



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
May 17, 2023

CHIEF TRANSPORTATION OFFICER BULLETIN NO. 02-23

TO ALL CLERICAL EMPLOYEES:

Resumes for the following PERMANENT APPOINTED position in the Office of the Chief Transportation Officer will be received by K. Hill, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Department, Mail Code 1134, until 3:00 PM, on Friday, May 26, 2023.

POSITION: Chief Clerk (Exception 4) (Permanent)
LOCATION: Transportation Department – Jamaica, JCC 7th Floor
RATE OF PAY: \$46.428 per hour
TOUR OF DUTY: 7:00 AM – 3:00 PM
RELIEF DAYS: Saturday and Sunday
DUTIES:

- Prepare General Notices and arrange for timely company-wide distribution coordinating with the Print Shop and departmental managers to ensure priority, time sensitive information is delivered appropriately. Responsible for coordination of all administrative functions for the Train Movement section of the department. Maintenance of departmental Accident/Incident Files, including Notification Reports from the Daily Logs, obtaining Supervisor Back-up reports (i.e. AR-10's) and maintaining monthly log and files.
- Attend WSOP meetings, take meeting minutes and distribute appropriately. Maintain files for all probationary evaluations and union correspondence. Maintain department's mobilization cards, including coordinating information for update and distribution of Radio Unit & Residence Cards. Handle all related clerical duties as assigned.
- Individual must be a qualified typist and must be familiar with Word, Excel, Outlook. Familiarity with Timetable and Special Instructions. Individual must be proficient in determining correct routing of all incoming/outgoing correspondence, must be able to handle heavy volume of telephone calls in a very fast-paced environment.
- Candidates must be accurate and detail-oriented; must possess effective oral and written communication skills, interpersonal skills. Must be well organized and demonstrate the ability to address multiple tasks simultaneously. Must be able to handle confidential material in a professional manner.

Posted: May 17, 2023
Closes: May 26, 2023

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. 32
QUALIFICATIONS	SAME AS JOB NO. 32

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. 32
QUALIFICATIONS	SAME AS JOB NO. 32

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. 32
QUALIFICATIONS	SAME AS JOB NO. 32

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

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

May 17, 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>
3373	Stores Truck Driver Permanent (M. Reynolds)	NO BIDS RECEIVED	
3374	Assistant Warehouse Person Permanent (F. Perez)	NO BIDS RECEIVED	
3375	Assistant Warehouse Person Permanent (R. Meade)	NO BIDS RECEIVED	
3376	Assistant Warehouse Person Permanent (D. Brown)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
May 17, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3377**

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 26, 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 & 3373)

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
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00AM
May 17, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3378**

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 26, 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 & 3374)

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
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
May 17, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3379**

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 26, 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 & 3375)

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
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
May 17, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3380**

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 26, 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 & 3376)

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
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
May 17, 2023

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-68 **Sequence:** 58

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	Emp Num	Employee Name	Rank From
UX0009	USHERS	Temporary	LIRR-Extra List	Withdrawn		
UX0012	USHERS	Permanent	LIRR-Extra List	Withdrawn		
NYU2	USHERS	Permanent	NEW YORK	53841	MUHAMMAD, M	15 UX0001 US LIRR
RUH6	USHERS	Permanent	NEW YORK	59602	DASILVA, D	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-69

Bulletin Seq: 58

Bulletin Description: USHER BULLETIN 2/69

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/17/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU6	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SUNDAY & MONDAY

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 2/69

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/17/2023 00:01

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

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$41.612 HOURLY & \$1.650 DIFFERENTIAL BASE RATE

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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: TELBUL3-6 **Sequence:** 6

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	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	Temporary	GRAND CENTRAL MADISON		Readvertise		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER		Readvertise		
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		
BO1059	BLOCK OPERATOR	Permanent	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	51766	GUZZETTA, CJ	45	WS21 TR WSY
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD		Readvertise		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-7

Bulletin Seq: 7

Bulletin Description: TELEGRAPHERS BULLETIN 3-7

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/16/2023 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 3-7

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/16/2023 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		

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 3-7

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/16/2023 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	*\$41.166 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 3-7

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/16/2023 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	

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: TELBUL3-7

Bulletin Seq: 7

Bulletin Description: TELEGRAPHERS BULLETIN 3-7

Open: 05/17/2023 00:01

Close: 05/26/2023 17:00

Effective: 05/31/2023 00:01

Posted: 05/16/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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.

