



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
SERVICE INFORMATION OFFICE
BULLETIN NO. 2023-01**

TO ALL CLERICAL EMPLOYEES:

We are currently considering candidates for appointment to the PERMANENT position of Secretary for the Service Information Office, which is part of the MTA Service Communications Department. Interested applicants should forward their resumes (including service date, experience and bulletin number) no later than **5:00 PM November 24, 2023** to Susan McGowan, General Manager - Public Affairs at smmcgow@lirr.org

JOB SUMMARY

This position in the MTA Service Communications Department will provide services to the Senior Director – Service Communications, the Director – Service Information Office LIRR/MNR, the General Manager – Public Affairs, and several Service Information Office Managers at both Long Island Rail Road and Metro-North Railroad.

WORK PERFORMED

- Coordinate on-boarding of new department employees, including but not limited to, requests for building access, desktop/laptop computing, office/mobile phone, Kronos and PeopleSoft access, etc.
- Report and follow-up on departmental IT Service Now requests and/or incidents.
- Ensure all departmental assets (hardware, copier maintenance and supplies) are effectively managed/maintained.
- Work with managers to review weekly SIO payroll data in Kronos for accuracy and ensure timeliness of Kronos payroll approval.
- Follow-up with SIO employees when necessary for compensatory, sick, and other attendance/payroll related forms. Review and respond to absence control queries from HR.
- Utilizing collaboration and video conferencing software like Microsoft Outlook and Teams, ensure conference rooms and conference call phone numbers are effectively reserved, organized and distributed for training sessions, meetings, and special events.
- Attend meetings as directed and take notes of meetings/discussions.
- Order materials/supplies, and track and process invoices. Review status of purchase orders, payments of invoices, contracts, and process any personal expense reports (e.g., requests for travel, outside seminars/training, memberships).
- Type all necessary correspondence for the department, answer phones for the department.
- Maintain a neat office environment, set up and manage office filing system, perform copy work, and perform general clerical duties as required.
- Serve as Training Coordinator for the department.
- Assist President's Office with distribution of company-wide notices to employees via Outlook and/or Marketing Cloud.

- Perform other duties as assigned.

QUALIFICATIONS

- At least 3 years administrative/clerical experience including but not limited to timekeeping, ordering of supplies, data entry and reporting.
- A four-year high school diploma or its educational equivalent (GED or TASC) approved by a State's Department of Education or recognized accredited organization.
- Must be a qualified typist (at least 45 WPM) and have a thorough knowledge of grammar, punctuation and spelling.
- The candidate must demonstrate excellent judgement and discretion in performing all tasks.
- Proficient in applications such as eProcurement, and Microsoft Office 365 suite: including Excel, Word, SharePoint, and Outlook.
- Basic knowledge of timekeeping systems such as Kronos and PeopleSoft.
- Basic knowledge of common video conferencing and collaboration programs such as MS Teams, Slack, and Zoom.
- Effective communication and interpersonal skills with the ability to interact comfortably with all departments and levels within the organization as part of day-to-day operations.
- Attention to detail is essential, together with the ability to follow instructions and effectively prioritize assignments.
- The ability to manage assignments under pressure and/or time constraints is a necessity.
- Familiarity with MTA/ LIRR/MNR Corporate Policies and Procedures preferred.

Position: Secretary - Permanent
Location: Jamaica, New York
Tour of Duty: 9:00 AM – 5:00 PM, ½-hour meal period
Relief Days: Saturday and Sunday
Rate of Pay: \$39.88 per hour

Posted: November 15, 2023

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

November 15, 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>
3419	Stores Truck Driver Temporary (J. Cruz-Pacheco)	NO BIDS RECEIVED	
3420	Assistant Warehouse Person Permanent (J. Faulkner)	WITHDRAWN	
3421	Warehouse Person Permanent (D. Powell)	WITHDRAWN	

Eric Florio

Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
November 15, 2023

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3422**

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, November 24, 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, 3413, 3418 & 3419)

