



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

**BID SHEETS**

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-34      **Sequence:** 27

**Description:** USHER BULLETIN 2/34

Open: 12/01/2021 00:01      Close: 12/10/2021 17:00      Effective: 12/15/2021 00:01      Posted: 12/01/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
JAU8	USHERS	Permanent	JAMAICA	51605	ABATE, J	12	RUH2	US	REL
UX0008	USHERS	Permanent	LIRR-Extra List	Readvertis					
UX0012	USHERS	Permanent	LIRR-Extra List	Readvertis					
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis					
RUH6	USHERS	Permanent	NEW YORK	57119	PUZINO, A	30	UX0011	US	LIRR

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

**Bulletin ID:** USBUL2-35

**Bulletin Seq:** 27

**Bulletin Description:** USHER BULLETIN 2/35

Open: 12/15/2021 00:01

Close: 12/24/2021 17:00

Effective: 12/29/2021 00:01

Posted: 12/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH2	USHERS	Permanent	RELIEF CREW

Location ATLANTIC AVENUE, JAMAICA & NEW YORK

Report Time VARIOUS

Rest Days SUNDAY & MONDAY

Rate Of Pay \$39.564 HOURLY \$1.650 DIFFERENTIAL

TUES: BKU2 (230PM)

WED/THURS: JAU8 (11PM)

FRI/SAT: NYU7 (11PM)

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

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

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

\* Must work well with the public

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

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

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

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

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

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

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Close: 12/24/2021 17:00

Effective: 12/29/2021 00:01

Posted: 12/15/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0008	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 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 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.

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Asgn	Position	Perm Or Temp	Terminal
UX0011	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE  
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UX0012	USHERS	Permanent	LIRR-Extra List

Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

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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 COMPLETE LIRR/TCU USHER TRAINING PROGRAM

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** TELBUL2-71      **Sequence:** 71

**Description:** TELEGRAPHERS BULLETIN 2-71

Open: 12/01/2021 00:01      Close: 12/10/2021 17:00      Effective: 12/15/2021 00:01      Posted: 11/30/2021 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
FT2	BLOCK OPERATOR	Permanent	BROOK	Readvertis			
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis			
JTD31*	TRAIN DIRECTOR	Temporary	JCC TOWER	Readvertis	Santiago, D	BJ1	TR   BAB
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis			
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis			
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis			
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis			
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis			
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis			



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

**Bulletin ID:** TELBUL2-72

**Bulletin Seq:** 72

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-72

Open: 12/15/2021 00:01

Close: 12/24/2021 17:00

Effective: 12/29/2021 00:01

Posted: 12/13/2021 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		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	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	Permanent	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:** TELBUL2-72**Bulletin Seq:** 72**Bulletin Description:** TELEGRAPHERS BULLETIN 2-72

Open: 12/15/2021 00:01

Close: 12/24/2021 17:00

Effective: 12/29/2021 00:01

Posted: 12/13/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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		
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	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		
BJ1	TRAIN DIRECTOR	Temporary	BABYLON
	Location BABYLON TOWER		
	Report Time 6AM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$50.356 HOURLY \$2.050 DIFFERENTIAL		

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-11      **Sequence:** 11

**Description:** C/D BULLETIN 9-11

Open: 12/01/2021 00:01      Close: 12/10/2021 17:00      Effective: 12/15/2021 00:01      Posted: 11/30/2021 00:01

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

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

**Bulletin ID:** CREW9-12

**Bulletin Seq:** 12

**Bulletin Description:** C/D BULLETIN 9-12

Open: 12/15/2021 00:01

Close: 12/24/2021 17:00

Effective: 12/29/2021 00:01

Posted: 12/13/2021 00:01

Asgn	Position	Perm Or Temp	Terminal
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CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$45.691 HOURLY & \$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 receipts is honored only if signed by employees working in the transportation crew management services office.

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

DATE: December 15, 2021

BULLETIN NO. SD-21-2021

This bulletin will close **at 5:00 PM on Friday, December 24, 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** 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 (A961)
Location:		Broadway/Bethpage Fae/Port Jefferson
Tour of Duty:		Monday/Tuesday - Broadway .._ 6:00am - 2:00pm Wednesday - Bethpage Fae .._ 8:30am - 4:30pm Saturday/Sunday - Port Jeff.._ 6:00am - 2:00pm
Rate of Pay:		Monday/Tuesday-Broadway.._ \$45.347 Wednesday - Bethpage Fae .._ \$47.708 Saturday/Sunday-Port Jeff.._ \$42.823
Rest Days:		Thursday/Friday

