



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 533

Bids for the following position in the Office of the Chief Engineer will be received by Stephanie Nutzul, Manager – Resource, Development & Operational Support (email to smnutzu@lirr.org) until 5:00 PM on Friday, October 13, 2023. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

POSITION: Clerk-Typist (PERMANENT)

LOCATION: Office of the Chief Engineer
(Various)

RATE OF PAY: \$37.340

TOUR OF DUTY: 7:30 AM – 3:30 PM

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: 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. Must be a qualified typist (25 WPM), experienced on Microsoft Word and have a thorough knowledge of grammar, punctuation, spelling and letter composition, to perform typing assignments consisting of letters, memos, forms, lists and reports. Must be familiar with the handling of expense requests/requisitions. Ability to run reports from various LIRR database. Also, must have a working knowledge of Excel and Access.

Ed McGoldrick
Chief Engineer

POSTED: October 4, 2023

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

October 4, 2023

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
3407	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (W. Mohamed)	NO BIDS RECEIVED	
3408	Stores Truck Driver Temporary (J. Cruz-Pacheco)	NO BIDS RECEIVED	
3409	Assistant Warehouse Person Permanent (J. Faulkner)	WITHDRAWN	
3410	Assistant Warehouse Person Permanent (A. Teresky)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM
October 4, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3411**

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, October 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
October 4, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3412**

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, October 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (W. Mohamed) – Permanent
RE-ADVERTISED (3405 & 3407)

LOCATION: Morris Park/Richmond Hill (Mon. Tues. Wed. MP / Sat. & Sun. RH)

TOUR OF DUTY: 7:30 am – 3:30 pm

REST DAYS: Thursday & Friday

RATE OF PAY: \$36.243 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
October 4, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3413**

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, October 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Cruz-Pacheco) – Temporary
RE-ADVERTISED (3406 & 3408)

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
October 4, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3414**

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, October 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (A. Teresky) – Permanent
RE-ADVERTISED (3410)

LOCATION: Hillside

TOUR OF DUTY: 7:30 am – 3:30 pm

REST DAYS: Saturday & Sunday

RATE OF PAY: \$36.243 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
October 4, 2023

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3416**

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, October 13, 2023**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (V. Lendel) – Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
October 4, 2023

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

DATE: October 4, 2023

BULLETIN NO.: SD-19-2023

This bulletin will close at 5:00 PM on Friday, October 13, 2023

It will be open to employees included in the consolidated system seniority roster for AGENT forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

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

Position No.	1	Permanent	(A703) Agent
Location:	Hicksville		
Tour of Duty:	6:00AM – 2:00PM		
Rate of Pay:	\$49.055		
Rest Days:	Thursday / Friday		

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

DATE: October 4, 2023

BULLETIN NO.: SD-19-2023

This bulletin will close at 5:00 PM on Friday, October 13, 2023

It will be open to employees included in the consolidated system seniority roster for CLERICAL forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Stations Department – Crew Office, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: **LIRRStationsDeptBids@lirr.org** or you can fax your CT-88 to the crew office at 718-558-7429.

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

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

PRIMARY DUTIES WILL BE LISTED AFTER THE JOB POSTINGS

Position No.	1	Temporary	(C106) Ticket Clerk
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Location:	Penn Station
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Tour of Duty:	6:30AM – 2:30PM
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Rate of Pay:	\$40.052
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Rest Days:	Thursday / Friday
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Position No.	2	Temporary	(C307) Ticket Clerk
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Location:	Hempstead
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Tour of Duty:	6:00AM – 2:00PM
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Rate of Pay:	\$38.438
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Rest Days:	Saturday / Sunday
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**THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

Position No.	11	Permanent	(ARCH900) Station Appearance Maintainer
Location:	Freeport / Arch St Facility / Northport		
Tour of Duty:	Mon – Freeport 5:00AM – 1:00PM Thu / Fri – Arch St Facility – 6:00AM – 2:00PM Sat / Sun – Northport – 6:00AM – 2:00PM		
Rate of Pay:	Mon / Thu / Fri - \$33.194 Sat / Sun \$34.214		
Rest Days:	Tuesday / Wednesday		