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
November 15, 2023

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

DATE: November 15, 2023

BULLETIN NO.: SD-22-2023

This bulletin will close at 5:00 PM on Friday, November 24, 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	(A603) Agent
Location:	Huntington		
Tour of Duty:	12:00PM – 8:00PM		
Rate of Pay:	\$46.231		
Rest Days:	Tuesday / Wednesday		

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

DATE: November 15, 2023

BULLETIN NO.: SD-22-2023

This bulletin will close at 5:00 PM on Friday, November 24, 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	(CG631) Ticket Clerk TR
Location:			Grand Central Madison
Tour of Duty:			2:00PM – 10:00PM
Rate of Pay:			\$40.052
Rest Days:			Saturday / Sunday

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

Position No.	2	Permanent	(C964) Ticket Clerk
Location:	Amityville / Babylon		
Tour of Duty:	Mon – Amityville – 6:00AM – 2:00PM Tue / Wed – Babylon – 6:00AM – 2:00PM Thu / Fri – Babylon – 1:30PM – 9:30 PM		
Rate of Pay:	Mon - \$37.218 Tue / Wed / Thu / Fri - \$39.519		
Rest Days:	Saturday / Sunday		

Position No.	3	Temporary	(ATL107) Chief Station Appearance Maintainer – <i>Assigned D. Madeam</i>
Location:	Atlantic Avenue		
Tour of Duty:	6:00AM – 2:00PM		
Rate of Pay:	\$37.914		
Rest Days:	Thursday / Friday		

Position No.	4	Temporary	(HMC131) Station Appearance Maintainer
Location:	Hillside Maintenance Complex		
Tour of Duty:	2:30PM – 10:30PM		
Rate of Pay:	\$33.194		
Rest Days:	Saturday / Sunday		

Position No.	5	Temporary	(JAM119) Station Appearance Maintainer
Location:	Jamaica		
Tour of Duty:	4:00PM – 12:00AM		
Rate of Pay:	\$33.194		
Rest Days:	Saturday / Sunday		

THE LONG ISLAND RAILROAD

OFFICE OF THE CHIEF STATIONS OFFICER

STATIONS DEPARTMENT

Position No.	6	Temporary	(SSM6) Station Appearance Maintainer
Location:	Port Washington / Roslyn		
Tour of Duty:	April 1 – November 30 - 7:30AM – 3:30PM December 1 – March 31 - 6:00AM – 2:00PM		
Rate of Pay:	April 1 – November 30 - \$34.666 December 1 – March 31 - \$34.364		
Rest Days:	April 1 – November 30 – Friday / Saturday December 1 – March 31 - Saturday / Sunday		

Position No.	7	Permanent	(ARCH900) Station Appearance Maintainer
Location:	Freeport / Arch Street Facility / Northport		
Tour of Duty:	Mon – Freeport – 5:00AM – 1:00PM Thu / Fri – Arch Street 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.	8	Permanent	(GCM672) Station Appearance Maintainer
Location:	Grand Central Madison		
Tour of Duty:	2:00PM – 10:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Wednesday / Thursday		

Position No.	9	Permanent	(H543) Heavy Duty Station Appearance Maintainer
Location:	Babylon Yard / Divide / Ronkonkoma Yard		
Tour of Duty:	April 1 – November 30 – 7:30AM – 3:30PM December 1 – March 31 – 6:00AM – 2:00PM		
Rate of Pay:	\$34.364		
Rest Days:	Saturday / Sunday		

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

Position No.	10	Permanent	(H552) Heavy Duty SAM / Heavy Duty Chief SAM
Location:	Port Washington / Valley Yard / Divide		
Tour of Duty:	Mon / Tue / Sun – Heavy Duty SAM - 6:00AM – 2:00PM Fri / Sat – Heavy Duty Chief SAM – 6:00AM – 2:00PM		
Rate of Pay:	Mon / Tue / Sun - \$34.364 Fri / Sat - \$37.914		
Rest Days:	Wednesday / Thursday		

