



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

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2021-01**

**TO ALL CLERICAL EMPLOYEES:**

**APPOINTED** One (1) Public Information Officer position has become available in the Public Information Office (PIO) in the MTA Office of Service Communications. All those interested in this position are invited to submit a resume to Susan McGowan – General Manager – Public Affairs, Mail Code 1131 or to [smmcgow@lirr.org](mailto:smmcgow@lirr.org). All resumes must be received by **5 PM, October 15, 2021**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

The Public Information Officer is responsible for providing information to Long Island Rail Road customers and the general public about all aspects of the Long Island Rail Road, including but not limited to service announcements, delays and policies.

**Responsibilities:**

- Monitor LIRR Train service via the Movement Bureau, Customer Communication Coordinator (CCC), TI MACS, or any other source as instructed.
- Ensure public announcements concerning train service are made as needed and are progressive in nature -- in consultation with the Customer Communications Coordinator (CCC) and at the direction of the PIO Director or his designee -- via all avenues of communication and media platforms as necessary, including but not limited to social media, customer e-Alerts and text messages, terminal message boards, digital screens, Service Status and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the LIRR's Customer Service Center.
- Ensure Assistant Station Master (ASM) communications with Train Crews and Ushers is consistent with all PIO messaging.
- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. Make call-arounds to the media regarding special events at the LI RR, as needed.
- Maintain an accurate record of announcements and a written transfer log including a list of all current announcements required as well as any other information relative to Public Address and AVPS operations
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains; and update AVPS signs at branch line stations.
- Provide a comprehensive AM or PM peak summary report, including major causes for delays at the conclusion of each rush hour; as well as a summary report for overnights and weekend AM and PM shifts.
- Assist in the research and drafting text for use in press releases, customer correspondence and other reports or documents
- Record, review and compile daily electronic news media reports and compile clipped newspaper articles
- All other duties assigned, and review reports as assigned

#### Qualifications

- Prior customer service experience in a high pressure environment
- Prior media relations experience preferably in an operations environment
- Superior written and oral communication skills
- Experience directly responding to customer complaints arising from service emergencies
- Demonstrate ability to read and understand timetables, reports about upcoming track maintenance, special events, holiday programs, etc.
- Superior multi-tasking skills
- Flexibility and adaptability skills with ability to work various hours (24/7) and various days, including holidays, weekends, and during inclement weather.
- Knowledge of LIRR system and customer communication needs a plus.
- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.

Position: Public Information Officer  
Location: JCC Building-6th Floor  
Tour of Duty: various  
Relief Days: various  
Rate of Pay: \$41.50 per hour

Posted: October 6, 2021

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**BULLETIN NO. 519**

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 15, 2021. **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

**LOCATION:** Office of the Chief Engineer  
(Various)

**RATE OF PAY:** \$35.455

**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 (45 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.

Glenn Greenberg, P.E.  
Chief Engineer

**POSTED:** October 6, 2021



# **LONG ISLAND RAILROAD**

## **Bulletin 7-2021**

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, October 15, 2021 at 5:00 PM.

**POSITION:** CSR - 106  
Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 36.2075

**TOUR OF DUTY:**  
Sat / Sun / Wed 2:00 PM – 10:00 PM  
Thur / Fri 12 PM – 8 PM

**RELIEF DAYS:** Monday / Tuesday

### **JOB SUMMARY:**

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Railroad travel and ticket services.

### **WORK PERFORMED:**

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.

- Responsible to understand all alarms and visual displays as to network and MTA service status.
- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

**QUALIFICATIONS:**

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino  
Customer Service Manager

Posted October 6, 2021

# **LONG ISLAND RAILROAD**

## **Bulletin 6-2021**

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Manager Customer Service Department, mail Code 3140 by Friday, October 15, 2021 at 5:00 PM.

**POSITION:** CSR - 101

Customer Service Representative

**LOCATION:** Customer Service Center  
(HSF)

**RATE OF PAY:** 36.2075

**TOUR OF DUTY:** 11:00 AM – 7:00 PM

**RELIEF DAYS:** Wednesday and Thursday

### **JOB SUMMARY:**

Responsible to provide superior customer service to the public, providing accurate and up to date information regarding all Long Island Railroad travel and ticket services.