Position No.	12	Permanent	(GCM661) Station Appearance Maintainer / Laborer
Location:	Grand Central Madison		
Tour of Duty:	8:00AM – 4:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Saturday / Sunday		

Position No.	13	Permanent	(GCM663) Station Appearance Maintainer
Location:	Grand Central Madison		
Tour of Duty:	6:00AM – 2:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Sunday / Monday		

Position No.	14	Permanent	(GCM669) Station Appearance Maintainer
Location:	Grand Central Madison		
Tour of Duty:	2:00PM – 10:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Tuesday / Wednesday		

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

TICKET CLERK POSTINGS

C106, C307, C910, C993

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.

C121

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.

C709

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

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

MAIL & RIDE POSTINGS

P201

Must be a qualified 45wpm typist and be familiar with Microsoft Word software on a personal computer. Responsible for handling all outgoing and incoming mail, administration of postal permits and accounts, and coordination between Mail & Ride and Ticket Refunds offices. Must maintain and process all claims for lost/stolen tickets for entire railroad and attempt return of recovered tickets to customers. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters. Must perform pickup and delivery of payments and documents between Jamaica/Flatbush Ave./Penn Station/Hillside Facility and the Mail & Ride bank lock box, etc. Must be able to perform all other Mail & Ride related Duties. Must be able to perform all other Mail & Ride related Duties.

STATION APPEARANCE MAINTAINER (SAM) POSTINGS

V489, V493, L308, L309P, ARCH900, V919, L308, L901, L902, L913

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.

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

H552

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.

ATL105, HMC116

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items if needed (garbage, furniture, salt bags). Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas. Responsible to complete daily station cleaning reports and to provide reports to supervisors as directed. Operate company vehicles and drive between Long Island Railroad properties. Must make minor repairs (e.g., change flat tires) as necessary to completion of daily assignment. Must hold a valid New York State Driver's License. Must be able to understand and follow road maps and/or written descriptions to travel between locations. Required to communicate with supervisors and display LIRR photo access card to provide positive employee identification. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers.

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

RSC1

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.

GCM661, GCM663, GCM669, GCM991

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

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

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

Notice of Awards to Bulletin SD-18-2023

Position Number	Type	Job Number	Name	Award Date
1	TEMPORARY	C907	T.DEVARIEUX	10/4/2023
2	TEMPORARY	C961	WITHDRAWN	WITHDRAWN
3	TEMPORARY	CT-570	M.PIMENTEL	10/4/2023
4	PERMANENT	C964	D.BRIENZA	10/4/2023
5	TEMPORARY	ATL105	READVERTISE	10/4/2023
6	TEMPORARY	GCM667	B.VODOPIJA	10/4/2023
7	TEMPORARY	H523	J. DAVIS	10/4/2023
8	PERMANENT	ARCH900	READVERTISE	10/4/2023
9	PERMANENT	GCM671	J.HAFEED	10/4/2023
10	PERMANENT	GCM987	NICK RODRIGUEZ	10/4/2023
11	PERMANENT	H552	READVERTISE	10/4/2023
12	PERMANENT	HGM651	ANTHONY RIVERA	10/4/2023
13	PERMANENT	L902 (A)	READVERTISE	10/4/2023
14	PERMANENT	RSC1	READVERTISE	10/4/2023
15	PERMANENT	V457	JANELLE BAILEY	10/4/2023
16	PERMANENT	V493	READVERTISE	10/4/2023
17	PERMANENT	L913 (A)	READVERTISE	10/4/2023
18	PERMANENT	L904	J.BRUNO	10/4/2023
19	PERMANENT	GCM991 (A)	READVERTISE	10/4/2023
22	PERMANENT	GCM661	READVERTISE	10/4/2023

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-77 **Sequence:** 76

Description: USHER BULLETIN 2/77

Open: 09/20/2023 00:01 Close: 09/29/2023 17:00 Effective: 10/04/2023 00:01 Posted: 09/20/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
UX0005	USHERS	Permanent	LIRR-Extra List	54948	CIAVOLELLA, D	18	NYU3 US NYK

