



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
OFFICE OF SECURITY DEPARTMENT
BULLETIN NO. OOS – 02-2023**

06/07/2023

Resumes will be accepted for the “**TEMPORARY**” **APPOINTED** position of **Pass Office Clerk (Exception 4)** in the Office of Security - Pass Office. Interested applicants must forward their resumes to Lauren Turner at lturner@lirr.org by **5:00PM on Friday, June 16, 2023**. The email subject line must indicate “Submission for Temporary Pass Office Clerk”. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Temporary:	Pass Office Clerk
Duration:	June 28, 2023 – October 31, 2023
Location:	Hillside Support Facility
Tour of Duty:	7:30 a.m. – 3:30 p.m.
Rate of Pay:	\$41.88/hour (includes \$0.50 skill differential)
Rest Days:	Saturday/Sunday

Primary Duties include, but are not limited to:

- Serve as front-desk representative to receive/respond to customers; provide polite, courteous service, accurate information, appropriate/applicable forms to enable expedient/efficient and successful completion of requests
- Review and verify information on all pass applications & obtain required documentation
- Produce and arrange for processing, verification and distribution of passes on pass requests
- Track/Maintain LIRR pass stock log utilizing Crystal Reports and MS Excel
- Handle heavy volume of customer inquiries (telephone and email) and willingness to work under pressure and time constraints
- Responsible for collecting and safeguarding replacement pass fees
- Perform general administrative duties and other duties as assigned

Requirements:

- Must possess excellent organizational skills and ability to effectively coordinate and prioritize work assignments and to operate successfully as a member in a team environment
- Must be a qualified clerk-typist (45 wpm) and proficient in use of PC’s including LIRR Intranet, Outlook, Access, Excel, PowerPoint, and Word. Proficiency in Core PeopleSoft applications, and Crystal Reports preferred.
- Must be knowledgeable of and familiar with Corporate Policy and Procedures related to transportation privileges, internal controls and limitations on eligibility
- Knowledge and understanding of stationary and mobile photographic equipment & lighting preferred.

Asst. Chief, Security Operations
James Stevenson

Posted June 7, 2023

**THE LONG ISLAND RAIL ROAD
OFFICE OF SECURITY DEPARTMENT
BULLETIN NO. OOS – 01-2023**

06/07/2023

Resumes will be accepted for the **APPOINTED** position of Pass Office Clerk in the Office of Security - Pass Office. Interested applicants must forward their resumes to Lauren Turner at lturner@lirr.org by **5:00PM on Friday, June 16, 2023**. The email subject line must indicate “Submission for Pass Office Clerk”. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Position:	Pass Office Clerk
Location:	Hillside Support Facility (Primary) Various Field Locations (Secondary)
Tour of Duty:	7:30 a.m. – 3:30 p.m.
Rate of Pay:	\$41.88/hour
Rest Days:	Saturday/Sunday

Primary Duties include, but are not limited to:

Serve as front-desk representative to receive/respond to applicants/customers; provide polite, courteous service, accurate information, appropriate/applicable forms to enable expedient/efficient and successful completion of requests

Review and verify information on all pass applications and obtain required documentation

Produce and arrange for processing and distribution of passes on approved applications

Track/Maintain LIRR pass stock log utilizing Crystal Reports and MS Excel

Review and process requests for new/re-certification/replacement FRA-mandated licenses (locomotive engineer, train service, student engineer, roadway worker safety certifications); monitor, track, record and update relevant database files and records

Perform field/mobile photograph capturing uploading of digital data, scanning, recording and database updating.

Handle heavy volume of customer inquiries via phone, email and in person while working under pressure and time constraints

Compile documents required for reviews and investigations on demand

Participate in the stocking of work materials. Anticipate office supply needs for projects.

Review and process various Parking Permit applications

Responsible for collecting and safeguarding replacement pass fees

Safeguard sensitive information disclosed as part of job function in accordance with MTA All-Agency Security Sensitive Information Guidelines

Perform general administrative duties and other duties as assigned

Requirements:

Must possess excellent organizational skills and ability to effectively coordinate and prioritize work assignments and to operate successfully as a member in a team environment

Must be able to type 45 wpm and be proficient in the use of PC’s including MS Access, Excel, PowerPoint, Word, and Outlook (including demonstrated ability to set and respond to appointment

requests utilizing several calendars simultaneously). Familiarity with PeopleSoft and Crystal Reports preferred.

