



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

**BID SHEETS**

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

DATE: June 21, 2023

BULLETIN NO. SD-12-2023

This bulletin will close **at 5:00 PM on Friday, June 30, 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](mailto:LIRRStationsDeptBids@lirr.org) or you can fax your CT-88 to the crew office at 718-558-7429.

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**  
All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

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Position No. 1	Permanent	SPVG Agent (A505)
Location:		Atlantic Terminal
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$52.670
Rest Days:		Wednesday/Thursday

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Position No. 2	Temporary	Agent (A702)
Location:		Bethpage Facility
Tour of Duty:		10:30 AM – 6:30 PM
Rate of Pay:		\$50.245
Rest Days:		Saturday/Sunday

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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

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AWARDS TO BULLETIN SD-11-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A505	Re-Advertised	
POSITION NO. 2	Temporary A985	M. Arasa	6-21-23
POSITION NO. 3	Permanent A901	Re-Advertised	

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Position No. 1	Permanent	STIMS/INFO (C160)
Location:		Jamaica
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$40.222
Rest Days:		Saturday/Sunday

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

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Position No. 2	Permanent	Ticket Clerk (C922)
Location:		Jamaica – Ticket Clerk/Chief
Tour of Duty:		Monday – Ticket Clerk – 6:00 AM – 2:00 PM Tue/Wed – Chief – 2:00 PM – 10:00 PM Sat/Sun – Chief – 6:00 AM – 2:00 PM
Rate of Pay:		Monday – \$40.052 Tue/Wed/Sat/Sun – \$50.697
Rest Days:		Thursday/Friday

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

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

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Position No. 3	Permanent	TSM/INFO Clerk (C980)
Location:		Hicksville/Jamaica
Tour of Duty:		Sun/Mon – Hicksville – 6:00 AM – 2:00 PM Tues/Wed – Hicksville – 1:15PM – 9:15 PM Saturday – Jamaica – 6:00 AM – 2:00 PM
Rate of Pay:		\$40.222
Rest Days:		Thursday/Friday

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

Primary Duties for Information Clerk: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 4	Temporary	Ticket Clerk (CT565)
Location:		Penn Station – Ticket Clerk/L & F Clerk
Tour of Duty:		Wed/Thurs – L & F Clerk – 8:00 AM – 4:00 PM Fri/Sat/Sun – Ticket Clerk – 6:00 AM – 2:00 PM
Rate of Pay:		Wed/Thurs – \$38.674 Fri/Sat/Sun – \$40.052
Rest Days:		Monday/Tuesday

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

Primary Duties for Lost & Found Clerk: 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 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.

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Position No. 5	Permanent	Lost & Found Clerk (C148)
Location:		Penn Station
Tour of Duty:		7:00 AM – 3:00 PM
Rate of Pay:		\$38.674
Rest Days:		Saturday/Sunday

Primary Duties for Lost & Found Clerk: 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 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.

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Position No. 6 - 10	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.

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Position No. 11 - 17	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.

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Position No. 18	Permanent	Station Appearance Maintainer (V910)
Location:		Garden City/Rockville Center/Roslyn
Tour of Duty:		Sun/Mon – Garden City – 8:00 AM – 4:00 PM Tuesday – Rockville Center – 5:00 AM – 1:00 PM Friday/Saturday – Roslyn – 5:00 AM – 1:00 PM
Rate of Pay:		Sun/Mon/Fri/Sat – \$34.214 Tuesday – \$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.

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Position No. 19	Permanent	Station Appearance Maintainer (V489)
Location:		Woodside
Tour of Duty:		5:00 AM – 1:00 PM
Rate of Pay:		\$34.214
Rest Days:		Friday/Saturday

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

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

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Position No. 20	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.

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Position No. 21	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.

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Position No. 22	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.

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Position No. 23	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.

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Position No. 24	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.

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Position No. 25	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.

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Position No. 26	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.

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Position No. 27	Permanent	Station Appearance Maintainer (L304)
Location:		Freeport
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.

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Position No. 28	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.

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Position No. 29	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.

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Position No. 30	Permanent	Station Appearance Maintainer (GCM660)
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 receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: conference rooms, cafeteria, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

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

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Position No. 31	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.

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Position No. 32	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.

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Position No. 33	Temporary	Station Appearance Maintainer (L905)
Location:		Babylon Yard/Lynbrook/Great Neck
Tour of Duty:		Monday – Babylon Yard – 6:00 AM – 2:00 PM Tue/Wed – Lynbrook – 5:00 AM – 1:00 PM Thu/Fri – Great Neck – 6:00 AM – 2:00 PM
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

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

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

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Position No. 34	Temporary	Station Appearance Maintainer (V919)
Location:		Woodside/Hicksville
Tour of Duty:		Sun/Mon – 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:		Sun/Mon/Tues – \$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.

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Position No. 35	Temporary	Station Appearance Maintainer (GCM671)
Location:		Grand Central Madison
Tour of Duty:		2:00 PM – 10:00 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.

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Position No. 36	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.

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Position No. 37                      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.

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Position No. 38	Temporary	Station Appearance Maintainer (GCM985)
Location:		Grand Central Madison – SAM/Chief SAM
Tour of Duty:		Wed/Thu/Fri – SAM – 2:00 PM – 10:00 PM Saturday/Sunday – Chief SAM – 2:00 PM – 10:00 PM
Rate of Pay:		Wed/Thu/Fri – \$33.194 Saturday/Sunday - \$37.914
Rest Days:		Monday/Tuesday

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

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

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Position No. 39	Temporary	Station Appearance Maintainer (JAM130)
Location:		Jamaica
Tour of Duty:		6:00 AM – 2:00 PM
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

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

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

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Position No. 40	Temporary	Station Appearance Maintainer (GCM677)
Location:		Grand Central Madison
Tour of Duty:		10:00 PM – 6:00 AM
Rate of Pay:		\$33.194
Rest Days:		Saturday/Sunday

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

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

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AWARDS TO BULLETIN SD-11-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C132	J. Desir	Pending
POSITION NO. 2	Temporary TS-2	J. Lowis	Pending
POSITION NO. 3	Permanent C821	A. Wallace	06-28-23
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	Temporary 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	Permanent AMB	Re-Advertised	
POSITION NO. 16	Permanent V472	M. Gould	6-21-23
POSITION NO. 17	Permanent V471	D. Powell	6-21-23
POSITION NO. 18	Temporary L404	Re-Advertised	
POSITION NO. 19	Temporary ARCH900	Re-Advertised	
POSITION NO. 20	Temporary V919	Re-Advertised	
POSITION NO. 21	Temporary HMC116	C. Adamo	6-21-23
POSITION NO. 22	Permanent L902	Re-Advertised	
POSITION NO. 23	Permanent GCM661	D. Moylan	6-21-23
POSITION NO. 24	Permanent L904	Re-Advertised	
POSITION NO. 25	Permanent GCM677	Re-Advertised	

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AWARDS TO BULLETIN SD-11-2023

