-Advertised	
POSITION NO. 21	Permanent GCM677	Re-Advertised	
POSITION NO. 22	Permanent GCM986	Re-Advertised	
POSITION NO. 23	Permanent GCM989	Re-Advertised	
POSITION NO. 24	Permanent H553	Re-Advertised	

AWARDS TO BULLETIN SD-08-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 25	Permanent HGM650	Withdrawn	
POSITION NO. 26	Permanent HGM651	Re-Advertised	
POSITION NO. 27	Permanent GCM955	Re-Advertised	
POSITION NO. 28	Permanent L311	Jennifer Urban	5-03-23
POSITION NO. 29	Permanent L317	Re-Advertised	
POSITION NO. 30	Permanent RSC1	Savion Morris (A)	5-03-23
POSITION NO. 31	Permanent SSM24	R. Luciano	5-03-23
POSITION NO. 32	Permanent SSM8	Russell Harris	5-03-23
POSITION NO. 33	Permanent V486	R. Douyon	5-03-23
POSITION NO. 34	Permanent V493	Re-Advertised	
POSITION NO. 35	Permanent V913	Re-Advertised	
POSITION NO. 36	Permanent V914	R. Brosnan	5-03-23
POSITION NO. 37	Permanent RSC4	Re-Advertised	

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

May 3, 2023

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
3368	Stores Truck Driver Permanent (M. Reynolds)	NO BIDS RECEIVED	
3369	Assistant Warehouse Person Permanent (F. Perez)	NO BIDS RECEIVED	
3371	Assistant Warehouse Person Permanent (R. Meade)	NO BIDS RECEIVED	
3372	Assistant Warehouse Person Permanent (D. Brown)	NO BIDS RECEIVED	

Eric Florio

Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
May 3, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3373**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENIORITY 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, May 12, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (M. Reynolds) – Permanent
RE-ADVERTISED (3354, 3359, 3363 & 3368)
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$37.906 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to be familiar with the New York City and State roads, highways and expressways as they relate to the Long Island Rail Road’s property. **New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.**

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: 9:00AM
May 3, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3374**

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, May 12, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (F. Perez) – Permanent
RE-ADVERTISED (3360, 3364 & 3369)

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
May 3, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3375**

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, May 12, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (R. Meade) – Permanent
RE-ADVERTISED (3365 & 3371)

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
May 3, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3376**

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, May 12, 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 (3362, 3366 & 3372)

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
May 3, 2023

JOB NO. 32

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	2:30 PM to 10:30 PM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 23
QUALIFICATIONS	SAME AS JOB NO. 23

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-67 **Sequence:** 58

Description: USHER BULLETIN 2/67

Open: 04/19/2023 00:01 Close: 04/28/2023 17:00 Effective: 05/03/2023 00:01 Posted: 04/19/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
JAU3	USHERS	Permanent	JAMAICA	29914	QUAGLIO, R	4	UX0012	US	LIRR
UX0010	USHERS	Permanent	LIRR-Extra List	50521	AHRENS, MJ	5	NYU2	US	NYK
NYU7	USHERS	Permanent	NEW YORK	28173	CIAVOLELLA, RM	23	RUH6	US	NYK
RUH6	USHERS	Temporary	NEW YORK	Readvertise					

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-68

Bulletin Seq: 58

Bulletin Description: USHER BULLETIN 2/68

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU2	USHERS	Permanent	NEW YORK

Location NEW YORK

Report Time 7AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$41.763 HOURLY

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

* During the course of the 3 week training program, the applicant will complete a review of all station stops.

* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

Bulletin Description: USHER BULLETIN 2/68

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH6	USHERS	Permanent	NEW YORK

Location JAMAICA & NEW YORK

Report Time VARIOUS

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay \$41.763 HOURLY

THURS/FRI: BM1 (7AM)
 SAT: NYU2X (7AM)
 SUN/MON: JAU6 (3PM)

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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* 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.