Position No.	11	Permanent	(JAM124) Station Appearance Maintainer
Location:	Jamaica		
Tour of Duty:	5:00AM – 1:00PM		
Rate of Pay:	\$33.345		
Rest Days:	Saturday / Sunday		

Position No.	12	Permanent	(L309P) Station Appearance Maintainer – <i>Assigned J. Fullam</i>
Location:	Hicksville		
Tour of Duty:	2:00PM – 10:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Monday / Tuesday		

Position No.	13	Permanent	(L904) Station Appearance Maintainer – <i>Assigned H. Sanna</i>
Location:	Bayside / Wyandanch / Port Washington		
Tour of Duty:	Sun / Mon – Bayside – 6:00AM – 2:00PM Thu – Wyandanch – 5:00AM – 1:00PM Fri / Sat – Port Washington – 5:00AM – 1:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Tuesday / Wednesday		

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

Position No.	14	Permanent	(L913) Station Appearance Maintainer - <i>Assigned J. Marconi</i>
Location:	New Hyde Park Station / Wyandanch / Mineola		
Tour of Duty:	Mon / Tue – New Hyde Park Station – 6:00AM – 2:00PM Wed – Wyandanch – 5:00AM – 1:00PM Sat / Sun – Mineola – 6:00AM – 2:00PM		
Rate of Pay:	\$33.194		
Rest Days:	Thursday / Friday		

Position No.	15	Permanent	(RSC1) Station Appearance Maintainer / Chief SAM - <i>Assigned S. Morris</i>
Location:	Jamaica		
Tour of Duty:	Wed / Thu / Fri – SAM – 4:00PM – 12:00AM Sat / Sun – Chief SAM – 4:00PM – 12:00AM		
Rate of Pay:	Wed / Thu / Fri - \$33.194 Sat / Sun - \$37.914		
Rest Days:	Monday / Tuesday		

Position No.	16	Permanent	(V912) Station Appearance Maintainer
Location:	Morris Park / Garden City Station		
Tour of Duty:	Mon / Tue / Sat / Sun - Morris Park – 6:15AM – 2:15PM Fri – Garden City Station – 6:00AM – 2:00PM		
Rate of Pay:	\$34.214		
Rest Days:	Wednesday / Thursday		

Position No.	17	Permanent	(V913) Station Appearance Maintainer – <i>Assigned D. Kelley</i>
Location:	Babylon Yard / Cold Spring Harbor / Long Beach		
Tour of Duty:	Sun / Mon – Babylon Yard – 6:00AM – 2:00PM Thu – Cold Spring Harbor – 6:00AM – 2:00PM Fri / Sat – Long Beach – 5:00AM – 1:00PM		
Rate of Pay:	\$34.214		
Rest Days:	Tuesday / Wednesday		

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

TICKET CLERK POSTINGS

C931, C964

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.

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

STATION APPEARANCE MAINTAINER (SAM) POSTINGS

L309P, ARCH900, V912, V913, V919, L904, 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.

H543, 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.

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

JAM119, JAM124, HMC131

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.

ATL107, 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.

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

SSM6

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.