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 26	Permanent H553	Re-Advertised	
POSITION NO. 27	Permanent RSC1	Re-Advertised	
POSITION NO. 28	Permanent V913	Re-Advertised	
POSITION NO. 29	Permanent L906	Re-Advertised	
POSITION NO. 30	Permanent L304	Re-Advertised	
POSITION NO. 31	Permanent RSC3	E. Englehardt	6-21-23
POSITION NO. 32	Permanent V912	Re-Advertised	
POSITION NO. 33	Permanent JAM122	Re-Advertised	
POSITION NO. 34	Temporary SL01	Re-Advertised	
POSITION NO. 35	Temporary SL02	Re-Advertised	
POSITION NO. 36	Permanent GCM985	Re-Advertised	
POSITION NO. 37	Temporary HCT10	S. Bess	6-21-23
POSITION NO. 38	Temporary HT11	T. Jenkins	6-21-23
POSITION NO. 39	Temporary HT12	D. Picart	6-21-23
POSITION NO. 40	Permanent CDR110	W. Singh	6-21-23

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

**June 21, 2023**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
3381	Assistant Warehouse Person Richmond Hill – Permanent (R. Hitzler)	David Mendez	6/21/23
3382	Warehouse Person Morris Park/Richmond Hill Permanent	Anthony Medina	6/28/23
3383	Warehouse Person Permanent	Dean Powell	6/28/23
3384	Assistant Warehouse Person Permanent	Jamal Faulkner	6/28/23
3385	Stores Truck Driver Permanent (M. Reynolds)	NO BIDS RECEIVED	
3386	Assistant Warehouse Person Permanent (F. Perez)	Joseph Stanganelli	6/28/23
3387	Assistant Warehouse Person Permanent (R. Meade)	Bradley Balogh	6/28/23
3388	Assistant Warehouse Person Permanent (D. Brown)	WITHDRAWN	

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

POSTED: 9:00 AM  
June 21, 2023

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3389**

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 30, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (D. Mendez) – Permanent  
**LOCATION:** Morris Park / Richmond Hill  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$38.813 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM  
June 21, 2023

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3390**

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 30, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (A. Medina) – 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**  
Acting Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
June 21, 2023

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3391**

**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 30, 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 & 3385)**

**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 21, 2023

**LONG ISLAND RAIL ROAD**

**OFFICE OF THE CHIEF TRANSPORTATION OFFICER**

**June 21, 2023**

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

**NOTICE OF AWARD**

**POSITION: Chief Clerk – Transportation Department (PERMANENT)**

<b>EMPLOYEE</b>	<b>EFFECTIVE DATE</b>
<b>John Scano</b>	<b>June 28, 2023</b>

**Posted: 9:00 AM**

**June 21, 2023**



**THE LONG ISLAND RAIL ROAD  
OFFICE OF SECURITY DEPARTMENT  
BULLETIN NO. OOS – 03-2023**

**06/21/2023**

Resumes will be accepted for the **APPOINTED** position of **Supervisor - Pass Office** in the Office of Security - Pass Office. Interested applicants must forward their resumes to Lauren Turner at [lturner@lirr.org](mailto:lturner@lirr.org) by **5:00PM on Friday, June 30, 2023**. The email subject line must indicate "Submission for Supervisor - Pass Office". All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Position: Supervisor - Pass Office  
Location: Hillside Support Facility (Primary)  
Various Field Locations (Secondary)  
Tour of Duty: Monday-Friday 7:30 AM – 3:30 PM  
Rate of Pay: \$47.299/hour  
Rest Days: Saturday/Sunday

**JOB SUMMARY:** The position is responsible for supervising the LIRR Transportation Privilege Program, FRA mandated licensing programs, facility access/photo identification card program, & LIRR employee parking permit program. This position is also responsible for supervising associate agency transportation entitlements for LIRR employees & LIRR transportation entitlements for associate MTA agency employees.

**WORK PERFORMED:** *Listing of specific duties and responsibilities.*

- Supervise the related processing activities of the LIRR's transportation Pass Program for employee/non-employee photo identification card & facility access control card programs, including required photos for the LIRR's FRA (Federal Railway Administration) mandated licensing program.
- Coordinate with inter-departmental representatives, to ensure the accurate, efficient & timely issuance/re-issuance of required licenses ensuring compliance with Federal mandates
- Supervise daily processing activities of the support staff; ensure staff are appropriately trained on all required procedures.
- Supervise the operations of the technical support tools including stationary portable/remote photo badging station systems & peripherals.
- Supervise the Employee Parking Permit Program, distributing applications, reviewing completed applications against employee database information, and issuing the Permits.
- Ensure equipment is in good operating condition, when necessary, report defective materials to ensure timely replacement and compliance with proper internal control mechanisms.
- Coordinate with Information Services Department personnel on data operations and on developing and enhancing programs.

- Supervise the processing of transportation pass entitlements for LIRR employees requiring travel on other MTA agency services, as well as for other MTA Agency employees requiring travel on the LIRR. Communicate, coordinate, and process applications from MTA Agency employees. Review applications and business justifications; supervise production and distribution of passes; and recovery of passes as necessary. Ensure adherence to internal controls. Provide input to Manager for any necessary development or revisions to procedures and processes.
- Assist in the investigation, evaluation, formulation, and implementation of computer system advancements (transportation pass designs/revisions, access control card designs/revisions); new technological enhancements. Communicate, and & coordinate with Transportation Department personnel to report unauthorized use/misuse of transportation pass privileges. Ensure proper recording/ tracking reports of same.
- Ensure timely efficient dissemination of invalid pass information to fare collection personnel; ensure accurate accessible data is recorded and maintained.
- Identify, plan and schedule periodic updates to photograph and signature capturing cycles and associated database uploading/updating process functions.
- Assist the Manager in scheduling personnel and resources required to accomplish the annual issuance of LIRR transportation passes to all qualified/eligible employees.
- Provide necessary information to auditors and implement any required changes to the processing of passes because of audits. Develop necessary reports for conformance and compliance. Produce SQL, Crystal and Excel reports and updates requested by Manager and as listed in procedures.

**QUALIFICATIONS:** *Educational requirements, certification or licensing standards, experience and basic knowledge requirements.*

- Understanding of policies related to transportation privileges, internal controls, security applications, techniques, etc.
- Understanding of the structure/functions of various LIRR departments.
- Must possess and be able to demonstrate problem solving, written, oral, human relations skills.
- Knowledge and proficiency with personal computers including MS Word, Excel, Access, PowerPoint, and Outlook and advanced familiarity with databases including queries and Crystal Report creation. Must be able to create spreadsheets, including pivot tables and graphics.
- Familiarity with photographic equipment, lighting and scanning devices.
- Must possess a high degree of professionalism and integrity with ability to deal with all levels of personnel as well as associate MTA agencies' staff and external organizations in a professional and diplomatic manner utilizing a high degree of integrity.

- Knowledge of PeopleSoft applications, purchase orders, receipting and other material supply processes preferred.
- Experience with proximity access cards including a working knowledge of Lenel OnGuard applications and knowledge of Mag Stripe and proximity data is preferred.
- Must have a valid NYS 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.

**THE LONG ISLAND RAIL ROAD  
OFFICE OF SECURITY DEPARTMENT  
BULLETIN NO. OOS – 04-2023**

06/21/2023

Resumes will be accepted for the “**TEMPORARY**” **APPOINTED** position of **Supervisor - Pass Office** in the Office of Security - Pass Office. Interested applicants must forward their resumes to Lauren Turner at [lturner@lirr.org](mailto:lturner@lirr.org) by **5:00PM on Friday, June 30, 2023**. The email subject line must indicate “Submission for Temporary Supervisor - Pass Office”. All resumes must include seniority date, current position & date awarded, bulletin number, LIRR extension, and address and phone number.