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Bulletin Description: USHER BULLETIN 2/68

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0009	USHERS	Temporary	LIRR-Extra List

Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$41.612 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 MUST COplete LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES

IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

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

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

PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

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

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

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

Bulletin ID: USBUL2-68

Bulletin Seq: 58

Bulletin Description: USHER BULLETIN 2/68

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Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/03/2023 00:01

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

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$41.612 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES

IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

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

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PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

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

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

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-5 **Sequence:** 5

Description: TELEGRAPHERS BULLETIN 3-5

Open: 04/19/2023 00:01 Close: 04/28/2023 17:00 Effective: 05/03/2023 00:01 Posted: 04/18/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertise	
FT3	BLOCK OPERATOR	Permanent	BROOK		Readvertise	
TR16	BLOCK OPERATOR	Permanent	BROOK		Readvertise	
GCM22	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON		Readvertise	
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise	
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER		Readvertise	
JCCQN2	TRAIN DIRECTOR	Permanent	JCC TOWER	57675	WRIGHT, B	136 BO1059 BO LIRR
TR9	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise	
BO1047	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise	
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise	
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertise	
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise	
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise	
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertise	
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertise	
PX5001	PSCC CONSOLE	Permanent	LIRR-Extra List		Readvertise	
PSCTR7	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL		Readvertise	
WS21	TRAIN DIRECTOR	Permanent	WEST SIDE YARD		Readvertise	
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD		Readvertise	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-6

Bulletin Seq: 6

Bulletin Description: TELEGRAPHERS BULLETIN 3-6

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1047	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		
BO1051	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		
BO1052	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		
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 3-6

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/01/2023 00:01

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

BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		

BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$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		

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Bulletin Description: TELEGRAPHERS BULLETIN 3-6

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	201PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	

JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER
	Location	JCC TOWER	
	Report Time	1001PM	
	Rest Days	WEDNESDAY & THURSDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	

PSCTR7	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL CONTROL
	Location	PENN STATION CENTRAL CONTROL	TEMPORARY
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	*\$43.355 HOURLY	

CANDIDATES AWARDED POSITIONS IN PSCC WILL BE SUBJECT TO THE AGREEMENT BETWEEN THE LIRR AND TCU-TOWER EMPLOYEES.

NOTE: THESE POSITIONS SHALL BE AWARDED IN SENIORITY ORDER FROM EXTRA LIST EMPLOYEES. ONCE AWARDED A TRAINING POSITION, THE EMPLOYEE TRAINING WILL NOT BE INTERRUPTED TO FILL OTHER POSITIONS. UPON COMPLETION OF THE TRAINING PROGRAM, THE EMPLOYEE SHALL REVERT TO THE EXTRA LIST AND WILL BE PAID THE DIFFERENCE BETWEEN THE BLOCK OPERATOR RATE AND THE PSCC CONSOLE OPERATOR RATE.

APPENDIX J SECTION 3 "THE RATE OF PAY FOR A CONSOLE OPERATOR ASSIGNED TO PSCC SHALL BE \$42.166 PER HOUR. DURING THE TRAINING PERIOD, EACH EMPLOYEE SHALL BE COMPENSATED AT THE RATE OF PAY OF HIS/HER FORMER POSITION. UPON SUCCESSFUL COMPLETION OF TRAINING, THE EMPLOYEE SHALL BE PAID FOR HIS/HER TRAINING PERIOD AT THE CONSOLE OPERATOR RATE." FULLY QUALIFIED PSCC CONSOLE OPERATOR RATE IS \$54.820 HOURLY.

*DIFFERENTIAL IS NOT INCLUDED IN ABOVE RATE OF PAY.