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-78

Bulletin Seq: 76

Bulletin Description: USHER BULLETIN 2/78

Open: 10/04/2023 00:01

Close: 10/13/2023 17:00

Effective: 10/18/2023 00:01

Posted: 10/04/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU3	USHERS	Permanent	NEW YORK

Location NEW YORK

Report Time 11AM

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.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-15 **Sequence:** 15

Description: TELEGRAPHERS BULLETIN 3-15

Open: 09/20/2023 00:01 Close: 09/29/2023 17:00 Effective: 10/04/2023 00:01 Posted: 09/18/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From			
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertise					
JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER	59149	BALDAN, M	169				
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise					
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER	59903	MANNICK, NM	196	TX1004	BO	LIRR	
JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER		Readvertise					
JCCQN3	TRAIN DIRECTOR	Permanent	JCC TOWER	59907	THOMAS, DT	197	TX1001	BO	LIRR	
JCCV2	TRAIN DIRECTOR	Permanent	JCC TOWER	58607	DOWD, J	153	BO1052	BO	LIRR	
JTD31*	TRAIN DIRECTOR	Permanent	JCC TOWER	29967	SANTIAGO, D	32	TR5	TR	JCCT	
TR14	TRAIN DIRECTOR	Permanent	JCC TOWER	59142	SMITH, JL	166	WL2	BO	LED	
TR8	TRAIN DIRECTOR	Permanent	JCC TOWER	59053	BANGAROO, K	162	GCM11	TR	GCM	
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List	59906	PAGLIARULO, SP	194	TX1002	BO	LIRR	
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertise					
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertise					

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-16

Bulletin Seq: 16

Bulletin Description: TELEGRAPHERS BULLETIN 3-16

Open: 10/04/2023 00:01

Close: 10/13/2023 17:00

Effective: 10/18/2023 00:01

Posted: 10/02/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	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		
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		
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
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		

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

Bulletin Description: TELEGRAPHERS BULLETIN 3-16

Open: 10/04/2023 00:01

Close: 10/13/2023 17:00

Effective: 10/18/2023 00:01

Posted: 10/02/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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FT2	BLOCK OPERATOR	Permanent	BROOK
	Location	BROOK TOWER	
	Report Time	201PM	
	Rest Days	MONDAY & TUESDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	

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	

WL2	BLOCK OPERATOR	Permanent	LEAD
	Location	LEAD TOWER	
	Report Time	201PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$43.355 HOURLY \$1.666 DIFFERENTIAL	

JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location	JCC TOWER	
	Report Time	201PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$54.755 HOURLY \$2.118 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: TELBUL3-16

Bulletin Seq: 16

Bulletin Description: TELEGRAPHERS BULLETIN 3-16

Open: 10/04/2023 00:01

Close: 10/13/2023 17:00

Effective: 10/18/2023 00:01

Posted: 10/02/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
TR5	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	VARIOUS	
	Report Time	VARIOUS	
	Rest Days	FRIDAY & SATURDAY	
	Rate Of Pay	VARIOUS	
		SUNDAY & MONDAY: JTD31; 10PM; 58.878 HOURLY; \$2.335 DIFFERENTIAL	
		TUESDAY: WS31: 11PM; \$50.585 HOURLY; \$1.952 DIFFERENTIAL	
		WEDNESDAY: JCCQN3: 1001PM; \$52.400 HOURLY; \$2.025 DIFFERENTIAL	
		THURSDAY: JCCMT3: 1001PM; \$41.166 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.

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-44 **Sequence:** 44

Description: C/D BULLETIN 9-44

Open: 09/20/2023 00:01 Close: 09/29/2023 17:00 Effective: 10/04/2023 00:01 Posted: 09/19/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
CX4004	CREW DISPATCHER	Temporary	LIRR-Extra List	51715	GUMBS, PT	36	DT4101 DT LIRR
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise			

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-45

Bulletin Seq: 45

Bulletin Description: C/D BULLETIN 9-45

Open: 10/04/2023 00:01

Close: 10/13/2023 17:00

Effective: 10/18/2023 00:01

Posted: 10/03/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOULRY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.