Knowledge and experience providing clear and concise instructions to groups

Experience with proximity access cards including a working knowledge of Lenel OnGuard applications and knowledge of Mag Stripe and proximity data is preferred.

Knowledge of document retention and destruction requirements is preferred.

Knowledgeable of and familiar with Corporate Policy and Procedures related to Employee/Non-employee transportation privileges, internal controls and limitations on eligibility preferred.

Knowledge and understanding of stationary and mobile photographic equipment & lighting preferred.

Knowledge of file extensions, scanning, exporting, importing and file conversions of data preferred.

Experience with troubleshooting production errors with Lenel compatible printers is preferred

Knowledge of Certified mailings, overnight deliveries including confirmation of deliveries and creation of labels preferred.

Must have valid driver's license

Must be flexible as to work assignments, including but not limited to varying tours of duty, location of assignments, overtime assignment availability, vacation coverage, etc.

JOB NO. 32

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

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. 30
QUALIFICATIONS	SAME AS JOB NO. 30

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. 30
QUALIFICATIONS	SAME AS JOB NO. 30

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. 30
QUALIFICATIONS	SAME AS JOB NO. 30

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

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

June 7, 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>
3377	Stores Truck Driver Permanent (M. Reynolds)	NO BIDS RECEIVED	
3378	Assistant Warehouse Person Permanent (F. Perez)	NO BIDS RECEIVED	
3379	Assistant Warehouse Person Permanent (R. Meade)	NO BIDS RECEIVED	
3380	Assistant Warehouse Person Permanent (D. Brown)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
June 7, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3381**

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, June 16, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (R. Hitzler) – Permanent
LOCATION: Richmond Hill / Morris Park
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
June 7, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3382**

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, June 16, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person – Permanent
LOCATION: Morris Park / Richmond Hill
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
June 7, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3383**

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, June 16, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
June 7, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3384**

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, June 16, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – Permanent
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
June 7, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3385**

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, June 16, 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 & 3377)
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
June 7, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3386**

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, June 16, 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 & 3378)

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
June 7, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3387**

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, June 16, 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 & 3379)

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
June 7, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3388**

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, June 16, 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 & 3380)

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
June 7, 2023

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

DATE: June 7, 2023

BULLETIN NO. SD-11-2023

This bulletin will close **at 5:00 PM on Friday, June 16, 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 (A985)
Location:		Huntington/Ronkonkoma
Tour of Duty:		Tue/Wed – Huntington 12:00 PM – 8:00 PM Thurs/Fri – Ronkonkoma 12:00 PM – 8:00 PM Saturday – Ronkonkoma 8:00 AM – 4:00 PM
Rate of Pay:		\$46.231
Rest Days:		Sunday/Monday

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-10-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A505	Re-Advertised	
POSITION NO. 2	Temporary A941	C. Supper	
POSITION NO. 3	Permanent A901	Re-Advertised	

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

DATE: June 7, 2023

BULLETIN NO. SD-11-2023

This bulletin will close **at 5:00 PM on Friday, June 16, 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 (C132)
Location:		Atlantic Avenue
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$38.674
Rest Days:		Thursday/Friday

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

Position No. 2	Temporary	Ticket Clerk (TS2)
Location:	Patchogue/Woodside/Penn Station	
Tour of Duty:	Monday – Patchogue 5:00 AM – 1:00 PM Tue/Sat/Sun – Woodside 6:00 AM – 2:00 PM Friday – Penn Station 7:00 AM – 3:00 PM	
Rate of Pay:	Monday - \$38.008 Tue/Sat/Sun - \$37.368 Friday - \$40.052	
Rest Days:	Wednesday/Thursday	

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	Permanent	TSM Clerk (C821)
Location:		Hillside TSM
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$40.222
Rest Days:		Saturday/Sunday

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

Position No. 4 - 8	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. 9 - 15	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. 16	Permanent	Station Appearance Maintainer (V472)
Location:		Garden City
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.214
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. 17	Permanent	Station Appearance Maintainer (V471)
Location:		Garden City
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$34.214
Rest Days:		Friday/Saturday