### **WORK PERFORMED:**

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls and make outgoing calls as required to follow-up on a customer matter, provide information on rules and regulations (i.e. on-board information, smoking, no radio playing, safety, etc.), rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls from Corporate Communications (Complaints/Inquiries/Policy Related Questions {i.e. ticket refunds, published/non-published connections, etc.}), Mail&Ride, Ticket Refunds and Ticket Machines Assistance (i.e. document problem, send inquiry to appropriate department/subject matter expert, follow up and investigate, etc.).
- Responsible to document all calls using a Communication Database System and provide customer with a confirmation number for incidents that require investigation and/or follow-up.
- Responsible to access various applications for each Department and provide customer information and/or confirm information. Answer and respond to incoming calls, and record information, about problems, complaints, commendations, and other matters and re-contact a customer (if required) with a call-back. In addition, some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for accessing and updating manual forms and/or automated systems on behalf of customers for transactions including, but not limited to, customer account information, lost and found matters, accident reports, damage claims, delay verifications and payment transactions.
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Responsible to furnish information over the phone in a clear, professional and pleasant manner under all conditions.
- Responsible to understand all alarms and visual displays as to network and MTA service status.



- Responsible for reporting telephone and computer system troubles (relating to both equipment and software) to the responsible party (carrier, equipment vendors, help desk, etc.) and follow-up with same for trouble resolution.
- Responsible to properly log all reports using PC or other computer devices for all data entry forms and functions.

**QUALIFICATIONS:**

- A four-year high school diploma or its educational equivalent (GED) approved by a State's Department of Education or recognized accredited organization
- Must have excellent telephone etiquette with ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be able to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow-up on a customer matter.
- Must have ability to understand all alarms and visual displays as to network and MTA service status.
- Have familiarity with all LIRR social media interfaces for Facebook, Twitter, etc.

Gabrielle Aulicino  
Customer Service Manager

Posted October 6, 2021

**THE LONG ISLAND RAILROAD  
OFFICE OF THE VICE PRESIDENT  
MARKET DEVELOPMENT & PUBLIC AFFAIRS**

October 6, 2021

To: All Clerical Employees

From: Gabrielle Aulicino, Manager – Customer Service Center

Subject: **Posting** to Work Overtime in The **Customer Service Center**

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Employees interested in performing overtime service in CSC or satellite offices, are required to complete a CT-88 form, whereon the employee should state that he/she is interested in performing the above referenced **Posting** for overtime work (**on the employee's Own time**). Posting will take place at the CSC HSF 4<sup>th</sup> floor.

**Posting Date and time:**

**Friday November 12, 2021  
10:00 am – 12:00 pm**

All CT-88's must include a **contact number, current position hours, relief days** and **TCU seniority date**. Bids will not be accepted without the above information. All CT-88 forms should be submitted to Mail Code #3140 no later than Friday, October 15, 2021 at 5:00 pm.

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

DATE: October 6, 2021

BULLETIN NO. SD-16-2021

This bulletin will close **at 5:00 PM on Friday, October 15, 2021**. 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 **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: [LIRRStationsDeptBids@lirr.org](mailto:LIRRStationsDeptBids@lirr.org) or you can fax your CT-88 to the crew office at 718-558-7429

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

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

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

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Position No. 1	Permanent	Agent (A200) <i>Assigned – A. Bacchus</i>
Location:		Woodside
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$43.896
Rest Days:		Saturday/Sunday

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Position No. 2	Permanent	Agent (A603) – <i>Assigned A. Blanco</i>
Location:		Huntington
Tour of Duty:		12:00pm – 8:00pm
Rate of Pay:		\$43.896
Rest Days:		Tuesday/Wednesday

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Position No. 3	Permanent	Agent (A900)
Location:		Jamaica Theater
Tour of Duty:		Sunday/Monday – 10:00pm – 6:00am Thursday/Friday – 6:00am – 2:00pm Saturday – 2:00pm – 10:00pm
Rate of Pay:		\$47.708
Rest Days:		Tuesday/Wednesday

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**AWARD TO AGENT'S BULLETIN SD-14-2021**

	<b><u>JOB #</u></b>	<b><u>NAME</u></b>	<b><u>AWARD DATE</u></b>
POSITION NO. 1	Permanent A200	Re-Advertised	
POSITION NO. 2	Permanent A252	K. Cousley	9/29/21
POSITION NO. 3	Permanent A603	Re-Advertised	
POSITION NO. 4	Permanent A988	D. Buddoo	9/29/21

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

DATE: October 6, 2021

BULLETIN NO. SD- 16-2021

This bulletin will close **at 5:00 PM on Friday, October 15, 2021.** 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.