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



STATIONS DEPARTMENT NOTICE NO. 2023-49

Date: August 15, 2023

To: Station Appearance Maintainers

From: Theresa Dorsey, Chief Stations Officer 

Subject: **Step-Up to Traveling Foreman Position - Island/Terminal Territories**

The Department is seeking Station Appearance Maintainers (SAMs) to be considered to cover Traveling Foreman during projected days off (vacation, personal days, etc.). This will entail two separate coverage lists: Island/Terminal. You will be placed on the list in the area which you normally work and have a current position.

If you are interested in covering a temporary traveling foreman position from September 2023 through August 2024, please submit the attached form no later than Friday, August 25, 2023, via email to the appropriate manager/location below:

Island (East End) to Cori Cronin - ccronin@lirr.org

Terminal (West End) to John Kelly - jbkelly@lirr.org

A traveling foreman's requirements/responsibilities are as follows:

- must be a current LIRR SAM and have a minimum of eighteen (18) months in the position
- supervising all aspects of cleaning; routine, heavy duty, spray wash, graffiti removal, and snow removal
- must be RWIC qualified for snow emergency
- ensure that all work is being performed according to SAM job descriptions and in a safe manner
- all job performance should be conducted in accordance with LIRR Corporate Safety Policy and Procedures; proper uniforms and personal protection equipment are worn and utilized
- conduct station inspections and submit detailed and legible required reports
- assist and instruct employees in completing paperwork when required
- be available during emergency situations to assist managers as needed
- responsible for ensuring that all stock rooms and vehicles are equipped with sufficient cleaning supplies, meet deliveries, and verify shipment
- ensure that all equipment and vehicles are in good working order
- promote good customer service
- respond to customer complaints as directed by manager
- must have basic knowledge of operating a computer (Outlook 2016, Excel, Word, etc.)

In addition to the above, must conduct him/herself in a professional, courteous manner, maintain confidentiality with all aspects of the position, able to handle employee concerns and intervene to a satisfactory resolution. Also, responsible with company property as it pertains to supplies, keys, phones, vehicles, and any other equipment utilized by candidate or supervised employees. Candidate must have good work ethics and able to delegate. Candidate may also be asked to participate in a practical and/or written exam as well as an interview to be considered for Step Up foreman.

Selection will be based on satisfactory safety record, attendance record, discipline records, a valid NY State Driver's license and attached "Request for Traveling Foreman Coverage Form". Upon covering a Foreman's position, SAM will be evaluated on job performance.



STATIONS DEPARTMENT



REQUEST FOR TRAVELING FOREMAN COVERAGE FORM

Date: ____/____/____

To: **Please check ONLY one:**

____ John Kelly, Director Terminal Operations (Queens/Brooklyn) West End

____ Cori Cronin, Lead Branch Line Manager (Station Operations) East End

From: _____ Employee No. _____
(Please Print Full Name)

Current Job No. _____ Location _____ Cellphone# _____

Re: **Consideration for Temporary Traveling Foremen Positions**

This is a request to be considered as a candidate to cover (step-up) a traveling foreman position on a temporary basis when it becomes available. Based on the duties and responsibilities of the traveling foremen, I am a good candidate to cover this position due to the following reasons and qualifications:

1.


2.

3.

You may use the reverse side to provide additional information or attach a typed-written response to this sheet.
Please make sure your name is written on all sheets submitted.



STATIONS DEPARTMENT NOTICE NO. 2023-53

Date: September 9, 2023
To: Ticket Clerks and Stations Dept. Clerical Staff
From: Theresa Dorsey, Chief Stations Officer 
Subject: Step-Up to Cover Supervisor Ticket Stock Position

The Stations Department is seeking Ticket Clerks and clerical staff who are interested in training on the Ticket Stock Supervisor Position in Hillside Facility. This coverage is needed when the incumbent has scheduled time off that requires the position to be covered.