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

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

Position No. 18	Temporary	Station Appearance Maintainer (L404)
Location:		Wyandanch
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. 19 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. 20	Temporary	Station Appearance Maintainer (V919)
Location:		Woodside/Hicksville
Tour of Duty:		Mon/Sun – Woodside - 6:00 AM – 2:00 PM Tuesday – Hicksville – 2:00 PM – 10:00 PM Fri/Sat – Woodside - 5:00 AM – 1:00 PM
Rate of Pay:		Mon/Tues/Sun - \$33.194 Fri/Sat - \$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. 21	Temporary	Station Appearance Maintainer (HMC116)
Location:		Hillside Maintenance Complex
Tour of Duty:		6:30 AM – 2:30 PM
Rate of Pay:		\$33.194
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. 22	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. 23	Permanent	Station Appearance Maintainer (GCM661)
Location:		Grand Central Madison
Tour of Duty:		8:00 AM – 4:00 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. 24	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. 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 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. 27	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. 28	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. 29	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. 30	Permanent	Station Appearance Maintainer (L304)
Location:		Seaford
Tour of Duty:		5:00 AM – 1:00 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.

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 (RSC3)

Location: Atlantic Avenue

Tour of Duty: 2:00 PM – 10:00 PM

Rate of Pay: \$33.194

Rest Days: Saturday/Sunday

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

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

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

Position No. 32	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. 33	Permanent	Station Appearance Maintainer (JAM122)
Location:		Jamaica
Tour of Duty:		4:00 PM – 12:00 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.

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 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. 35	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. 36 Permanent Station Appearance Maintainer (GCM985)

Location: Grand Central Madison

Tour of Duty: 2:00 PM – 10:00 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. 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. 37	Temporary	HD Chief (HCT10)
Location:		Jamaica Avenue/Atlantic Avenue
Tour of Duty:		9:00 AM – 5:00 PM
Rate of Pay:		\$38.065
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. 38	Temporary	HD SAM (HT11)
Location:		Jamaica Avenue/Atlantic Avenue
Tour of Duty:		9:00 AM – 5:00 PM
Rate of Pay:		\$34.515
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. 39	Temporary	HD SAM (HT12)
Location:		Jamaica Avenue/Atlantic Avenue
Tour of Duty:		9:00 AM – 5:00 PM
Rate of Pay:		\$34.515
Rest Days:		Saturday/Sunday

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

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

Position No. 40	Permanent	Crew Dispatcher (CDR110)
Location:		Jamaica
Tour of Duty:		Tues/Wed/Thurs – 6:00 AM – 2:00 PM Friday/Saturday – 2:00 PM – 10:00 PM
Rate of Pay:		\$49.685
Rest Days:		Sunday/Monday

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

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

AWARDS TO BULLETIN SD-10-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C311	A. Wallace	5-31-23
POSITION NO. 2	Permanent C148	Withdrawn	
POSITION NO. 3	Temporary AMB	Re-Advertised	
POSITION NO. 4	Temporary AMB	Re-Advertised	
POSITION NO. 5	Temporary AMB	Re-Advertised	
POSITION NO. 6	Temporary AMB	Re-Advertised	
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Permanent AMB	Re-Advertised	
POSITION NO. 9	Permanent AMB	Re-Advertised	
POSITION NO. 10	Permanent AMB	Re-Advertised	
POSITION NO. 11	Permanent AMB	Re-Advertised	
POSITION NO. 12	Permanent AMB	Re-Advertised	
POSITION NO. 13	Permanent AMB	Re-Advertised	
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Temporary L404	R. Godfrey	5-31-23
POSITION NO. 16	Temporary ARCH900	Re-Advertised	
POSITION NO. 17	Temporary V457	Jenel Bailey	6-07-23
POSITION NO. 18	Temporary HC531	D. Ciano	5-31-23
POSITION NO. 19	Temporary HMC112	D. Moylan	5-31-23
POSITION NO. 20	Temporary GCM663	N. Rodriguez	5-31-23
POSITION NO. 21	Permanent L902	Re-Advertised	
POSITION NO. 22	Permanent JAM131	Sotty Morris	5-31-23
POSITION NO. 23	Permanent L904	Re-Advertised	
POSITION NO. 24	Permanent GCM675	Anthony Rivera	5-31-23