GCM672

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-21-2023

Position Number	Type	Job Number	Name	Award Date
1	PERMANENT	C704	D. BRIENZA	11/15/2023
2	TEMPORARY	CG630	R. FORCER	11/15/2023
3	TEMPORARY	ATL105	WITHDRAWN	WITHDRAWN
4	TEMPORARY	ATL107 (A)	D.MADEAM	11/15/2023
5	TEMPORARY	JAM132	J. SULLIVAN	11/22/2023
6	PERMANENT	ARCH900 (A)	RE-ADVERTISED PERM	11/15/2023
7	PERMANENT	GCM670	K. FORT	11/15/2023
8	PERMANENT	H552	RE-ADVERTISED	11/15/2023
9	PERMANENT	L309P	J. FULLAM	11/15/2023
10	PERMANENT	L904 (A)	H. SANNA	11/15/2023
11	PERMANENT	L913 (A)	RE-ADVERTISED	11/15/2023
12	PERMANENT	RSC1 (A)	SAVION MORRIS	11/15/2023
13	PERMANENT	V913 (A)	DANEL KELLEY	11/15/2023
14	PERMANENT	V919 (A)	ANTONIO MITCHELL	11/15/2023
15	PERMANENT	JAM133	D. BAGLEY	11/15/2023
16	PERMANENT	HC531	P.ROSSWICK	11/15/2023
17	PERMANENT	MP101	M. MOHAMED	11/15/2023
18	PERMANENT	JAM116	WITHDRAWN	WITHDRAWN
19	PERMANENT	GCM667	G. BENNETT	11/15/2023
20	TEMPORARY	JAM113	A. GRABOW	11/15/2023
21	TEMPORARY	JAM130	WITHDRAWN	WITHDRAWN
22	TEMPORARY	WSY101	WITHDRAWN	WITHDRAWN
23	PERMANENT	GCM668	R. MATTIS	11/15/2023

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
November 15, 2023

NOTICE: ALL EMPLOYEES IN THE CONSOLIDATED SYSTEM SENIORITY ROSTER OF CLERICAL FORCES

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BULLETIN NO. 1788

We are currently considering candidates for appointment to the **PERMANENT Exception 4** position of **ADMINISTRATIVE SUPPORT CLERK** in the Maintenance of Equipment Department.

- | | |
|----------------|--|
| Location | Hillside Maintenance Complex |
| Tour of Duty | 6:30 a.m. to 2:30 p.m. |
| Relief Days | Saturday & Sunday |
| Rate of Pay | \$43.092 hourly |
| Primary Duties | <ul style="list-style-type: none">- Report to General Manager – M/E Asset Management, Budgets & Administration- Administer the distribution of cell phones and radios. Audit and review M of E users’ usage, respective statements of usage, and ensure reimbursements.- Coordinate and communicate among MofE, it’s vendors and P&L to track invoices and resolve service and accounts-payable issues.- Generate and coordinate PLS processes for requisitions, blanket orders and contractual agreements.- Coordinate and schedule MPA training requirements.- Arrange the disposition of vendor service contracts and monthly invoice reconciling, summary reports, including year-to-date and actual-to-budget comparisons.- Establish, monitor and maintain the Administration Operation Procedure (AOP) Manual to include all procedures developed based on Departmental and FRA guidelines.- Create all administration section reports and maintain, chart and distribute Monthly Force Account Report and all related reports- Monitor and ensure uninterrupted removal of refuse from all locations as required by contract and dictated operational activities.- Candidate must follow the confidentiality guidelines of the Central Manpower Office.- All other clerical duties and responsibilities as assigned. |
| Qualifications | <ul style="list-style-type: none">- Must be a competent typist (25 wpm) and must possess the ability to take extensive meeting minutes and transcribe with detailed accuracy. Must be proficient in inputting, formatting and processing summaries of data tabulations. Must have knowledge of software packages, including word processing. Must be able to assist in preparation of formal presentations. Familiarity with third-party contractor/vendor/consultant contract administration, and have general knowledge of activities involved in engineering design and Capital construction projects is also preferred. |

All interested candidates should forward their resumes to J. McGrath, Acting Sr. Manager – M of E Manpower Resource Management, at HMC Mail code 3012 no later than the close of business November 24, 2023. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

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

JOB NO. 8

POSITION PERMANENT

LOCATION

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK RELIEF – CENTRAL MANPOWER

HILLSIDE MAINTENANCE COMPLEX

Sun-Mon 6:30 a.m. to 2:30 p.m.

Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.