If you are interested in training and ultimately covering vacancies for this position please reach out to Gerard Davis (gadavis@lirr.org) no later than Friday, September 29th, 2023, to be considered for training/posting and covering this position.

Some tasks/requirements for this position include but are not limited to:

- must be a qualified TVM clerk in the Stations Dept. for a minimum of one year.
- must be able to work independently.
- must be able to communicate with other departments as needed.
- using the CSS ticket system.
- inventory reconciliation.
- inventory re-ordering.
- inventory tracking and order filling.
- must have basic knowledge of operating a computer (Outlook, Excel, Word, etc.).

In addition to the above, when covering the position, the incumbent must conduct themselves in a professional, courteous manner, and maintain confidentiality with all aspects of the position.

This position requires a high level of responsibility for company assets. Candidate must have good work ethics and good organization skills.

Selection will be based on attendance and discipline records, as well as computer skills and inventory experience.


* If you have any questions, please contact any Ticket Selling Manager. *



STATIONS DEPARTMENT



STATIONS DEPARTMENT NOTICE NO. 2023-54

Date: September 13, 2023
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: **Requirements for Ticket Clerk and Station Appearance Maintainer Positions**

Ticket Clerk Position Requirement:

1. **Valid Driver's License** (issued from a state in the tri-state area)
2. Access to a personal vehicle that is used when working at a location other than Penn Station, Jamaica Station, Grand Central Madison, Atlantic Terminal, or West Side Yard TR office.
 - a. For all locations OTHER THAN the ones listed above you are not authorized to use ride share services for your tours and due to train times not corresponding with tour times you are not authorized to take a train to your destination. You **MUST USE A PERSONAL VEHICLE when working, ride share services are not permitted while you are working or while you are picking up keys or returning keys.**
 - i. If you do not have a personal vehicle or a valid driver's license you will be considered unqualified for the position and could possibly be terminated.

Station Appearance Maintainer Position Requirement:

1. **Valid Driver's License** (issued from a state in the tri-state area)
 - a. Due to the job duties of the Station Appearance Maintainer position a valid driver's license is required, if you do not have a valid driver's license you will be considered unqualified for the position and could possibly be terminated.



NOTICE NO. 2023-55

Date: September 20, 2023
 To: Stations Department Employees
 From: Theresa Dorsey, Chief Stations Officer *T Dorsey*
 Subject: **Holiday – Columbus Day, Monday, October 9, 2023**

TICKET AGENTS - The following positions WILL work:

Job #	Location
A102	HSF TVM
A103	PENN TVM
A106	HSF TVM
A110	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A250	JAMAICA THEATRE
A251	JAMAICA THEATTRE
A311	BETH TVM
A312	BETH TVM

Job #	Location
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE
A709	RONKONKOMA
A710	RONKONKOMA
A806	BABYLON
A808	PATCHOGUE

Job #	Location
A900	JAMAICA THEATRE
A961	BROADWAY
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM
A984	BETH TVM
A988	PENN
AG610	GCM TVM
AG615	GCM
AG918	GCM



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

Job #	Location
C102	PENN CHIEF
C103	PTH
C104	PENN
C106	PENN
C108	PENN
C114	PENN
C115	PTH
C116	PTH
C118	PENN
C121	PENN
C126	PTH INFO CLK
C127	PENN
C129	WSY
C132	ATLANTIC
C136	ATLANTIC
C139	JAM CHIEF
C140	JAM CHIEF
C143	JAMAICA
C145	JAMAICA
C151	PENN TVM

Job #	Location
C160	JAM STIM
C176	PTH
C201	WOODSIDE
C331	BETH TVM
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C813	BABYLON
C814	BABYLON
C821	HSF TVM
C822	HSF TVM
C823	HSF CASHIER
C840	MINEOLA
C901	PENN CHIEF
C904	PENN
C907	ATLANTIC
C910	PENN

Job #	Location
C911	PENN
C912	PTH INFO CLK
C913	PENN
C917	PENN
C922	JAMAICA
C924	JAMAICA
C952	BETH TVM
C953	BETH TVM
C997	BETH CASHIER
C998	PTH
CG620	GCM TSM
CG626	GCM
CG627	GCM
CG630	GCM
CG631	GCM
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM