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

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

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

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Position No. 1	Temporary	Ticket Clerk (C108)
Location:		Penn Station - Clerk
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$38.029
Rest Days:		Saturday/Sunday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Must possess the ability to exercise good judgment and efficiently perform assigned duties.

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Position No. 2	Permanent	Ticket Clerk (C124)
Location:		Penn Station – Info Clerk
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$35.346
Rest Days:		Monday/Tuesday

Primary Duties: 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, tickets 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. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 3	Permanent	Ticket Clerk (C143)
Location:		Jamaica Clerk
Tour of Duty:		7:00am – 3:00pm
Rate of Pay:		\$38.029
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

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Position No. 4	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$33.878
Rest Days:		Various

Primary Duties: Applicant could be required to work split shifts (two four hour shifts in any given twelve hour period) at various locations which include but is not limited to Penn Station, Jamaica Station, Atlantic Terminal and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's three main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed

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Position No. 5                      Permanent                      Crew Dispatcher (CD103)

Location:    Jamaica

Tour of Duty:    2:00pm – 10:00pm

Rate of Pay:    \$47.175

Rest Days:    Friday/Saturday

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

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

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Position No. 6	Temporary	Station Appearance Maintainer (H543)
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Location:	Babylon YD/Divide/KO YD
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Tour of Duty:	7:30am – 3:30pm
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Rate of Pay:	\$32.629
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Rest Days:	Saturday/Sunday
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Primary Duties for Heavy Duty: Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner.

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

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Position No. 7	Temporary	Station Appearance Maintainer (H553)
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Location:	Port Wash/Valley YD/Divide HD SAM
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Tour of Duty:	6:00am – 2:00pm
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Rate of Pay:	\$32.629
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Rest Days:	Monday/Tuesday
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Primary Duties:	Same as Position No. 6
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Position No. 8	Temporary	Station Appearance Maintainer (L316)
Location:		Woodside
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$31.518
Rest Days:		Sunday/Monday

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

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

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Position No. 9	Temporary	Station Appearance Maintainer (RSC3)
Location:		Atlantic Terminal
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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

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Position No. 10	Temporary	Station Appearance Maintainer (V459)
Location:		Valley Stream
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 8

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Position No. 11	Temporary	Station Appearance Maintainer (V471)
Location:		Garden City
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Friday/Saturday
Primary Duties:		Same as Position No. 8

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Position No. 12	Temporary	Station Appearance Maintainer (V903) – <i>Assigned C. Gill</i>
Location:		Ronkonkoma Yard/Garden City
Tour of Duty:		Sunday/Monday/Tuesday – KO YD → 6:00am – 2:00pm Friday/Saturday – Garden City → 6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Wednesday/Thursday.
Primary Duties:		Same as Position No. 8

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Position No. 13                      Permanent                      Station Appearance Maintainer (HC501)

Location:                                      JAM/ATL/NOST – HD Chief

Tour of Duty:                                      4/1 – 11/30 → 10:00pm – 6:00am  
    12/1 – 3/31 → 4:00pm – 12:00am

Rate of Pay:                                      4/1 – 11/30 → \$36.286  
    12/1 – 3/31 → \$36.143

Rest Days:                                      Saturday/Sunday

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

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

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

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Position No. 14	Permanent	Station Appearance Maintainer (JAM122)
Location:		Jamaica
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$31.518
Rest Days:		Tuesday/Wednesday
Primary Duties:		Same as Position No. 9

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Position No. 15	Permanent	Station Appearance Maintainer (L304)
Location:		Freeport
Tour of Duty:		5:00am – 1:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 8

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Position No. 16	Permanent	Station Appearance Maintainer (RSC1)
Location:		Jamaica - SAM/Chief
Tour of Duty:		Wednesday/Thursday/Friday – SAM – 4:00pm – 12:00am Saturday/Sunday – Chief – 4:00pm – 12:00am
Rate of Pay:		Wednesday/Thursday/Friday SAM → \$31.518 Saturday/Sunday – Chief → \$36.000
Rest Days:		Monday/Tuesday