Temporary: Supervisor - Pass Office  
Duration: July 19, 2023 – December 31, 2023  
Location: Hillside Support Facility (Primary)  
Various Field Locations (Secondary)  
Tour of Duty: Monday-Friday 7:30 AM – 3:30 PM  
Rate of Pay: \$47.299/hour  
Rest Days: Saturday/Sunday

**JOB SUMMARY:** The position is responsible for supervising the LIRR Transportation Privilege Program, FRA mandated licensing programs, facility access/photo identification card program, & LIRR employee parking permit program. This position is also responsible for supervising associate agency transportation entitlements for LIRR employees & LIRR transportation entitlements for associate MTA agency employees.

**WORK PERFORMED:** *Listing of specific duties and responsibilities.*

- Supervise the related processing activities of the LIRR's transportation Pass Program for employee/non-employee photo identification card & facility access control card programs, including required photos for the LIRR's FRA (Federal Railway Administration) mandated licensing program.
- Coordinate with inter-departmental representatives, to ensure the accurate, efficient & timely issuance/re-issuance of required licenses ensuring compliance with Federal mandates
- Supervise daily processing activities of the support staff; ensure staff are appropriately trained on all required procedures.
- Supervise the operations of the technical support tools including stationary portable/remote photo badging station systems & peripherals.
- Supervise the Employee Parking Permit Program, distributing applications, reviewing completed applications against employee database information, and issuing the Permits.
- Ensure equipment is in good operating condition, when necessary, report defective materials to ensure timely replacement and compliance with proper internal control mechanisms.

- Coordinate with Information Services Department personnel on data operations and on developing and enhancing programs.
- Supervise the processing of transportation pass entitlements for LIRR employees requiring travel on other MTA agency services, as well as for other MTA Agency employees requiring travel on the LIRR. Communicate, coordinate, and process applications from MTA Agency employees. Review applications and business justifications; supervise production and distribution of passes; and recovery of passes as necessary. Ensure adherence to internal controls. Provide input to Manager for any necessary development or revisions to procedures and processes.
- Assist in the investigation, evaluation, formulation, and implementation of computer system advancements (transportation pass designs/revisions, access control card designs/revisions); new technological enhancements. Communicate, and & coordinate with Transportation Department personnel to report unauthorized use/misuse of transportation pass privileges. Ensure proper recording/ tracking reports of same.
- Ensure timely efficient dissemination of invalid pass information to fare collection personnel; ensure accurate accessible data is recorded and maintained.
- Identify, plan and schedule periodic updates to photograph and signature capturing cycles and associated database uploading/updating process functions.
- Assist the Manager in scheduling personnel and resources required to accomplish the annual issuance of LIRR transportation passes to all qualified/eligible employees.
- Provide necessary information to auditors and implement any required changes to the processing of passes because of audits. Develop necessary reports for conformance and compliance. Produce SQL, Crystal and Excel reports and updates requested by Manager and as listed in procedures.

**QUALIFICATIONS:** *Educational requirements, certification or licensing standards, experience and basic knowledge requirements.*

- Understanding of policies related to transportation privileges, internal controls, security applications, techniques, etc.
- Understanding of the structure/functions of various LIRR departments.
- Must possess and be able to demonstrate problem solving, written, oral, human relations skills.
- Knowledge and proficiency with personal computers including MS Word, Excel, Access, PowerPoint, and Outlook and advanced familiarity with databases including queries and Crystal Report creation. Must be able to create spreadsheets, including pivot tables and graphics.
- Familiarity with photographic equipment, lighting and scanning devices.
- Must possess a high degree of professionalism and integrity with ability to deal with all levels of personnel as well as associate MTA agencies' staff and external organizations in a professional and diplomatic manner utilizing a high degree of integrity.

- Knowledge of PeopleSoft applications, purchase orders, receipting and other material supply processes preferred.
- Experience with proximity access cards including a working knowledge of Lenel OnGuard applications and knowledge of Mag Stripe and proximity data is preferred.
- Must have a valid NYS 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.

# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 529

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Manager – Engineering Payroll & Operational Support, emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) until 5:00 PM on May 30, 2023.

**POSITION:** Payroll Information Clerk (Appointed)

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$39.889

**TOUR OF DUTY:** 7:30 a.m. – 3:30 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

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

Edward McGoldrick  
Chief Engineer

**POSTED:** May 21, 2023

**LONG ISLAND RAILROAD**  
**MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES**  
**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-70      **Sequence:** 58

**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	Emp Num	Employee Name	Rank From
BKU1	USHERS	Permanent	ATLANTIC AVE	51398	RHODES, S	7 JAU5 US JAM
JAU7	USHERS	Temporary	JAMAICA	59321	KNOX, D	
NYU7	USHERS	Permanent	NEW YORK	55776	GARCIA, J	18 RUH2 US REL



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

**Bulletin ID:** USBUL2-71

**Bulletin Seq:** 58

**Bulletin Description:** USHER BULLETIN 2/71

Open: 06/21/2023 00:01

Close: 06/30/2023 17:00

Effective: 07/05/2023 00:01

Posted: 06/21/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU5	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$41.763 HOURLY

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

\* Ushers are expected to be courteous at all times.

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

\* Must work well with the public

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

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

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

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

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

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

06/20/20 10:45

**Bulletin ID:** USBUL2-71

**Bulletin Seq:** 58

**Bulletin Description:** USHER BULLETIN 2/71

Open: 06/21/2023 00:01

Close: 06/30/2023 17:00

Effective: 07/05/2023 00:01

Posted: 06/21/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH2	USHERS	Permanent	RELIEF CREW

Location ATLANTIC AVENUE, JAMAICA & NEW YORK  
 Report Time VARIOUS  
 Rest Days SUNDAY & MONDAY  
 Rate Of Pay \$41.763 HOURLY  
 \$1.650 DIFFERENTIAL  
 TUES: BKU2 (230PM)  
 WED/THURS: JAU8 (11PM)  
 FRI/SAT: NYU7 (11PM)

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

- \* Ushers are expected to be courteous at all times.
  - \* In some instances, they must be able to work with minimal direction.
  - \* Must work well with the public
  - \* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.
- Part 1- Live announcements and actual use and understanding of computer systems.
- Part 2- Written exam - Passing grade on exam is 75%
- \* During the course of the 3 week training program, the applicant will complete a review of all station stops.
  - \* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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:** TELBUL3-8      **Sequence:** 7

**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	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
TR16	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
GCM21	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON	Readvertis		
GCM22	TRAIN DIRECTOR	Temporary	GRAND CENTRAL MADISON	Readvertis		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		
JTD21	TRAIN DIRECTOR	Permanent	JCC TOWER	50721	GUERRE JR, R	33 JCHN12 TR JCCT
TR9	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		
BO1047	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
PX5001	PSCC CONSOLE	Permanent	LIRR-Extra List	59722	HUNTINGTON, SH	184 MDSY31 TR MDS
PX5008	PSCC CONSOLE	Permanent	LIRR-Extra List	59006	KIM, D	155 3-4 PC PSCC
TR29	TRAIN DIRECTOR	Permanent	WEST SIDE YARD	Readvertis		
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD	Readvertis		

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

**Bulletin ID:** TELBUL3-9

**Bulletin Seq:** 9

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-9

Open: 06/21/2023 00:01

Close: 06/30/2023 17:00

Effective: 07/05/2023 00:01

Posted: 06/20/2023 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.