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

DATE: May 17, 2023

BULLETIN NO. SD-10-2023

This bulletin will close **at 5:00 PM on Friday, May 26, 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	SPVG Agent (A505)
Location:		Atlantic Terminal
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$52.670
Rest Days:		Wednesday/Thursday

Position No. 2	Temporary	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. 3 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-09-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A941	Withdrawn	
POSITION NO. 2	Permanent A901	Re-Advertised	

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

DATE: May 17, 2023

BULLETIN NO. SD-09-2023

This bulletin will close **at 5:00 PM on Friday, May 26, 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 don't receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No. 1	Permanent	Ticket Clerk/STIMS (C311)
Location:		Lynbrook
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$40.222
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. 2	Permanent	Lost & Found Clerk (C148)
Location:		Penn Station
Tour of Duty:		7:00 AM – 3:00 PM
Rate of Pay:		\$38.674
Rest Days:		Saturday/Sunday

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

Position No. 3 - 7	Temporary	Ambassador – (5 Available)
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Required to work singly or as part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. This position is the main point of contact for all LIRR CARES customers. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Applicant 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 payroll week. Applicant must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed. Applicant could 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

Position No. 8 - 14	Permanent	Ambassador – (7 Available)
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Required to work singly or as part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. This position is the main point of contact for all LIRR CARES customers. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Applicant 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 payroll week. Applicant must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed. Applicant could 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

Position No. 15	Temporary	Station Appearance Maintainer (V915)
Location:		Ronkonkoma Yard/Westhampton
Tour of Duty:		Sun/Mon –Ronkonkoma Yard– 5:00 AM – 1:00 PM Tues – Ronkonkoma Yard – 6:00 AM – 2:00 PM Fri/Sat – Westhampton - 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.

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. 16	Temporary	Station Appearance Maintainer (ARCH900)
Location:		Freeport/Arch St Facility/Northport
Tour of Duty:		Mon – Freeport – 5:00 AM – 1:00 PM Thurs/Fri – Arch St Facility – 6:00 AM – 2:00 PM Sat/Sun – Northport - 6:00 AM – 2:00 PM
Rate of Pay:		Mon/Thurs/Fri - \$33.194 Sat/Sun - \$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. 17	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. 18	Temporary	Heavy-Duty Chief/Station Appearance Maintainer (HC531)
Location:		Babylon Yard/Divide/Ronkonkoma Yard
Tour of Duty:		7:30 AM – 3:30 PM April 1 – November 30 6:00 AM – 2:00 PM December 1 – March 31
Rate of Pay:		\$37.914
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. 19	Temporary	Chief SAM/ Station Appearance Maintainer (HMC112)
Location:		Hillside Maintenance Complex
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		Mon/Tues – Chief SAM - \$37.914 Wed/Thurs/Fri – SAM - \$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. 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. 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. 20	Temporary	Station Appearance Maintainer (GCM663)
Location:		Grand Central Madison
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$33.194
Rest Days:		Sunday/Monday

Primary Duties: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

Position No. 21	Permanent	Station Appearance Maintainer (L902)
Location:		Rockville Center/Seaford/Bellmore/Freeport
Tour of Duty:		Wed – Rockville Center – 5:00 AM – 1:00 PM Thu – Seaford – 5:00 AM – 1:00 PM Fri/Sat – Bellmore 5:00 AM – 1:00 PM Sun – Freeport – 5:00 AM – 1:00 PM
Rate of Pay:		\$33.194
Rest Days:		Monday/Tuesday

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

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

Position No. 22	Permanent	Station Appearance Maintainer (JAM131)
Location:		JAMAICA
Tour of Duty:		6:00 AM – 2:00 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. 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. 23	Permanent	Station Appearance Maintainer (L904)
Location:		Bayside/Wyandanch/Port Washington
Tour of Duty:		Sun/Mon – Bayside – 6:00 AM – 2:00 PM Thu – 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: 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. 24 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. 25 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. 26	Permanent	Heavy-Duty Chief/Station Appearance Maintainer (HC561)
Location:		Jamaica/Atlantic/Nostrand
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$38.065
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. 27	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. 28 Permanent Station Appearance Maintainer (V453)

Location: Port Washington

Tour of Duty: 3:30 PM – 11:30 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. 29	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica – SAM/Chief
Tour of Duty:		Wed/Thurs/Fri - SAM - 4:00 PM – 12:00 AM Saturday/Sunday – Chief – 4:00 PM – 12:00 AM
Rate of Pay:		Wed/Thurs/Fri – SAM - \$33.194 Saturday/Sunday – Chief – \$37.914
Rest Days:		Monday/Tuesday

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

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

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

Position No. 30 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. 31	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. 32	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. 33	Permanent	Station Appearance Maintainer (L402)
Location:		Seaford
Tour of Duty:		5:00 AM – 1:00 PM
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.