FRIDAY & SATURDAY

SAME AS JOB NO. 30

SAME AS JOB NO. 30

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-80 **Sequence:** 76

Description: USHER BULLETIN 2/80

Open: 11/01/2023 00:01 Close: 11/10/2023 17:00 Effective: 11/15/2023 00:01 Posted: 11/01/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
UX0003	USHERS	Permanent	LIRR-Extra List	29914	QUAGLIO, R	3	JAU3	US	JAM

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-81

Bulletin Seq: 76

Bulletin Description: USHER BULLETIN 2/81

Open: 11/15/2023 00:01

Close: 11/24/2023 17:00

Effective: 11/29/2023 00:01

Posted: 11/15/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU3	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 7AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$41.763 HOURLY

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-18 **Sequence:** 17

Description: TELEGRAPHERS BULLETIN 3-18

Open: 11/01/2023 00:01 Close: 11/10/2023 17:00 Effective: 11/15/2023 00:01 Posted: 11/01/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertis	
JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER		Readvertis	
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertis	
JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER		Readvertis	
WL2	BLOCK OPERATOR	Permanent	LEAD		Readvertis	
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List		Readvertis	
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List		Readvertis	
MT3011	MB TRAINEE	Temporary	LIRR-Extra List		Readvertis	
MT3012	MB TRAINEE	Temporary	LIRR-Extra List		Readvertis	
WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD		Readvertis	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-19

Bulletin Seq: 17

Bulletin Description: TELEGRAPHERS BULLETIN 3-19

Open: 11/15/2023 00:01

Close: 11/24/2023 17:00

Effective: 11/29/2023 00:01

Posted: 11/15/2023 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 3-19

Open: 11/15/2023 00:01

Close: 11/24/2023 17:00

Effective: 11/29/2023 00:01

Posted: 11/15/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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		

MT3011	MB TRAINEE	Temporary	LIRR-Extra List
	Location MOVEMENT BUREAU		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$41.166 HOURLY (MINIMUM)		

Please note this position is in accordance with the TCU agreement signed on February 16, 2018

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability , those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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 3-19

Open: 11/15/2023 00:01

Close: 11/24/2023 17:00

Effective: 11/29/2023 00:01

Posted: 11/15/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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MT3012	MB TRAINEE	Temporary	LIRR-Extra List
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Location MOVEMENT BUREAU

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$41.166 HOURLY (MINIMUM)

Please note this position is in accordance with the TCU agreement signed on February 16, 2018

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER
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Location JCC TOWER

Report Time 1001PM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$50.585 HOURLY
\$1.952 DIFFERENTIAL

JCCQN2	TRAIN DIRECTOR	Temporary	JCC TOWER
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Location JCC TOWER

Report Time 201PM

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay \$54.755 HOURLY
\$2.118 DIFFERENTIAL

WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
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Location WEST SIDE YARD

Report Time 3PM

Rest Days MONDAY & TUESDAY

Rate Of Pay \$53.034 HOURLY
\$2.050 DIFFERENTIAL

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LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-47 **Sequence:** 47

Description: C/D BULLETIN 9-47

Open: 11/01/2023 00:01 Close: 11/10/2023 17:00 Effective: 11/15/2023 00:01 Posted: 10/31/2023 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
PD2A	PAYROLL DISPATCHER	Temporary	JAMAICA	55650	LIOLIS, W	30	CD1D
CX4004	CREW DISPATCHER	Temporary	LIRR-Extra List	Readvertis			CD JAM

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-48

Bulletin Seq: 48

Bulletin Description: C/D BULLETIN 9-48

Open: 11/15/2023 00:01

Close: 11/24/2023 17:00

Effective: 11/29/2023 00:01

Posted: 11/14/2023 00:01

Asgn	Position	Perm Or Temp	Terminal
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CD1D	CREW DISPATCHER	Temporary	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days WEDNESDAY & THURSDAY

Rate Of Pay \$48.121 HOURLY

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.

CX4004	CREW DISPATCHER	Temporary	LIRR-Extra List
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Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

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 BYT 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.

TCU Holiday Party

Local 177/90

December 8th

American Legion Hall

22 Grove Place

Babylon N.Y. 11702

7PM-11PM

- DJ Manny
- Top Shelf Open Bar -NO SHOTS
 - Hot and cold Buffet
- Lots of Prizes to be given away