06/20/20 10:55

Bulletin ID: TELBUL3-9

Bulletin Seq: 9

Bulletin Description: TELEGRAPHERS BULLETIN 3-9

Open: 06/21/2023 00:01

Close: 06/30/2023 17:00

Effective: 07/05/2023 00:01

Posted: 06/20/2023 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 ID: TELBUL3-9

Bulletin Seq: 9

Bulletin Description: TELEGRAPHERS BULLETIN 3-9

Open: 06/21/2023 00:01

Close: 06/30/2023 17:00

Effective: 07/05/2023 00:01

Posted: 06/20/2023 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	Temporary	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 ID: TELBUL3-9

Bulletin Seq: 9

Bulletin Description: TELEGRAPHERS BULLETIN 3-9

Open: 06/21/2023 00:01

Close: 06/30/2023 17:00

Effective: 07/05/2023 00:01

Posted: 06/20/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
GCM21	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON
	Location GRAND CENTRAL MADISON		
	Report Time 201PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$55.157 DIFF \$2.04		
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		
JCHN12	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 SHIFT DIFFERENTIAL		
MDSY31	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD
	Location MIDDAY STORAGE YARD		
	Report Time 11PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$50.584		
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 Awards - Non-Ops**

**Bulletin ID:** CREW9-40      **Sequence:** 40

**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	Emp Num	Employee Name	Rank From
DT4102	CREW DISP. TRNEE	Temporary	LIRR-Extra List	57082	GELORMINO, L	





Long Island Rail Road

# STATIONS DEPARTMENT



## STATIONS DEPARTMENT NOTICE NO. 2023-36

Date: June 6, 2023  
To: All Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*  
Subject: 155<sup>th</sup> Belmont Stakes – Saturday, June 10, 2023

The 155<sup>th</sup> Belmont Stakes is taking place on Saturday, June 10, 2023, at Belmont Park. In preparation for this event, Stations Department has provided numerous hours and effort to ensure the LIRR Belmont Station is ready for customers as they arrive.

Prior to this event, managers, foremen and crews have been working diligently to ensure a clean and safe environment for our customers and employees. For this event, we have hundreds of barricades, multiple tents, portable toilet units (for employees only on Platform A), and both ticket offices are open. In addition, we have created a plan that entails Stations staffing, ticket selling, cleaning and customer flow. (Copy attached.)

To support this event, LIRR Transportation Department dedicated twenty-one (21) trains inbound and outbound for our customers. Trains will begin arriving at Belmont Station at 10:00 AM, with the last eastbound train arriving at 5:37 PM. There will be extra westbound trains added, with service continuing until all customers are accommodated.

For post-race travel, westbound trains will be designated as Penn Station or Grand Central Madison, however, to avoid overcrowded platforms at Belmont, customers will be advised to board any available train and transfer at Jamaica for their destination.

Belmont Park Station is in Fare Zone 4. Any ticket valid to or through Zone 4, including monthly/weekly tickets, can be used for travel to Belmont Park Station. City Ticket is not valid at Belmont Park Station.

Elmont-UBS Arena Station will be closed, and no trains will stop there between 8 AM and 10PM on Belmont Stakes Day.

**The following are the last trains stopping at Elmont-UBS Arena Station on Saturday, June 10, 2023:**

Train 6414 at 8:08 AM

Train 6717 @ 8:03 AM

Train service to Elmont-UBS Arena Station will resume at 10PM, starting with the following trains:

Train 6770@ 10:08 PM

Train 6771 @ 10:03 PM



Long Island Rail Road

# STATIONS DEPARTMENT



**Note:** It is recommended, if your shift coordinates with train time schedule, for employees to take the train due to the limited parking space available. If you are driving to Belmont, you will park at the Elmont Station Commuter Lot and walk up to Belmont Park Station (approx. 10 minutes) or take the Emerald Lot shuttle to the Rideshare Area adjacent to Belmont Park Station (see attached directions). The MTA Police Department will also have a shuttle van operating between Elmont Station Commuter Lot and Belmont Park Station.

Stations employees assigned shifts at Belmont will be required to punch in/out. Kronos clocks are located in both ticket offices (upper-rotunda or the lower-ground level).

MTA Police Department will also be present with patrol division and special operations divisions throughout this event to assist in all capacity for the safety of everyone in attendance.

Stations Department employees will play an important role in the success of this program, managers, ticket agents, foremen, ticket clerks, and station appearance maintainers. We will have on-site staffing at the Belmont Station, Jamaica Station, Atlantic Terminal, Penn Station, and Grand Central Madison.

Thank you for taking the time out of your busy schedules to make this event a success.

Attached are the following documents:

1. Customer Flow Maps; AM Operation and PM Operation (2 pages)
2. Driving Directions to Belmont Park and Parking at the Elmont Station
3. Belmont Stakes Customer Parking Map
4. Belmont Stakes Train Service Schedule – Effective June 10, 2023, ONLY (2 pages)
5. Belmont Park Employee Parking Map
6. Belmont Grounds Map

Copies of these documents will be provided in both ticket offices and employee amenities area (located on Platform A).

# Customer Flow AM Operations

**LEGEND**

- Customer Service Rep
- Stations Dept. Managers
- CAP Managers
- MTA PD

Bridge Inbound Customer Ticketing at Rotunda  
 2 Agents / 4 Window Clerks w/ STIMs / 2 Floating STIMs / 1 Orange Vest Agent