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 (JAM116)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

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

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Position No. 35	Permanent	Station Appearance Maintainer (V912)
Location:		Morris Park/Garden City Station
Tour of Duty:		Sat/Sun/Mon/Tues - Morris Park – 6:15 AM–2:15 PM Friday – Garden City Station – 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.

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 (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. 37	Permanent	Station Appearance Maintainer (JAM121)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 AM
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 Temporary Station Appearance Maintainer (SL01)

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. 39	Temporary	Station Appearance Maintainer (SL02)
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. 40 Temporary Station Appearance Maintainer (SV02)

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.

AWARDS TO BULLETIN SD-09-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent CG941	S. Fleming	Pending
POSITION NO. 2	Permanent C813	S. Giuliano	5-17-23
POSITION NO. 3	Permanent C923	J. Bux	Pending
POSITION NO. 4	Permanent C840	R. Petrillo	5-17-23
POSITION NO. 5	Temporary TS-2	J. Lowis	Pending
POSITION NO. 6	Temporary TS-4	C. Howard-Lowe	5-17-23
POSITION NO. 7	Temporary TS-5	Clarissa Richardson	5-24-23
POSITION NO. 8	Temporary AMB	Re-Advertised	
POSITION NO. 9	Temporary AMB	Re-Advertised	
POSITION NO. 10	Temporary AMB	Re-Advertised	
POSITION NO. 11	Temporary AMB	Re-Advertised	
POSITION NO. 12	Temporary AMB	Re-Advertised	
POSITION NO. 13	Permanent AMB	Re-Advertised	
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Permanent AMB	Re-Advertised	
POSITION NO. 16	Permanent AMB	Re-Advertised	
POSITION NO. 17	Permanent AMB	Re-Advertised	
POSITION NO. 18	Permanent AMB	Re-Advertised	
POSITION NO. 19	Permanent AMB	Re-Advertised	
POSITION NO. 20	Permanent CDR109	Withdrawn	
POSITION NO. 21	Temporary V457	Re-Advertised	
POSITION NO. 22	Temporary H572	J. Ciappa	5-17-23
POSITION NO. 23	Temporary L905	R. Ruiz	5-17-23
POSITION NO. 24	Permanent L904	Re-Advertised	

AWARDS TO BULLETIN SD-09-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 25	Permanent GCM675	Re-Advertised	
POSITION NO. 26	Permanent GCM677	Re-Advertised	
POSITION NO. 27	Permanent V452	S. Deck	5-17-23
POSITION NO. 28	Permanent GCM989	Joseph Grant	5-17-23
POSITION NO. 29	Permanent H553	Re-Advertised	
POSITION NO. 30	Permanent HGM651	T. Messina	5-17-23
POSITION NO. 31	Permanent HGM955	Withdrawn	
POSITION NO. 32	Permanent L317	N. Lynn	5-17-23
POSITION NO. 33	Permanent V471	Mike Scott	5-17-23
POSITION NO. 34	Permanent V477	Savion Morris	5-17-23
POSITION NO. 35	Permanent V493	Re-Advertised	
POSITION NO. 36	Permanent V913	Re-Advertised	
POSITION NO. 37	Permanent L906	Re-Advertised	
POSITION NO. 38	Permanent L307	K. Getavesky	5-17-23
POSITION NO. 39	Permanent HMC103	C. Lignelli	5-17-23
POSITION NO. 40	Permanent H562	N. Vezzi	5-17-23
POSITION NO. 41	Permanent RSC4	Re-Advertised	
POSITION NO. 42	Temporary SL-01	Re-Advertised	
POSITION NO. 43	Temporary SL-02	Re-Advertised	
POSITION NO. 44	Temporary SV-01	Re-Advertised	
POSITION NO. 45	Temporary SV-02	Re-Advertised	



NOTICE NO. 2023-24

Date: May 10, 2023

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer



Subject: Warm Weather Dress Code – Memorial Day through Labor Day

Effective May 29, 2023, and with the beginning of the warm weather season, *from Memorial Day through Labor Day*, all Stations Department employees are required to comply with the following dress code.

Ticket Agents / Ticket Clerks

Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As always, your nametag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered. Polo shirts can ONLY be worn outside during busing or special event programs.

TSM Agents / Clerks / Cashiers

TSM agents, clerks and cashiers are required to wear neat, clean clothing, appropriate for the work to be performed. Collared shirts and safety shoes are required. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

Foremen / Station Appearance Maintainers (SAM)

Foremen / SAMs are required to wear railroad issued uniform pieces with the following exceptions:

Railroad issued short sleeve T-shirts or polo shirts may be worn. Purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, will be permitted with manager or foreman approval. Foremen / SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants and torn clothing, or vests should not be worn.