AWARDS TO BULLETIN SD-10-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 25	Permanent GCM677	Re-Advertised	
POSITION NO. 26	Permanent HC561	G. Parrish	5-31-23
POSITION NO. 27	Permanent H553	Re-Advertised	
POSITION NO. 28	Permanent V453	H. Stange	5-31-23
POSITION NO. 29	Permanent RSC1	Re-Advertised	
POSITION NO. 30	Permanent V493	D. Latkowski	5-31-23
POSITION NO. 31	Permanent V913	Re-Advertised	
POSITION NO. 32	Permanent L906	Re-Advertised	
POSITION NO. 33	Permanent L402	E. Callaghan	5-31-23
POSITION NO. 34	Permanent JAM116	J. Vancol	5-31-23
POSITION NO. 35	Permanent V912	Re-Advertised	
POSITION NO. 36	Permanent JAM121	L. Everdean	6-07-23
POSITION NO. 37	Temporary SL01	Re-Advertised	
POSITION NO. 38	Temporary SL02	Re-Advertised	
POSITION NO. 39	Temporary SV-02	K. Ruddy	5-31-23

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-69 **Sequence:** 58

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	Emp Num	Employee Name	Rank	From
JAU6	USHERS	Temporary	JAMAICA	59444	JACKSON, P	34	JAU7 US JAM
UX0001	USHERS	Permanent	LIRR-Extra List	28173	CIAVOLELLA, RM	23	NYU7 US NYK

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-70

Bulletin Seq: 58

Bulletin Description: USHER BULLETIN 2/70

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BKU1	USHERS	Permanent	ATLANTIC AVE

Location ATLANTIC AVENUE

Report Time 630AM

Rest Days MONDAY/TUESDAY

Rate Of Pay \$41.763 HOURLY
\$1.650 DIFFERENTIAL

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 2/70

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU7	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 4PM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$41.763 HOURLY
\$1.650 DIFFERENTIAL

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.

NYU7	USHERS	Permanent	NEW YORK
------	--------	-----------	----------

Location NEW YORK

Report Time 11PM

Rest Days FRIDAY & SATURDAY

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.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-7 **Sequence:** 7

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	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	
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD		Readvertise	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-8

Bulletin Seq: 7

Bulletin Description: TELEGRAPHERS BULLETIN 3-8

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 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 3-8

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
------	----------	--------------	----------

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 3-8

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 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	

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	

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 3-8

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
------	----------	--------------	----------

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		

PX5008	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		

GCM21	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON
	Location		
	Report Time		
	Rest Days		
	Rate Of Pay		

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		

JTD21	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 2PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$58.878 HOURLY \$2.335 DIFFERENTIAL		

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

Bulletin ID: TELBUL3-8

Bulletin Seq: 7

Bulletin Description: TELEGRAPHERS BULLETIN 3-8

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/07/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
TR29	TRAIN DIRECTOR	Permanent	WEST SIDE YARD

Location WEST SIDE YARD

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay VARIOUS

SATURDAY & SUNDAY: WS11-WSY 7AM; \$53.034 HOURLY; \$2.050 DIFFERENTIAL

MONDAY & TUESDAY: WS21-WSY 3PM; \$53.034 HOURLY; \$2.050 DIFFERENTIAL

WEDNESDAY: WS31-WSY 11PM; \$50.585 HOURLY; \$1.952 DIFFERENTIAL

WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD
------	----------------	-----------	----------------

Location WEST SIDE YARD

Report Time 11PM

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay \$50.585 HOURLY
\$1.952 DIFFERENTIAL

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-40

Bulletin Seq: 40

Bulletin Description: C/D BULLETIN 9-40

Open: 06/07/2023 00:01

Close: 06/16/2023 17:00

Effective: 06/21/2023 00:01

Posted: 06/06/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
DT4102	CREW DISP. TRNEE	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$33.245/\$40.530 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

APPLICANTS MAY BE SUBJECTED TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$40.530 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$48.121

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES 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.




Long Island Rail Road

STATIONS DEPARTMENT



NOTICE NO. 2023-32

Date: May 10, 2023
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: Security and Safety for Ticket Office Personnel

The purpose of this notice is to reinforce the proper procedure should the unlikely and unfortunate event of a robbery take place within a staffed ticket office. It is imperative you uphold situational awareness when working alone, in remote stations, and any time leaving the ticket office/station.