Dark Blue Areas Represent Active Bus Paths

Bridge Inbound Customer Gating

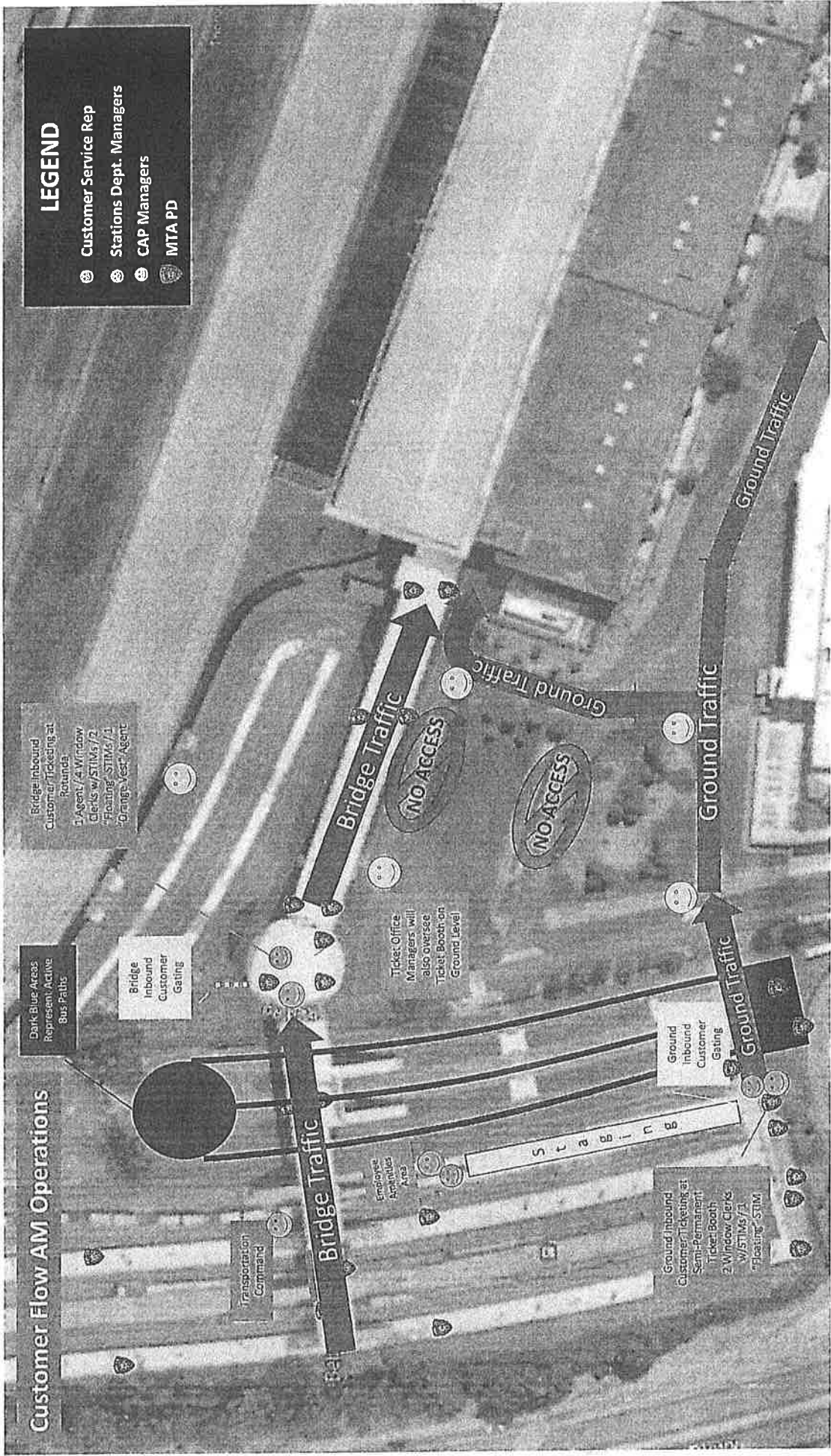
Ticket Office Managers will also oversee Ticket Booth on Ground Level

Ground Inbound Customer Gating

Ground Inbound Customer Ticketing at Semi-Permanent Ticket Booth w/ STIMs / 3 Floating STIM

Transportation Command

Employee Apartments Area



# Customer Flow PM Operations

## LEGEND

- ☺ Customer Service Rep
- 👤 Stations Dept. Managers
- 👤 CAP Managers
- 👤 MTA PD

Bridge Outbound Customer Ticketing at Hours  
 1 Agent / 4 Window Clerks w/ STIMs / 2 Floating STIMs / 1 Orange Vest Agent

Dark Blue Areas Represent Active Bus Paths

Bridge Outbound Customer Gating

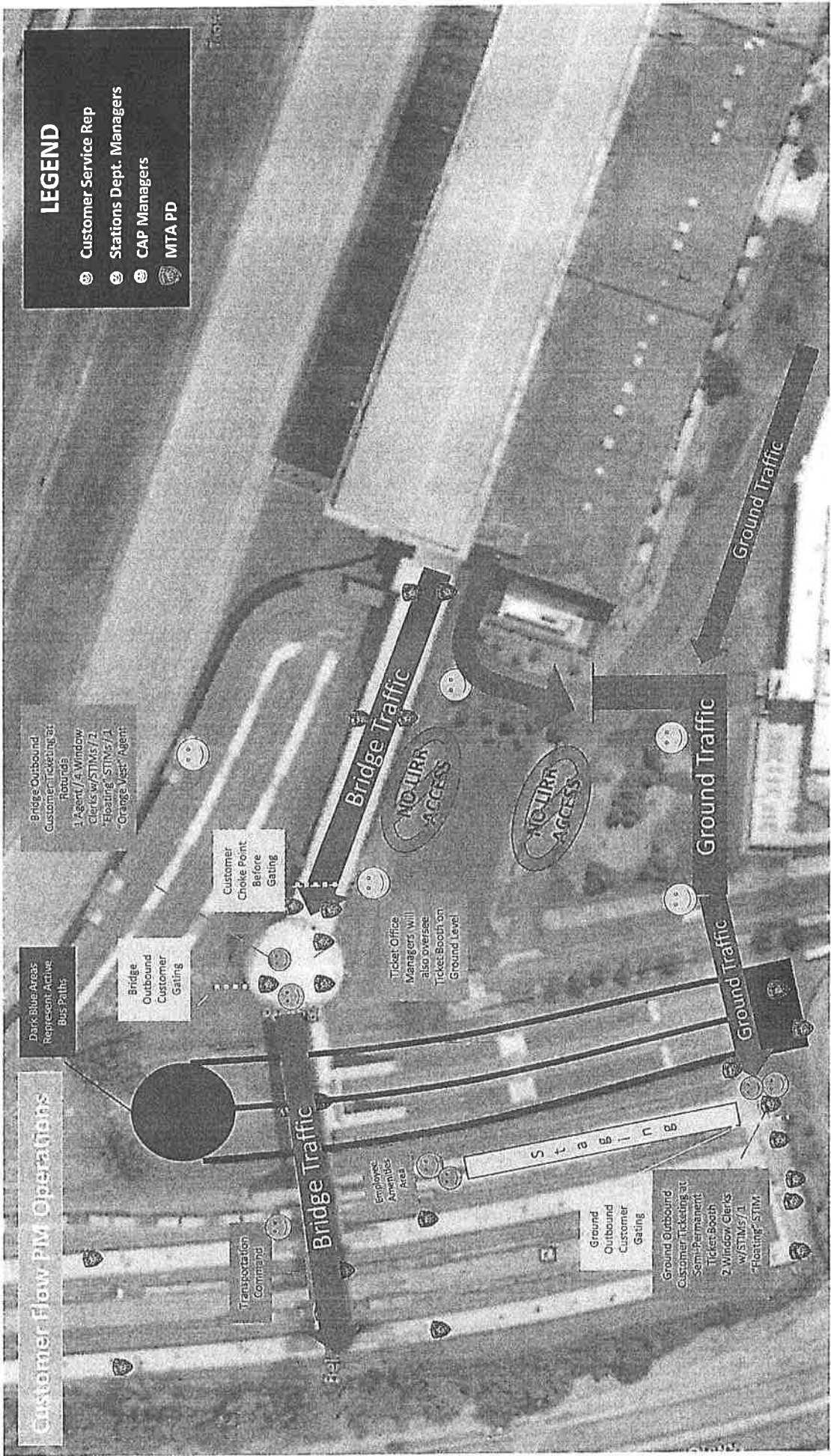
Customer Choke Point Before Gating

Ticket Office Managers Will also oversee Ticket Booth on Ground Level

Employee Amenities Area

Ground Outbound Customer Gating

Ground Outbound Customer Ticketing at  
 3 Staff / 2 Window Clerks w/ STIMs / 1 Floating STIM



**LIRR STATIONS DEPARTMENT  
BELMONT STAKES – SATURDAY, JUNE 10, 2023**

**EMPLOYEES GETTING TO / FROM BELMONT**

Note: Parking at Belmont Park will be located at the Elmont Station Commuter Lot. **All Employees required to report to Belmont Park before 9:30 AM MUST** drive to Belmont and park at the Elmont Station commuter lot, located just past the Elmont Station. (Must show LIRR ID). An MTAPD marked vehicle will be located at the entrance. **All other staff should take the train to Belmont Park Station.**

**Driving To / From Belmont and Parking at Belmont**

Directions to the **ELMONT Station Commuter Lot** are as follows:

- Exit 26D on the Cross Island Parkway
- After exiting on 26D, make a left and drive straight past the Elmont Station into the Elmont Commuter Lot.
- An MTAPD vehicle will be located at the entrance (Must show your LIRR ID).