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 3-6

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/01/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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	

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	

PX5001	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location	PENN STATION CENTRAL CONTROL	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$57.736 HOURLY & \$2.151 DIFFERENTIAL	

GCM22	TRAIN DIRECTOR	Temporary	GRAND CENTRAL MADISON
	Location	GRAND CENTRAL MADISON	
	Report Time	201PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$55.157 DIFF \$2.04	

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Bulletin ID: TELBUL3-6

Bulletin Seq: 6

Bulletin Description: TELEGRAPHERS BULLETIN 3-6

Open: 05/03/2023 00:01

Close: 05/12/2023 17:00

Effective: 05/17/2023 00:01

Posted: 05/01/2023 00:01


Asgn	Position	Perm Or Temp	Terminal
WS21	TRAIN DIRECTOR	Permanent	WEST SIDE YARD
	Location		WEST SIDE YARD
	Report Time		3PM
	Rest Days		MONDAY & TUESDAY
	Rate Of Pay		\$53.034 HOURLY \$2.050 DIFFERENTIAL

WS31	TRAIN DIRECTOR	Permanent	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.



Revised 4/25/23 NOTICE NO. 2023-25

Date: April 21, 2023
 To: Stations Department Employees
 From: Theresa Dorsey, Chief Stations Officer 
 Subject: New Stations Department Crew Dispatcher Numbers

We have added two new lines to the dispatcher office. These numbers should be programmed into your phones to avoid missing a call from the dispatcher office. When leaving a voicemail, clearly state your name, employee number, craft, job number, and contact number, and any information you need to provide. If you don't receive a call back within the hour, please call again.

Current Dispatchers:

Supervisor:
Felix Sladky

Dispatchers:
Angel Lopez
Janice Oliver
Stacey Ruiz
Wendell Singh
Marcy Smith
Carlos Velez
Joe Zoufaly

Crew Contacts:

To reach a dispatcher 24/7: *(all lines are recorded)*

718-558-7374

718-558-8304

718-558-7467

929-386-1125 **NEW** full number should be dialed internally

929-386-1126 **NEW** full number should be dialed internally

Job Recordings:

718-558-3206

Fax Line:

718-558-7429

Email:

LIRRStationsDeptCrewOffice@lirr.org

Any crew related issues, please contact Rosina Morales, Manager Station Services Support at 347-494-6071.

Employee Responsibilities:

- **Before 11:00 AM** - Calls to sign up for work, return themselves for the following day, or requesting personal days for the following day must be made to the crew dispatcher office. Daily Boards are emailed to LIRR issued email address and can be heard by calling the recorded line.
- **After 2:00 PM** - Employees on the extra list or who are signing up for overtime must call the recorded line to hear what assignments, if any, you were given. As a backup, boards are also emailed to all Stations Department employee LIRR issued email addresses.

Stations employees experiencing issues with LIRR issued email must contact IT at 646-252-8888. Issues involving management approval must be directed to Stephen Chan, Manager Employee Applications and Operations Support, Office: 718-558-8065.



Long Island Rail Road




STATIONS DEPARTMENT

NOTICE NO. 2023-26

Date: April 21, 2023

To: Current Stations Department Ticket Clerks

From: Theresa Dorsey, Chief Stations Officer 

Subject: Enriched LIRR Ticket Clerk Training

To continue the department's success in promoting the most qualified ticket clerks into the station agent position, we are offering a deep, enriched training program for those interested in continuing their career path.

You must meet the following requirements to be considered:

- A four-year high school diploma or its educational equivalent (GED or TASC) approved by a State's Department of Education or recognized accredited organization
- Within the last five years, you must have a total of three years of current experience as a qualified ticket clerk or related ticket selling machine experience in the Stations Department.
- Effective oral and written communication skills, as well as strong interpersonal skills
- Acceptable attendance and discipline history
- Must be a current LIRR Stations Department Ticket Clerk

We will be filling classes in order of seniority. This training is intended for ticket clerks who are interested in the station agent promotion opportunity and are planning to partake in the process in the future.

You will attend a classroom training class and then will be put in the field to "mirror" a qualified station agent for the day so you can get a good understanding of the duties and expectations of the position.