If you feel there can be additional security measures that can be installed, repaired and or made more efficient please notify your Branch Line Manager, Agent, Supervisor or Travis Dillmann **email: tdillma@lirr.org**. This will ensure we can accomplish our daily tasks safely and confidently. All worksites should be safe and secure.

The following are a few reminders to reflect on throughout your shift:

- Safety and security should be at the forefront of your activities
- Take note of unusual behavior or loiterers in the waiting rooms and parking lots
- Be sure to have MTA PD and local authority numbers to call in case of emergency
- Randomize the days and times you leave the ticket office to handle your tasks

Conduct During Robbery

1. Try to remain calm.
2. For your own safety, offer no resistance.
3. Do not take unnecessary risks. Obey the robber's orders, but do not anticipate their request or do more than told.
4. Do not make any fast or sudden movements.
5. At first safe opportunity, activate the emergency holdup alarm or personal monitor.



6. Be observant. Try to form a detailed mental picture of the robbers. Note any physical features or characteristics that might aid in their identification. If possible, without unnecessary risk, note direction of escape and obtain a description of the “getaway car”, including make, model, color, and license plate number. The attached form should be used to record your observations.
7. Retain any evidence, such as a note, left by the robber. Do not handle unnecessarily.
8. Do not disturb areas or objects touched by the robber. Advise police if cameras are available.
9. Call MTA PD as soon as it is safe to do so- 718-361-2201 (Jamaica desk) 516-517-5200 (Nassau Desk), 631-851-2230 (Suffolk Desk)- you can also call 911 and they will alert the MTAPD for you.

For more information pertaining to Security, please refer to the **Ticket Agent & Ticket Clerks Instruction Manual Section 2: Security**

Attachment: Robbery Incident Form



STATION: _____

DATE OF INCIDENT: _____

I. VEHICLE DESCRIPTION:

No. of Vehicles: _____ (if more than 1 vehicle, use separate form) No of Occupants: _____

Make: _____ Model: _____

Color: _____ License Plate No: _____

Other vehicle features: _____

(ex: dents, roof rack, etc.) _____

II. PERSON(S) DESCRIPTION:

No. of Persons: _____ Check One: _____ Male _____ Female
(if more than one person, use separate forms)

A. BODY FEATURES:

Height: _____ Hair Color/Length: _____ Eye Color: _____

Build: _____ Manner of Speech: _____
(ex: thin, heavy, muscular) (ex: accent, slurred speech)

Race: _____
(include light, medium, dark complexion)

Other Body features: _____
(scars, mustache, beard, tatoos)

B. EXTERIOR WEAR: Please be descriptive (ex: color, short/long sleeve, patterns, logos)

Shirt/blouse/sweatshirt: _____ Pants: _____
(Circle one)

Sneakers/Shoes: _____ Coat/Jacket: _____
(Circle one) (Circle one)

Hat: _____ Jewelry: _____

Glasses: _____

Other exterior wear: _____

III. PERSON IDENTIFYING VEHICLE(S) AND/OR PERSON(S)

First Name: _____ Last Name: _____

Occupation: _____ Employee No: _____

Signature: _____ Date: ____ / ____ / ____



Revised 5/22/23 NOTICE NO. 2023-33

Date: May 18, 2023
 To: Stations Department Employees
 From: Theresa Dorsey, Chief Stations Officer 
 Subject: Holiday - Memorial Day, Monday, May 29, 2023

TICKET AGENTS - The following positions WILL work:

Job #	Location
A102	HSF TVM
A103	PENN TVM
A110	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A250	JAM THTR.
A251	JAM THTR.
A303	LONG BEACH

Job #	Location
A311	BETH TVM
A312	BETH TVM
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE

Job #	Location
A709	RONKONKOMA
A710	RONKONKOMA
A806	BABYLON
A808	PATCHOGUE
A900	JAM THTR.
A961	BROADWAY
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM

Job #	Location
A984	BETH TVM
A988	PENN
SXA1	WESTHAMPTON
SXA2	EAST HAMPTON
SXA3	SOUTHAMPTON
SXA4	MONTAUK
AG610	GCM TVM
AG615	GCM
AG918	GCM

TICKET CLERKS - The following positions WILL work:

Job #	Location
C102	PENN
C103	PTH
C104	PENN
C106	PENN
C108	PENN
C114	PENN
C115	PTH
C116	PTH
C118	PENN
C121	PENN
C126	PTH
C127	PENN
C132	ATLANTIC
C134	ATLANTIC

Job #	Location
C136	ATLANTIC
C139	JAM CHF
C140	JAM CHF
C143	JAMAICA
C145	JAMAICA
C151	PENN TVM
C160	JAM. STIMS
C161	STIMS/Info
C176	PTH
C201	WOODSIDE
C313	LONG BCH
C331	BETH TVM

Job #	Location
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C802	FREEMPORT
C813	BABYLON
C814	BABYLON
C822	HSF TVM
C823	HSF CSHR
C840	MINEOLA
C901	PENN

Job #	Location
C904	PENN
C910	PENN
C911	PENN
C912	PTH
C913	PENN
C917	PENN
C922	JAMAICA
C924	JAMAICA
C952	BETH TVM
C953	BETH TVM
C997	BETH CSH
C998	PTH
CG620	GCM TVM
CG626	GCM

Job #	Location
CG627	GCM
CG630	GCM
CG631	GCM
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM
CG942	GCM
CG943	GCM
TS2	PATCHOGUE

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



STATION APPEARANCE MAINTAINERS – The following positions WILL work:

Job #	Location
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL107	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
GCM660	GCM
GCM661	GCM
GCM662	GCM
GCM664	GCM
GCM665	GCM
GCM669	GCM
GCM670	GCM
GCM671	GCM
GCM672	GCM
GCM673	GCM
GCM675	GCM
GCM676	GCM
GCM677	GCM
GCM678	GCM
GCM986	GCM
GCM987	GCM
GCM988	GCM
GCM990	GCM

Job #	Location
H552	PORT WASH
H562	JAM/ATL
H572	NORTHPORT
HC551	PORT WASH
HC561	JAM/ATL
HC571	NORTHPORT
HGM651	GCM
HGM955	GCM
HMC112	HSF
HMC124	HSF
HMC131	HSF
JAC1	JAMAICA
JAM102	JAMAICA
JAM103	JAMAICA
JAM104	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM118	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA

Job #	Location
L302	MINEOLA
L307	BABYLON
L309	HICKSVILLE
L311	HUNTINGTON
L312	KO
L317	GREAT NECK
L320	PORT WASH
L321	LYNBROOK
L322	RONK YD
L402	SEAFORD
L403	RVC
L903	HICKSVILLE
L904	BAYSIDE
L905	BABYLON YD
RSC2	ATL
RSC3	ATL
RSC4	ATL
SL01	LONG BEACH
SV01	WESTHAMPTON
SV02	BABYLON YD
V450	MORRIS PK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CITY
V457	GARDEN CITY
V459	VALLEY STR

Job #	Location
V460	BAB Yd
V461	BAB Yd
V466	NORTHPORT
V477	LONG BEACH
V479	KO YARD
V480	KO YARD
V489	WOODSIDE
V490	VALLEY YD
V491	VALLEY YD
V495	W HAMPTON
V910	GARDN CTY FAC
V912	MORRIS PK
V913	BAB Yd
V914	KO
V915	KO Yard
V919	WOODSIDE
VD100	ATLANTIC
WSC1	WSY
WSY101	WSY
WSY900	WSY

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



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

PENN
Job #
All Regularly Scheduled WILL work

JAMAICA
Job #
All Regularly Scheduled WILL work

ATLANTIC
Job #
All Regularly Scheduled WILL work

GCM
Job #
All Regularly Scheduled WILL work

LEAD FOREMAN/FOREMAN:

HSF **WILL NOT** work. GCM Foremen/Asst. Foremen **WILL** Work, Atlantic, Jamaica **WILL** Work, Island Foreman positions refer to weekly Island Foremen schedule.

OFFICES CLOSED:

General Offices, Medical, Lost and Found, Mail & Ride. **WILL NOT** operate.

MESSENGER SERVICE:

Off-Peak Fares in effect all day.

TICKET SALES:

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

TICKET OFFICE HOURS:

TRAIN SERVICE:

Will operate on a holiday schedule.