**Taking the Train To / From Belmont**

There is an employee train departing Jamaica at **9:18 AM** and arriving to Belmont Park Station at **9:30 AM**. The first passenger service train to Belmont Belmont Park Station departs Penn Station at **9:26 AM**, Jamaica at **9:47 AM**, and arrives to Belmont Park Station at **10:00 AM**.

**Eastbound**

The Railroad has scheduled 21 total passenger service trains to Belmont Park Station from Penn Station. The FIRST being at **9:27 AM** and the LAST at **5:04 PM**. Those traveling from Atlantic Terminal in Brooklyn or traveling west from Nassau or Suffolk must change at Jamaica to catch a Belmont-bound train.



**Westbound**

15 total passenger service trains are scheduled to run from Belmont Park Station to Penn Station. The first train will depart Belmont Park Station at **4:08 PM**. The final train is scheduled to depart Belmont Park Station at **8:59 PM**. Extra trains will be standing by to handle additional load if necessary. Those heading home via Atlantic Terminal, Penn, GCM, and all traveling east of Jamaica must change at Jamaica for their train.



QUEENS

NASSAU COUNTY

-  ACCESSIBLE PARKING
-  SHUTTLE ROUTE
-  PEDESTRIAN WALKWAY

*\*This map is subject to change*



# PARKING MAP

### **Ticketing**

The best way to buy your ticket is on our Train Time app. Tickets are also available at any ticket office or ticket machine. To speed up your return trip, buy a round-trip ticket in advance.

Belmont Park Station is in Fare Zone 4. Any ticket valid to or through Zone 4, including monthly/weekly tickets, can be used for travel to Belmont Park at no additional charge.

CityTicket is not valid at Belmont Park.

Plan trips.

Buy tickets.

All in **Train Time**.



### **Getting to the Stakes**

The LIRR will run trains from Manhattan to Belmont Park Station, located next to the grandstand. The first train leaves at 9:26 a.m.

Trains will run from both Penn Station and Grand Central, with a stop at Jamaica. Riders from Brooklyn and other branches can transfer to the Belmont Park train at Jamaica.

**Take your ticket with you when leaving the train.** It will be checked at Belmont Park Station.

**There will be no service at Elmont-UBS Arena station in either direction on Saturday, June 10.** All riders should use Belmont Park Station.

### **Getting Home**

After the Stakes race, trains will leave Belmont Park for Manhattan when they are full, approximately every 15 minutes. We will check your ticket at the station.

**Please board the next available train.**

Some trains will go to Penn Station and others to Grand Central. Transfer at Jamaica for other destinations. **Do not wait at Belmont Park for a direct train to your destination.**

Depending on attendance, wait times for return service can be up to two hours.

# Long Island Rail Road Belmont Stakes Train Service Effective June 10, 2023 Only



Long Island Rail Road  
is pleased to offer service to the  
**2023 Belmont Stakes**



# Belmont Stakes Train Service - Effective June 10, 2023 Only

## Eastbound: To Belmont Park

For explanation, see "Reference Notes"		Saturday June 10, 2023 Only																						
		AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	PM	PM
PENN STATION		9:26	9:48	10:26	10:48	11:08	11:20	11:41	12:20	12:26	1:08	1:48	2:11	2:55	3:26	3:48	4:26	4:20	4:20	4:26	4:26	5:03		
GRAND CENTRAL																								
JAMAICA (Arrive)		9:47	10:08	10:47	11:08	11:28	11:41	12:02	12:40	12:47	1:28	1:41	2:08	2:41	3:15	3:40	3:47	4:08	4:40	4:46	4:46	5:23		
JAMAICA (Leave)		9:48	10:10	10:48	11:10	11:30	11:42	12:04	12:42	12:48	1:30	1:42	2:10	2:33	3:48	4:10	4:42	4:42	4:42	4:42	4:48	5:25		
BELMONT PARK		10:00	10:23	11:01	11:22	11:42	11:55	12:17	12:55	1:00	1:42	1:55	2:22	2:48	3:29	3:55	4:00	4:22	4:55	5:01	5:01	5:37		
Train #		7803	7802	7804	7806	7808	7810	7812	7814	7816	7818	7850	7852	7854	7856	7858	7860	7862	7864	7866	7868	7870		

## Westbound: To Jamaica & New York \*

For explanation, see "Reference Notes"		Saturday June 10, 2023 Only																					
		PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
BELMONT PARK		4:08	5:08	5:20	5:45	6:02	6:34																
JAMAICA (Arrive)		4:20	5:20	5:32	5:58	6:16	6:49																
JAMAICA (Leave)		4:28	5:28	5:40	6:00	6:18	6:50																
GRAND CENTRAL		J 4:48	J 5:48	J 6:01		6:40																	
PENN STATION		J 4:50	J 5:50	J 6:21		7:09																	
Train #		7801	7803	7805	7807	7809	7811																

Immediately following the stakes race and until Belmont Park closes, trains will depart approximately every 15 minutes to Manhattan. Please board the first available westbound train and transfer at Jamaica to your final destination.

### Reference Notes

- \* Refer to the TrainTime app for complete service west of Jamaica, as well as transfer options.
- J Transfer at Jamaica. Transfers are only shown on this timetable for select trains. Use the TrainTime app or a City Terminal Zone timetable to view all your transfer options.
- All On all branches, trains may depart stations that are located east of Jamaica or west of Jamaica by up to three minutes earlier than shown.
- Belmont Station is accessible to mobility-impaired customers from the east end of the platform. Please inform the conductor if you need assistance getting on and off the train at Belmont Station.

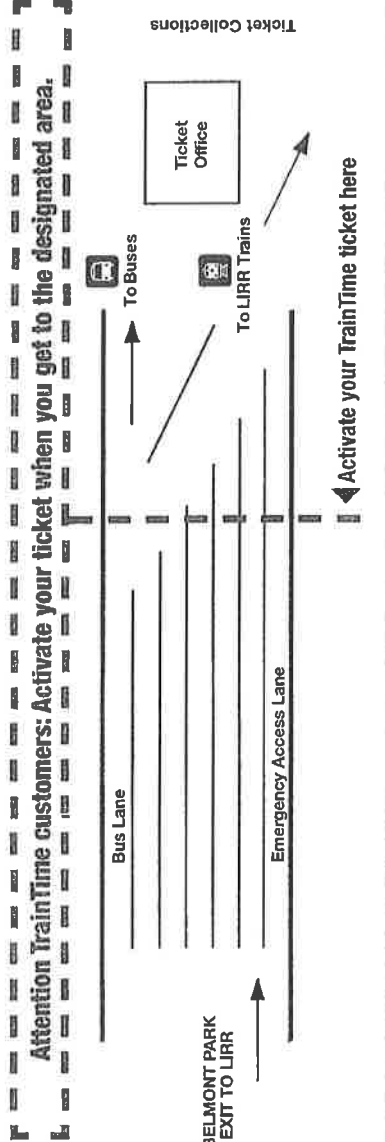
**Alcohol Prohibited**  
No alcoholic beverages of any kind will be permitted to be brought into the Belmont Park facility or on LIRR trains to Belmont Park. The MTA PD will enforce this restriction for everyone's safety.