Job #	Location
CG942	GCM
CG943	GCM



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

Job #	Location
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL107	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
GCM662	GCM
GCM664	GCM
GCM665	GCM
GCM669	GCM
GCM670	GCM
GCM671	GCM
GCM672	GCM
GCM673	GCM
GCM674	GCM
GCM676	GCM
GCM678	GCM
GCM685	GCM
GCM986	GCM
GCM987	GCM
GCM988	GCM
H552	PORT WASH
H572	NORTHPORT

Job #	Location
H592	NEW BETHPAGE
HC551	PORT WASH
HC571	NORTHPORT
HMC112	HSF
HMC124	HSF
JAM102	JAMAICA
JAM103	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM118	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
JAC1	JAMAICA
L302	MINEOLA
L307	BABYLON
L308	BABYLON YD
L309	HICKSVILLE
L311	HUNTINGTON

Job #	Location
L312	RONKONKOMA
L317	GREAT NECK
L320	PORT WASH
L322	RONKONKOMA YD
L403	ROCKVILLE CTR
L903	HICKSVILLE PM
L904	BAYSIDE
RSC2	ATLANTIC
RSC3	ATLANTIC
RSC4	ATLANTIC
SSM2	ROSLYN
SSM3	RONKONKOMA
SSM4	LONG BEACH
SSM6	ROSLYN
SSM7	RONKONKOMA
SSM8	LONG BEACH
SSM21	ROSLYN
SSM22	RONKONKOMA
SSM23	LONG BEACH
V450	MORRIS PK
V456	GARDEN CITY
V457	GARDEN CITY
V460	BABYLON YD
V461	BABYLON YD

Job #	Location
V464	COLD SPRING HBR.
V466	NORTHPORT
V477	LONG BEACH
V479	RONKONKOMA YD
V480	RONKONKOMA YD
V489	WOODSIDE
V490	VALLEY YD
V491	VALLEY YD
V495	WESTHAMPTON
V912	MORRIS PK
V913	BABYLON YD
V914	RONKONKOMA YD
V915	RONKONKOMA YD
V919	WOODSIDE
WSC1	WSY
WSY101	WSY



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

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

LEAD FOREMAN/FOREMAN:

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

OFFICES CLOSED:

General Offices, Medical, Lost and Found, Mail & Ride.

MESSENGER SERVICE:

WILL NOT operate.

TICKET SALES:

Senior/Disabled/Medicare tickets will be honored all day.

TICKET OFFICE HOURS:

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

TRAIN SERVICE:

Will operate on a weekday schedule.



NOTICE NO. 2023-56

Date: September 26, 2023

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*

Re: Instructions for Time Off to Vote in the General Election, Tuesday, November 7, 2023

The New York State General Elections will be held on Tuesday, November 7, 2023, for all New York State registered voters. Polls open at 6:00 AM and close at 9:00 PM. Early voting is available beginning on Saturday, October 28, 2023, and ending on Sunday, November 5, 2023.

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

If you decide to vote on Tuesday, November 7, 2023, and meet the above-mentioned criterion, you must make this request through **your leader** no later than 5:00 p.m. on Friday, November 3, 2023, using the attached form #SSS-02. You can request to arrive up to two hours after the start of your scheduled tour start time **OR** you can request to leave up to two hours earlier than your scheduled tour end time. Your leader will decide when this time can be taken.

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

Attachment: Form SSS-02

* * *

If you see something, say something.



Fill out this form to request time off for voting in the General Election on November 3, 2023. **The due date is reflected on the Stations Department Notice.**

NAME: _____

CRAFT: _____

JOB NUMBER: _____

JOB LOCATION: _____

REQUEST (either start or end of tour): _____

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

Office Use only:

LEADER NAME (print): _____

ACTUAL TIME OFF APPROVED FOR EMPLOYEE: _____

LEADER'S SIGNATURE OF APPROVAL: _____

Instructions to Leaders:

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

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

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

If you see something, say something.