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

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

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

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Position No. 17	Permanent	Station Appearance Maintainer (V901)
Location:		Valley Stream/Garden City
Tour of Duty:		Tuesday/Friday/Saturday – Valley Stream → 6:00am – 2:00pm Wednesday/Thursday – Garden City → 6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Sunday/Monday
Primary Duties:		Same as Position No. 8

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Position No. 18	Permanent	Station Appearance Maintainer (V902)
Location:		Morris Park/Valley Stream
Tour of Duty:		Monday/Tuesday – Morris Park → 6:15am – 2:15pm Wednesday – Valley Stream → 6:00am – 2:00pm Saturday/Sunday – Morris Park → 6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No. 8

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AWARDS TO BULLETIN SD-15-2021

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C151	J. Ligorio	9/29/21
POSITION NO. 2	Permanent C124	Re-Advertised	
POSITION NO. 3	Permanent C960	C. Stellato	10/6/21
POSITION NO. 4	Temporary AMB	Re-Advertised	
POSITION NO. 5	Permanent AMB	Withdrawn	
POSITION NO. 6	Temporary ARCH900	D. Patterson	9/29/21
POSITION NO. 7	Temporary H553	Re-Advertised	
POSITION NO. 8	Temporary H562	J. Jean	9/29/21
POSITION NO. 9	Temporary SWT-18	G. Parrish	9/29/21
POSITION NO. 10	Temporary V459	Re-Advertised	
POSITION NO. 11	Temporary V464	T. Paterno	9/29/21
POSITION NO. 12	Temporary V903	Re-Advertised	
POSITION NO. 13	Permanent JAM122	Re-Advertised	
POSITION NO. 14	Permanent RSC1	Re-Advertised	
POSITION NO. 15	Permanent V490	J. Yanez	9/29/21
POSITION NO. 16	Permanent V901	Re-Advertised	
POSITION NO. 17	Permanent V902	Re-Advertised	
POSITION NO. 18	Permanent VD100	A. Teresky	9/29/21

**Long Island Rail Road  
Office of the Director – Employee Services**

**Bulletin No. 2021-05**

To all employees covered by regulations governing clerical forces on the Long Island Rail Road.

NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, October 15, 2021**.

Position:	Mail Attendant Extra ( <i>Temporary</i> )
Location:	Jamaica, New York
Tour of Duty:	7:00am – 3:00pm
Rest Days:	Saturday and Sunday
Rate of Pay:	\$32.486 per hour
Duties:	Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as assigned.
Requirements:	Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.
Contact:	Daniel Driscoll Director – Employee Services Human Resources Department Jamaica, NY – Mail Code 1157
Posted:	<b>October 6, 2021</b>

**\*Safety Sensitive Position\***

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**

**October 6, 2021**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
P&L 3110	Assistant Warehouse Person Morris Park/Richmond Hill Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3111	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3112	Assistant Warehouse Person Temporary (T. Kennelly)	WITHDRAWN	
P&L 3113	Stores Truck Driver Temporary (K. Alves)	NO BIDS RECEIVED	
P&L 3114	Warehouse Person Temporary (C. Howard-Lowe)	WITHDRAWN	

Elvin Vazquez  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
October 6, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3115**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, October 15, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (J. Macedonia) – Permanent  
RE-ADVERTISED (P&L – 2979, 2984, 2989, 2993, 2998, 3004, 3010, 3015, 3021, 3027, 3032, 3037, 3042, 3046, 3051, 3056, 3061, 3066, 3069, 3072, 3074, 3076, 3079, 3083, 3086, 3090, 3094, 3099, 3105 & 3110)  
**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:** \$34.413 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.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
October 6, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3116**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, October 15, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (J. Hausle) – Permanent  
RE-ADVERTISED (P&L – 3092, 3096, 3102, 3107 & 3111)  
**LOCATION:** Various  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$34.413 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.