**Event Information**  
First post time is 11:20 a.m. We encourage fans to buy race tickets in advance at [BelmontStakes.com](http://BelmontStakes.com) as the event may sell out. If you are unable to enter the park, westbound train service is not available until early afternoon.

Enhanced security protocols are in effect. Coolers, backpacks, luggage, purses larger than 12" in diameter, and many other items are prohibited. For a complete list, visit [BelmontStakes.com](http://BelmontStakes.com). Bags are subject to search.

### Leaving the park (after the Stakes race)

LIRR personnel will be assigned at key locations to assist customers. Announcements will provide customers with train departure information. **WAIT TIMES CAN RANGE FROM 15 MINUTES TO 2 HOURS. ONCE INSIDE THE QUEUING AREA, CUSTOMERS CAN EXPECT WAIT TIMES OF 15 - 60 MINUTES. CUSTOMERS WAITING TO ENTER THE QUEUING AREA CAN EXPECT LONGER WAIT TIMES FOR TRAINS, POSSIBLY UP TO 2 HOURS.**





# BELMONT STAKES – LIRR EMPLOYEE PARKING MAP



LIRR Employee Parking  
Elmont Station Commuter Lot  
Cross Island Exit 26D  
Lot entrance protected by MTAPD  
Must show Employee ID

Nyas Autos - Cash for all cars trucks and...

Cathay Express Transportation

Floral Park Ballroom

UBS Arena Emerata Parking

Belmont Park

Belmont Track Kitchen Seipe Racing Stable

Gold Clubhouse Parking

UBS Arena

Diamond Parking A

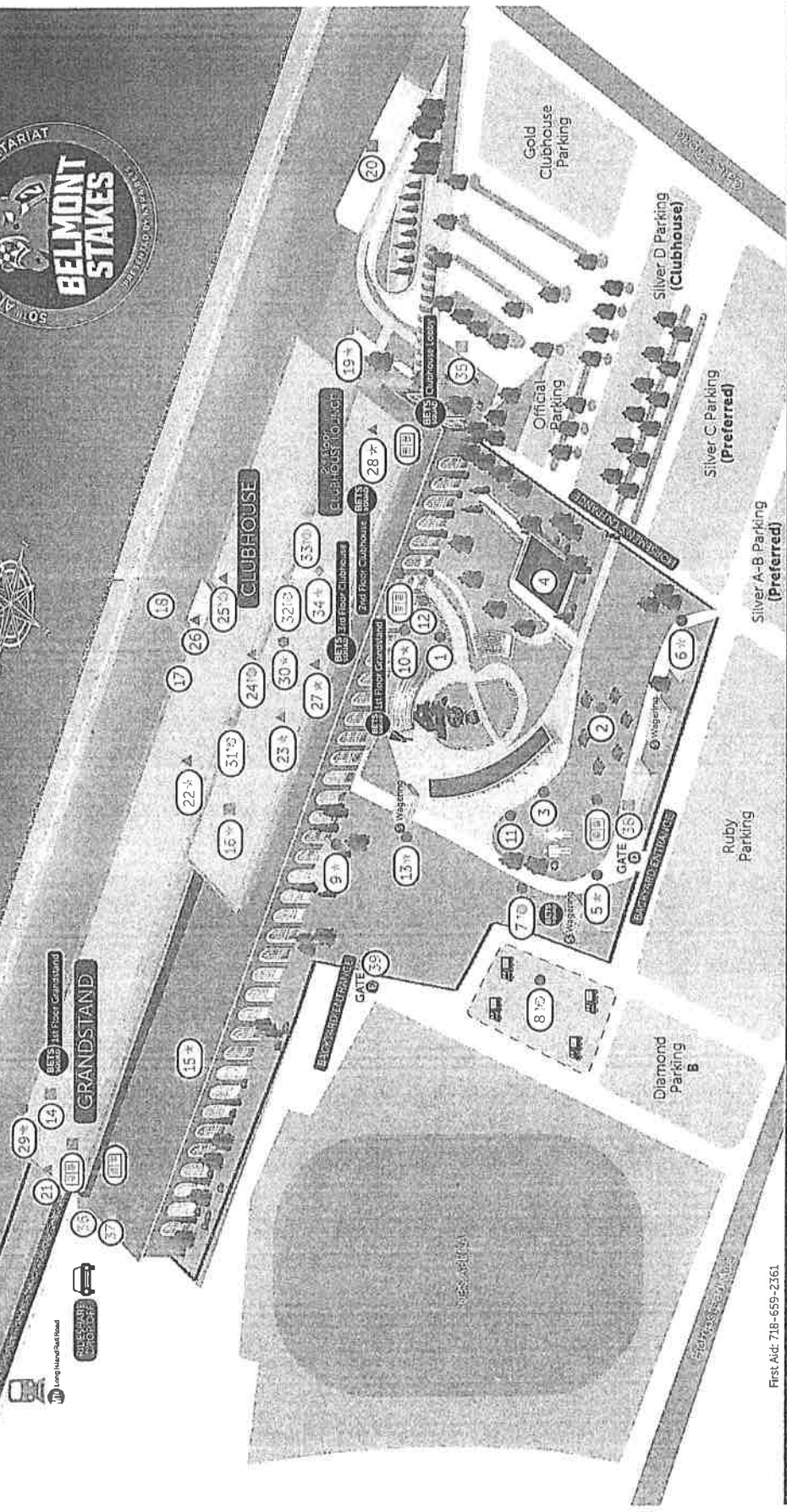
York Motocycle

New York City Transit Queens Village Depot

YMCA Cross Island SACC @ PS 38

Pat Williams Playground

Int Moterim



First Aid: 718-659-2361

**KEY**

- BACKYARD**
  - 1 Paddock
  - 2 Picnic Tables
  - 3 Restrooms
  - 4 Racing Office
  - 5 Coors Light Backyard Brews
  - 6 Coors Light Gazebo
  - 7 Backyard Bites
  - 8 Coors Light Food Truck Village
  - 9 Paddock Terrace Bar: presented by 1800 Tequila
  - 10 Belmont Jewel Cart
  - 11 Secretariat Lifesize Bronze Statue
- 1st LEVEL**
  - 12 A Tremendous Machine Secretariat Museum
  - 13 James and Sons Tobacconists
  - 14 Top of the Stretch
  - 15 West End Grandstand Concessions Area
  - 16 Day Chaser
  - 17 Winner's Circle
  - 18 Fritini Line
  - 19 Most E' Chandon
  - 20 Champagne Room
- 2nd LEVEL**
  - 21 Bridge to LIRR/Bus
  - 22 Winner's Circle Bar presented by MUTRL
  - 23 Great Jones
  - 24 Distilling Co. Saloon
  - 25 Belmont Room/ West Wing
  - 26 Triple Crown Lounges
  - 27 Box Seat Area
  - 28 Bow River Jewelry
  - 29 Niorletto Cafe
- 3rd LEVEL**
  - 29 TOAST! at the Belmont Stakes presented by Montauk Brewing Company
  - 30 Montauk Brewing Company Bar
- 4th LEVEL**
  - 31 Garden Terrace Restaurant
  - 32 Turf & Field Club
  - 33 North Shore Terrace/ Diamond Room
  - 34 Bow River Jewelry
- ENTRANCE / EXIT**
  - 35 Clubhouse
  - 36 Main Gate
  - 37 Grandstand West
  - 38 Gate D - Backyard
  - 39 Gate E - Backyard
- Publications Stands**