Customer Service Ambassadors: Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest, or sweater. As always, your name badge must be worn. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

As front-line employees (ticket sellers, ambassadors, SAMs, foremen, assistant foremen), your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

NOTE: NO jeans. NO hooded sweatshirts. NO sneakers. NO hats inside office buildings or terminals.

If you need any uniform items or have any questions about the dress code, please contact your manager.




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.





NOTICE NO. 2023-29

Date: April 28, 2023
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: Personal Electric Vehicles (PEV) Regulations

This policy directive applies to all customers, **employees**, contractors, consultants, visitors, agencies, and departments MTA-wide. Employees must follow these restrictions on all LIRR property.

As per the new policy, PEVs are allowed on-board LIRR trains under the following regulations:

- Must not weigh more than 100lbs, have a wheel diameter greater than 27", be higher than 48" or longer than 80"
- PEVs must remain powered off during transport
- If the PEV can be folded, it must be folded or compacted and carried
- Keep clear of doors, seats, aisles, and emergency equipment
- PEVs and their batteries must never be left unattended, discarded, stored locked to any MTA asset within the system, or abandoned for any reason

Items that are NOT permitted or restricted with this policy:

- Charging of PEVs in or on any train, platform, station, facility, or terminal is **prohibited**
 - PEVs must remain powered off during transport
- Riding of PEVs in stations or on-board trains is **prohibited**
- Shared or rented PEV provider's property (e.g, Cit Bike, Lime, Bird, Lynx, etc.)
- Hoverboards are **prohibited**

Any questions please refer to any Stations Dept. Manager.



NOTICE NO. 2023-30

Date: May 10, 2023
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T Dorsey*
Subject: Memorial Day Leave of Absence for Veteran's – Monday, May 29, 2023

Pursuant to Section 63 of the New York Public Officer's Law, employees are entitled to leave with pay on Memorial Day and Veteran's Day if they served in active duty in the Armed Forces of the United States and received an honorable discharge or were separated from such service under honorable conditions. In addition, employees are entitled to these days off with pay if they served in the armed forces of a foreign country allied with the United States in any of the following conflicts:

- World War II
- Korea
- Vietnam 12/21/61 through 5/7/75
- Lebanon 6/1/83 through 12/1/87
- Grenada 10/23/83 through 11/21/83
- Panama 12/20/89 through 1/31/90
- Persian Gulf Conflict

If you are scheduled to work on Monday, May 29, 2023 (Memorial Day), and would like to request "leave with pay," you must furnish proof of having received an honorable discharge or having been separated under honorable conditions. **Employees should submit a DD214 form or equivalent proof to the Crew Office, Mail Code 1106, Jamaica, or fax to 718-558-7429. If you have any questions, please contact the Crew Office.**

All such requests must be received no later than Friday, May 19, 2023, at 3:00 PM


All requests will be granted subject to safety concerns. If denied due to safety concerns, another day off shall be provided.

If employees are scheduled to work on Monday, May 29, 2023, and do not request the day off, they will not be entitled to another day off in lieu of the holiday.

If Monday, May 29, 2023 (Memorial Day), is the employee's relief day, no additional day will be granted. In accordance with the law, the LIRR must only allow those who are scheduled to work the day off without loss of pay.



NOTICE NO. 2023-31

Date: May 11, 2023
To: All Agents, Chiefs & Ticket Clerks
From: Theresa Dorsey, Chief Stations Officer 
Subject: Lost & Found Articles – Handling of Cash

All items should be checked for cash or valuables prior to sending them to Lost & Found. Any cash that is found with an item i.e., wallets, pocket books, backpacks, briefcases, should be deposited in an open tour and valuable items should be placed in a safe. Please contact your BLM, Terminal Manager, or the Lost & Found office if there is an issue securing the item.

At no time should cash be sent to Penn Station Lost & Found.

Record the dollar amount of cash found in the article on the ***Lost Property Document Tag*** in the section titled “Property Description”. Enter dollar amount in the section titled “currency” which will be reflected on the tag.

Do not make a separate deposit. The lost & found cash transaction should be processed in your regular TOM tour.

All perishable goods should be disposed of before forwarding to the Lost & Found office.

For detailed information and instructions on how to document lost & found cash transactions, please refer to the Ticket Sales section of the ***Ticket Agent & Ticket Clerk Instruction Manual*** Topic 420: Lost and Found Articles – Handling and Forwarding.

If you have any questions, please speak to your respective manager.