**REQUIREMENT:** 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.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
October 6, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3117**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, October 15, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (K. Alves) –Temporary  
**RE-ADVERTISED (P&L – 3113)**  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$35.9925 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 operate two-way radio equipment and 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.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00AM  
October 6, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3118**

TO ALL EMPLOYEES INCLUDED IN CONSOLIDATED SYSTEM SENORITY OF CLERICAL FORCES:

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, October 15, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (S. Brisco) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 AM – 3:30 PM  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$36.853 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.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00 AM  
October 6, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3119**

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on **Friday, October 15, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

<b>POSITION:</b>	<b>Stores Truck Driver – (A. Parchment) –Temporary</b>
<b>LOCATION:</b>	<b>Hillside</b>
<b>TOUR OF DUTY:</b>	<b>7:30 AM – 3:30 PM</b>
<b>REST DAYS:</b>	<b>Saturday &amp; Sunday</b>
<b>RATE OF PAY:</b>	<b>\$35.9925 per hour</b>

**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 operate two-way radio equipment and 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.

**Elvin Vazquez**  
Deputy Chief Stores Officer  
Stores Operation & Materials  
Procurement & Logistics Department

POSTED: 9:00AM  
October 6, 2021



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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-29      **Sequence:** 26

**Description:** USHER BULLETIN 2/29

Open: 09/15/2021 00:01      Close: 09/24/2021 17:00      Effective: 09/29/2021 00:01      Posted: 09/15/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0012	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis		
RUH6	USHERS	Permanent	NEW YORK	Readvertis		

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

**Bulletin ID:** USBUL2-30

**Bulletin Seq:** 26

**Bulletin Description:** USHER BULLETIN 2/30

Open: 10/06/2021 00:01

Close: 10/15/2021 17:00

Effective: 10/20/2021 00:01

Posted: 10/06/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH6	USHERS	Permanent	NEW YORK

Location JAMAICA & NEW YORK  
Report Time VARIOUS  
Rest Days TUESDAY & WEDNESDAY  
Rate Of Pay \$39.564 HOURLY & \$1.650 DIFFERENTIAL

THURS/FRI: BM1 (7AM)  
SAT: NYU2X (7AM)  
SUN/MON: JAU6 (3PM)

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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

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

\* Must work well with the public

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

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

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

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

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

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

## Bulletin Description: USHER BULLETIN 2/30

Open: 10/06/2021 00:01

Close: 10/15/2021 17:00

Effective: 10/20/2021 00:01

Posted: 10/06/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0012	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE  
MUST COplete 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 SYSTEM

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 FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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

## Bulletin Description: USHER BULLETIN 2/30

Open: 10/06/2021 00:01

Close: 10/15/2021 17:00

Effective: 10/20/2021 00:01

Posted: 10/06/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0013	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE  
MUST COplete 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 SYSTEM

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 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:** TELBUL2-66      **Sequence:** 66

**Description:** TELEGRAPHERS BULLETIN 2-65

Open: 09/15/2021 00:01      Close: 09/24/2021 17:00      Effective: 09/29/2021 00:01      Posted: 09/15/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1059	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
MT3013	MVB TRAINEE	Temporary		58611	DUFFY, R	
MT3014	MVB TRAINEE	Temporary		59010	BALDWIN, G	

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

**Bulletin ID:** TELBUL2-67

**Bulletin Seq:** 67

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-67

Open: 10/06/2021 00:01

Close: 10/15/2021 17:00

Effective: 10/20/2021 00:01

Posted: 10/05/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 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 \$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.

**Bulletin ID:** TELBUL2-67**Bulletin Seq:** 67**Bulletin Description:** TELEGRAPHERS BULLETIN 2-67

Open: 10/06/2021 00:01

Close: 10/15/2021 17:00

Effective: 10/20/2021 00:01

Posted: 10/05/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1059	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
BJ22	TRAIN DIRECTOR	Temporary	BABYLON
	Location BABYLON TOWER		
	Report Time 2PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$50.356 HOURLY \$2.050 DIFFERENTIAL		
JTD12	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 645AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$55.905 HOURLY \$2.335 DIFFERENTIAL		

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

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-06      **Sequence:** 6

**Description:** C/D BULLETIN 9-06

Open: 09/15/2021 00:01      Close: 09/24/2021 17:00      Effective: 09/29/2021 00:01      Posted: 09/14/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
CD1F	CREW DISPATCHER	Temporary	JAMAICA	Readvertis			
CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertis			



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

**Bulletin ID:** CREW9-07

**Bulletin Seq:** 7

**Bulletin Description:** C/D BULLETIN 9-07

Open: 10/06/2021 00:01

Close: 10/15/2021 17:00

Effective: 10/20/2021 00:01

Posted: 09/28/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
CD1F	CREW DISPATCHER	Temporary	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	759AM		
Rest Days	MONDAY & TUESDAY		
Rate Of Pay	\$45.691 HOURLY \$1.896 DIFFERENTIAL APPLICANTS FOR THIS POSTITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE 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.		

CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$45.691 HOULRY & \$1.896 DIFFERENTIAL  APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE 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 reciepts is honored only if signed by employees working in the transportation crew management services office.



Revised 9/30/21

## STATIONS DEPARTMENT NOTICE NO. 2021-43



Date: September 29, 2021  
To: All Stations Department Employees  
From: James Compton, Chief Stations Officer  
Subject: **Holiday - Columbus Day - Monday, October 11, 2021**

The following positions **will be working** on Monday, October 11, 2021:

### AGENT

A105 Penn TVM	A311 Beth TVM	A709 Ronkonkoma	A982 Beth TVM
A106 HSF TVM	A312 Beth TVM	A710 Ronkonkoma	A988 Penn
A110 Penn	A505 Atlantic	A806 Babylon	
A120 Penn TH	A506 Atlantic	A808 Patchogue	
A121 Penn TH	A602 Huntington	A900 Jam Theater	
A200 Woodside	A603 Huntington	A961 Broadway	
A250 Jam Theater	A702 Beth TVM	<b>A972 Ronkonkoma</b>	
A251 Jam Theater	A703 Hicksville		

### TICKET CLERK

C102 Penn	C126 Penn TH	C152 Penn TVM	C704 Hicksville	C912 Penn TH
C103 Penn TH	C127 Penn	C161 Jam	C706 Hicksville	C913 Penn
C104 Penn	C132 Atlantic	C170 Jam	C813 Babylon	C917 Penn
C108 Penn	C134 Atlantic	C201 Woodside	C814 Babylon	C922 Jam
C114 Penn	C136 Atlantic	C331 Beth TVM	C821 HSF TVM	C924 Jam
C115 Penn TH	C139 Jam PM Ch	C411 Port Wash	C901 Penn	C952 Beth TVM
C116 Penn TH	C140 Jam AM Ch	C412 Port Wash	C907 Atlantic	C997 Beth Cshr
C118 Penn	C143 Jam	C602 Huntington	C910 Penn	
C121 Penn	C145 Jam	C702 Beth TVM	C911 Penn	

### STATION APPEARANCE MAINTAINER

ATL102	HMC101	JAM130	L313 Farmingdale	SV-01 Ronk Yd	V483 Pt Wash
ATL103	HMC109	JAM131	L315 Bayside	V453 Pt Wash	V484 Northpt
ATL105	HMC112	JAM132	LT318 Great Neck	V454 Pt Wash	V485 Northpt
ATL106	HMC123	JAC1	L319 Hempstead	V455 Garden City	V486 Garden City
ATL107	HMC124	L301 Mass Pk	L320 Pt Wash	V456 Garden City	V488 Ronk Yd
ATL109	HMC125	L302 Mineola	L321 Lynbrook	V457 Garden City	V489 Woodside
H523 VS Yd	HC561	L303 Lindenhurst	L322 Ronk Yard	V459 Valley Stream	V490 VS Yd
H532 Baby Yd	H562	L304 Freeport	RSC4 Atlantic	V460 Baby Yd	V491 VS Yd
H543 Ronk Yd	JAM102	L305 Wantagh	SSM2 Roslyn	V461 Baby Yd	V902 Morris Park
H552 Pt. Wash	JAM103	L307 Babylon	SSM3 Roslyn	V462 Baby Yd	V903 Ronk Yd
H572 Northpt	JAM108	L308 Babylon Yd	SWT16 Roslyn	V466 Northpt	V904 Ronk Yd
HC521 VS Yd	JAM112	L309 Hicksville	SSM4 VS Yd	V471 Garden City	VD100 VD Yard
HC531 Baby Yd	JAM118	L309P Hicksville	SSM8 VS Yd	V474 VS Yd	VT510 GC Fac
HC541 Ronk Yd	JAM119	L311 Huntington	SWT18 VS Yd	V477 Long Bch	VT511 GC Fac
HC551 Pt Wash QRT	JAM120	L312 Ronkonkoma	SSM3 Ronk Yd	VT478 Long Bch	WSY101
HC571 Northpt	JAM124		SSM7 Ronk Yd	V479 Ronk Yd	WSY900
			SWT17 Ronk Yd	V480 Ronk Yd	