If you have already taken the Enriched Ticket Clerk training, you are not eligible to take it again.

If you meet the above criteria and are interested in the training, from your LIRR email account please send the attachment to LIRRSTATIONSDEPTFORMS@lirr.org. Add to the subject line: **Enriched Ticket Clerk Training - Your Name**. Any questions can be directed towards Charlie Garbowski, cgarbow@lirr.org. Requests must be received no later than 5:00 PM on Wednesday, 5/10/2023.

If you are chosen to be included in the training, the crew dispatching office will advise you of the date and time. **Classes will begin on Wednesday, May 17, 2023.**



Enriched LIRR Ticket Clerk Training Request Form

**Please consider this my application of interest for the
enriched ticket clerk training:**

Employee Name: _____ LIRR ID: _____

Seniority Date: _____ Contact Number: _____

Current Job Number: _____ Hours worked/Relief Days _____

Employee Signature: _____ Date: _____

**This form can be returned through any of the below methods.
It must be received by 5:00 PM on Wednesday, 5/10/2023 to be considered.**

EMAIL: LIRRSTATIONSDEPTFORMS@lirr.org; **FAX:** 718-558-7429; or **INTER-OFFICE MAIL**, MC 1106.

Any questions, reach out to Charlie Garbowski, cgarbow@lirr.org.

STATIONS DEPARTMENT



NOTICE NO. 2023-27 A

Date: April 26, 2023
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: **REMINDER TO PUNCH/SWIPE IN AND OUT**

REMINDER PUNCH IN/SWIPE IN EVERY SHIFT....

REMINDER PUNCH OUT/SWIPE OUT EVERY SHIFT....

- All Stations Department employees are required to swipe in and out every day.
- When you work a double at 2 different locations you must swipe in and out at both locations, if there is an overlap of time the crew dispatchers will adjust your timecard to pay you correctly.
- If you forget to swipe in when you arrive at the beginning of your tour, report it to your supervisor (foreman, agent, chief ticket seller, who will then advise the manager) swipe once you realize you have forgotten and advise your supervisor of the reason you didn't swipe when you arrived.
- All managers are to send an email to Sue Uythoven, Rosina Morales, and Charles Garbowski with the vital employee information about the missed punch (employee full name or employee number, time they were at work and the reason for the missed punch). The punch will be adjusted as needed.
- For anyone working a "double" in the same location you do not have to punch/swipe in and out for each shift BUT if you do, it is fine. You must wait a few minutes between your out punch/swipe and your next in punch/swipe.




Long Island Rail Road

STATIONS DEPARTMENT



NOTICE NO. 2023-28

Date: April 26, 2023
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: **Your help is needed – Reporting on Cleanliness**

Customer Service comes in many forms; a smile, a “good morning greeting”, a clean station, an open waiting room, a clean and fresh smelling restroom, correct information to a question asked to name a few.

As public employees, customer service is a large part of our responsibilities. Participation from all employees to provide clean and well-maintained restrooms and waiting rooms is needed.

To help our cleaning forces be as successful as they can and give customers the best experience possible, we need the help of everyone as you work and utilize our stations. Bathrooms in your station as well as the station environment itself should be clean.

We are asking for all Stations employees to take ownership of their station by frequently checking the waiting room and restrooms throughout the day. If an unfavorable condition is found in your waiting room or inside the public restroom, please contact the territory foreman or manager. If you have a SAM assigned to your station, please make them aware of the issue and ask them to help address it as soon as possible.



To help avoid accidents, please block off unsafe areas until they can be cleaned.

If possible, check bathrooms for cleanliness every hour. Knock on the door so you don't walk in on someone in error, check each stall for messes and advise the foreman. If you are unsure of who the on-duty territory foreman or manager is, please contact the STOPS Desk at 718-557-2430 and the agent will reach out to the appropriate supervisor.

Together, we can help keep our stations clean.