WiFi is available throughout the facility




Long Island Rail Road

# STATIONS DEPARTMENT



## NOTICE NO. 2023-37

Date: June 6, 2023  
To: Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer   
Subject: Holiday – Juneteenth, Monday, June 19, 2023

In observation of the Juneteenth holiday on Monday, June 19, 2023, the MTA wants to give employees time off to observe. Since we are a 24/7 operation there are some stipulations that need to be adhered to:

**For all craft positions (Agent, Ticket Clerk, SAMs, Ambassadors):**

- Check the listing below to see if your job works on Monday, June 19<sup>th</sup>, 2023. *If you are looking to take that day off, you must call the crew office and make the request to be off.* Crew will cover as many jobs as possible – **THIS IS NOT A GUARANTEE OF BEING OFF- BE SURE CREW CONFIRMS THAT YOUR JOB HAS BEEN COVERED BEFORE TAKING THE DAY OFF. DO NOT ASSUME YOU HAVE THE DAY OFF.**

All support positions will have Monday, June 19, 2023, off to celebrate the holiday. Please confirm with your manager.

**Note:** There is no “holiday pay” associated with Juneteenth. If you work on June 19<sup>th</sup> because of service needs and are not able to get the holiday off, you will be paid straight time for working and get an additional day to take off when you request it through crew and service needs allow. Inactive employees are not entitled to the Juneteenth holiday. If you don’t use the day by November 30<sup>th</sup>, 2023, you will lose the day.



Long Island Rail Road

# STATIONS DEPARTMENT



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

Job #	Location
A101	HSF PARTS
A102	HSF TVM
A103	PENN TVM
A105	PENN TVM
A106	HSF TVM
A110	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A250	JAMAICA THEATRE
A251	JAMAICA THEATRE
A301	VALLEY STR.

Job #	Location
A303	LONG BEACH
A310	HEMPSTEAD
A311	BETH TVM
A312	BETH TVM
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE
A709	RONKONKOMA

Job #	Location
A710	RONKOKOMA
A801	ROCKVILLE CTR.
A805	MASS. PK
A806	BABYLON
A807	BALDWIN
A808	PATCHOGUE
A900	JAMAICA THEATRE
A961	BROADWAY
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM
A984	BETH TVM

Job #	Location
A986	PENN TVM
A988	PENN
AG610	GCM TVM
AG615	GCM
AG918	GCM
SXA1	WESTHAMPTON
SXA2	EAST HAMPTON
SXA3	SOUTHAMPTON
SXA4	MONTAUK



Long Island Rail Road

# STATIONS DEPARTMENT



### 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
C126	PTH
C132	ATLANTIC
C134	ATLANTIC
C136	ATALNTIC
C139	JAMAICA CHF.
C140	JAMAICA CHF.
C143	JAMAICA
C145	JAMAICA
C151	PENN TVM

Job #	Location
C152	PENN TVM
C160	JAMAICA
C176	PTH
C201	WOODSIDE
C307	HEMPSTEAD
C310	VALLEY STR.
C313	LONG BEACH
C331	BETH TVM
C333	BETH CSHR
C403	BAYSIDE
C406	GREAT NECK
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C802	FREEPORT

Job #	Location
C813	BABYLON
C814	BABYLON
C821	HSF TVM
C822	HSF TVM
C823	HSF CSHR.
C840	MINEOLA
C901	PENN
C904	PENN
C910	PENN
C911	PENN
C912	PTH
C913	PENN
C922	JAMAICA
C924	JAMAICA
C952	BETH TVM
C953	BETH TVM
C997	BETH CSHR.
C998	PTH

Job #	Location
CG620	GCM TVM
CG626	GCM
CG627	GCM
CG630	GCM
CG631	GCM
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM
CG942	GCM
CG943	GCM
TS2	PATCHOGUE



Long Island Rail Road

# STATIONS DEPARTMENT



## STATION APPEARANCE MAINTAINERS – The following positions WILL work:

Job #	Location
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL106	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
GCM680	GCM
GCM986	GCM
GCM987	GCM
GCM988	GCM
GCM990	GCM
H552	PORT WASH
H572	NORTHPORT
HC551	PORT WASH
HC571	NORTHPORT

Job #	Location
HGM651	GCM
HGM955	GCM
HMC103	HSF
HMC111	HSF
HMC112	HSF
HMC113	HSF
HMC123	HSF
HMC124	HSF
HMC125	HSF
HMC130	HSF
HMC131	HSF
JAC1	JAMAICA
JAM102	JAMAICA
JAM103	JAMAICA
JAM108	JAMACA
JAM109	JAMAICA
JAM112	JAMAICA
JAM118	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
L302	MINEOLA
L307	BABYLON
L309	HICKSVILLE
L311	HUNTINGTON
L312	RONKONKOMA
L317	GREAT NECK
L319	HEMPSTEAD

Job #	Location
L320	PORT WASH
L321	LYNBROOK
L322	RONK YARD
L400	COPAIGUE
L401	BELLMORE
L404	WYANDANCH
L901	MASS PARK
L903	HICKSVILLE
L906	MINEOLA
RSC2	ATLANTIC
RSC3	ATLANTIC
RSC4	ATLANTIC
SL01	LONG BEACH
SL02	BABYLON YD
SSM2	ROSLYN
SSM3	KO YD
SSM4	VALLEY
SSM6	ROSLYN
SSM7	KO YD
SSM8	VALLEY
SSM21	ROSLYN
SSM22	KO YD
SSM23	VALLEY
SV01	WESTHAMPTON
SV02	BABYLON YD
V450	MORRIS PK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CTY
V457	GARDEN CTY
V459	VALLEY STR.

Job #	Location
V460	BABYLON YD
V461	BABYLON YD
V466	NORTHPORT
V477	LONG BEACH
V479	KO YD
V480	KO YD
V484	NORTHPORT
V485	NORTHPORT
V489	WOODSIDE
V490	VALLEY YD
V491	VALLEY YD
V494	ROSLYN
V495	W. HAMPTON
V912	MORRIS PK
V914	KO YARD
V915	KO YARD
V919	WOODSIDE
VD100	VD YARD
WSC1	WSY
WSY101	WSY
WSY900	WSY



Long Island Rail Road

# STATIONS DEPARTMENT



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

PENN	JAMAICA	ATLANTIC	GCM
ALL REGULARLY SCHEDULED	ALL REGULARLY SCHEDULED	ALL REGULARLY SCHEDULED	ALL REGULARLY SCHEDULED
WILL WORK	WILL WORK	WILL WORK	WILL WORK

**LEAD FOREMAN/FOREMAN:**

HSF, GCM Foremen & Asst., 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:**

All ticket sales will be handled as regular weekday sales.

**TICKET SALES:**

**TICKET OFFICE HOURS:**

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

**TRAIN SERVICE:**

Will operate on a weekday schedule.

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