**AMBASSADORS**

AMB01 Penn AMB06 Jamaica AMB11 Atlantic  
AMB02 Penn AMB91 Jamaica AMB92 Atlantic

LEAD FOREMAN/FOREMAN:

OFFICES CLOSED:

MESSENGER SERVICE:

TICKET SALES:

TICKET OFFICE HOURS:

TRAIN SERVICE:

All are working

Corp., Medical, Lost & Found, Mail & Ride, **Penn Ticket Remittance**  
**WILL NOT** operate.

Off Peak tickets good on all trains.

Open locations will follow weekday hours as shown on the Ticket Sales  
hours card.

Will operate on a Weekday schedule.

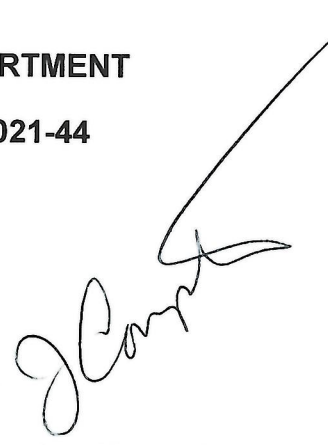
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If you have any questions, please contact your manager

**STATIONS DEPARTMENT**

**NOTICE NO. 2021-44**

Date: October 4, 2021  
TO: All Stations Department Employees  
FROM: James Compton, Chief Stations Officer  
SUBJECT: Eastern Standard Time - Effective Sunday, November 7, 2021, at 2 a.m.



With the change from Daylight Savings Time to Eastern Standard Time, all clocks must be set back one-hour effective Sunday, November 7, 2021, at 2 a.m.

All TDI clocks that are not changed by TDI before the time change should be covered.

If you are aware of any clocks in your station that are not changed, please advise your supervisor. Ticket agents and chief ticket sellers should inspect all clocks at stations and terminals.

If you have any questions, you may contact your supervisor.

\* \* \*

***All employees are reminded to be watchful for suspicious activity,  
behavior and packages, and report to MTA Police at 718-361-2201.***

**STATIONS DEPARTMENT  
NOTICE NO. 2021-45**

Date: October 4, 2021  
To: All Station Operations Employees  
From: James Compton, Chief Stations Officer  
Subject: **Veteran's Day – Thursday, November 11, 2021 – Employees**



1. Pursuant to Section 63 of the New York Public Officer's Law, employees are entitled to leave with pay on Memorial Day and Veteran's Day if they served in active duty in the Armed Forces of the United States and received an honorable discharge or were separated from such service under honorable conditions. In addition, employees are entitled to these days off with pay if they served in the armed forces of a foreign country allied with the United States in any of the following conflicts.:
  - World War II
  - Korea
  - Vietnam 12/21/61 through 5/7/75
  - Lebanon 6/1/83 through 12/1/87
  - Grenada 10/23/83 through 11/21/83
  - Panama 12/20/89 through 1/31/90
  - Persian Gulf Conflict
2. If you are scheduled to work on **Thursday, November 11, 2021** (Veteran's Day), and would like to request "leave with pay," you must furnish proof of having received an honorable discharge or having been separated under honorable conditions.

**NOTE: Employees should submit a DD214 form or equivalent proof to the Crew Office, Mail Code 1106, Jamaica, or fax to 718-558-7429. If you have any questions, please contact the Crew Office.**
3. All such requests must be received **no later than Thursday, October 30, 2021, at 3 p.m.**
4. All requests will be granted subject to safety concerns. If denied due to safety concerns, another day off shall be provided.
5. If employees are scheduled to work on Thursday, November 11, 2021, and do not request the day off, they **will not** be entitled to another day off in lieu of the holiday.
6. If November 11<sup>th</sup> (Veteran's Day) is the employee's relief day, no additional day will be granted. In accordance with the law, the LIRR must only allow those who are scheduled to work the day off without loss of pay.

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**“Customer Service: Professionalism, Courtesy, Support”**