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



STATIONS DEPARTMENT NOTICE NO. 2023-34

Date: May 24, 2023

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: Instructions for Time Off to Vote in Primary Election, Tuesday, June 27, 2023

The New York State Primary Elections will be held on Tuesday, June 27, 2023, for all New York State registered voters. Polls open at 6:00 AM and close at 9:00 PM. Early voting is available beginning on June 17, 2023 and ending on June 25, 2023.

Employees will be offered **two hours** off to vote **only if** they do not have sufficient time to vote either before or after their crew book tour. This law defines sufficient time as having at least four consecutive hours between the time the polls open and the start of their shift, or four consecutive hours between the time their shift ends and the closing of the polls. To comply with the New York State laws regarding voting while ensuring our service continues at the highest level possible for our customers, we are offering Stations Department employees the option to request paid time off during work hours if they meet this criterion.

If you decide to vote on Tuesday, June 27, 2023, and meet the above-mentioned criterion, you must make this request through **your manager** no later than **5:00 PM on Friday, June 23, 2023**, using the attached form #SSS-02. You can request to arrive up to two hours after the start of your scheduled tour start time **OR** you can request to leave up to two hours earlier than your scheduled tour end time. Your manager will decide when this time can be taken.

To be eligible for the two-hour accommodation, you must be a **registered voter** in New York and your crew book tour would not allow for sufficient time to vote. All requests for time off will be verified via the New York State Board of Elections website.

Attachment: Form SSS-02

* * *

If you see something, say something.

STATIONS DEPARTMENT



Fill out this form to request time off for voting in the Primary Election on June 27, 2023. **The due date is reflected on the Stations Department Notice.**

NAME: _____

CRAFT: _____

JOB NUMBER: _____

JOB LOCATION: _____

REQUEST (either start or end of tour): _____

NUMBER OF HOURS REQUESTED OFF (up to 2): _____

Office Use only:

MANAGER NAME (print): _____

ACTUAL TIME OFF APPROVED FOR EMPLOYEE: _____

MANAGER'S SIGNATURE OF APPROVAL: _____

Instructions to Managers:

Put the actual time you are approving the employee to be off for voting on this sheet EX: 6:00 AM – 8:00 AM or 8:00 PM – 10:00 PM.

Approve the time off while ensuring your operation is covered in the AM and the PM, once approved advise the employee giving at least 48 hours' notice so the employee has enough time to make plans for voting.

Scan this form so payroll for the employee can be completed correctly.


If you see something, say something.



STATIONS DEPARTMENT



STATIONS DEPARTMENT NOTICE NO. 2023-35

Date: June 1, 2023
 To: All Stations Department Ticket Sellers
 From: Theresa Dorsey, Chief Stations Officer 
 Subject: **TOM Card Reader (EMV-SBC3) Upgrade- Swipe & Refund Suspension**

Effectively immediately and until further notice for all TOMs that have been upgraded to the new credit/debit card readers.

Cover the swipe with tape so you cannot access it until the situation is rectified

- **Do Not Swipe your pass to log in to the TOM** – this will cause the TOM to freeze and require a reboot (powered down and powered up). Enter info manually.
- **Do Not Swipe a Trainmen’s Pass to process their report** - this will cause the TOM to freeze and require a reboot (powered down and powered up). Enter info manually.
- **Do Not Process ANY Refunds**- all refunds are to be sent to the refund department until further notice (we are investigating why the refunds are not being recorded in the TOM).
- **Process all check payments manually**- the Epson printer no longer reads the check information encoded on the checks. This info must be entered manually- see Topic 613 in the Ticket Agent & Ticket Clerk Instruction Manual for input instructions.

The new upgrade was rolled out mid-May, this allowed the ticket office staff to accept credit/debit cards with chips and also contactless payments at the window. The new features will allow you to:

- Accept chip cards.
- Accept contactless debit and credit cards by tap.
- Accept contactless mobile wallet payments by tap.
- Swipe (previously available).

There is a major change to the transit benefit customers with this upgrade- They **MUST** set up their card with a PIN number. They can do this through their account manager, online on their account or through the contact center on the back of the card.

Once we determine the root cause of these issues and have a fix we will test and advise everyone.

Please direct any questions to our Ticket Selling Management staff:

Chris Smith- casmith@lirr.org	Jerry Davis- gadavis@lirr.org
Anthony Arcadipane ararcad@lirr.org	

Call any Ticket Selling Manager for assistance