**AWARD TO AGENT'S BULLETIN SD-20-2021**

<b>JOB#</b>	<b>NAME</b>	<b>AWARD DATE</b>
POSITION NO. 1	Permanent A403	M. Congimi
		12/15/21

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CIDEF STATIONS OFFICER-STATIONS DEPARTMENT**

DATE: December 15, 2021

BULLETIN NO. SD- 21-2021

This bulletin will close **at 5:00 PM on Friday, December 24, 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** 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. <b>1</b>	Permanent	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	Pennanent	Ticket Clerk (C3 l 1)
Location:		Lynbrook Clerk/STIMS
Tour of Duty:		6:00am - 2:00pm
Rate of Pay:		\$38.191
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.

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 cunent, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Must be able to use an iPad/STIMS ticket selling unit to assist customers as needed with tickets and information from various applications. 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 (C814)
Location:		Babylon
Tour of Duty:		1:30pm - 9:30pm
Rate of Pay:		\$36.497
Rest Days:		Thursday/Friday
Primary Duties:		Same as Position No I

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Position No. 4	Permanent	Ticket Clerk (C907)
Location:		Atlantic Ave/Penn Station
Tour of Duty:		Monday - ATL -t 7:00am - 3:00pm Tuesday/Wednesday-Penn -t 6:00am-2:00pm Thursday - ATL -t 6:00am - 2:00pm Friday-ATL -t 2:30pm- 10:30pm
Rate of Pay:		Monday-ATL-t \$36.721 Tuesday/Wednesday- Penn -t \$38.029 Thursday-ATL \$36.721 Friday - ATL -t \$36.721
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 1

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Position No. 5	Temporary	Crew Dispatcher Trainee
Location:		Jamaica
Tour of Duty:		Various
Rate of Pay:		\$36.769
Rest Days:		Various

Primary Duties: To train on all phases of crew dispatching, payroll processing, absence control and other related clerical duties. Trainees will be required to train on all Crew Dispatching and Payroll Dispatching assignments in order to become conversant in the use of crew books, payroll manuals, manpower reports, etc. and to obtain a thorough knowledge of the regulations governing employees under the jurisdiction of the Stations Manpower office. Employees awarded a training position will post on all three shifts, for a period not to exceed two months. Trainees will be required to become fully qualified during the two-month period. If the depaiiment determines that an employee has qualified in less than the specific period, the employee will be deemed qualified at the time. Rule 33 is modified for the purposes of this program to read: "..." fails to qualify within 60 days." During training, trainees are prohibited from bidding any other position. The trainees will not work on holidays during the training period unless specifically required to do so by the Carrier." The trainee's regular job will be bulletined as a temporary job. If no Crew Dispatcher vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority. When a Crew Dispatcher (Assignment Clerk) vacancy is advertised, only bids from applicants qualified through the training program or from employees who have previously owned a Crew Dispatcher position in the Stations Department will be entertained. Ifno qualified bid is received, the junior qualified employee (qualified within the previous six months) will be assigned to the vacant position. If there are no qualified applicants, a Crew Dispatcher trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy. For six months following the qualification of a trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Crew Dispatcher. The trainee will work five days per week and will be assigned two relief days, not necessarily consecutive.

\*Differential not included in above rate of pay.

Position No. 6	Temporary	Crew Dispatcher (CDT500)
Location:		Jamaica
Tour of Duty:		Monday/Tuesday/Wednesday – 6:00am – 2:00pm Thursday/Friday – 2:00pm – 10:00pm
Rate of Pay:		\$47.175
Rest Days:		Saturday/Sunday

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. 7

Temporary

Station Appearance Maintainer (H553)-Assigned P. Giacomino

Location:

Port WashNalley YD/Divide

Tour of Duty:

6:00am - 2:00pm

Rate of Pay:

\$32.629

Rest Days:

Monday/Tuesday

Primary Duties: 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. 8	Temporary	Station Appearance Maintainer (VT915)
Location:		Ronkonkoma YD/Westhampton
Tour of Duty:		Monday/Tuesday — Ronkonkoma YD — 5:00am — 1:00pm Friday/Saturday - Westhampton - 5:00am - 1:00pm Sunday— Ronkonkoma YD— 5:00am - 1:00pm
Rate of Pay:		\$32.486
Rest Days:		Wednesday/Thursday

Primary Duties: Required to 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 the operation of mechanical cleaning equipment. 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. Must 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. Must be able to communicate with supervisors and display LIRR photo access card to provide positive employee identification at all times.

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Position No. 9	Pennanent	Station Appearance Maintainer (L317)
Location:		Great Neck
Tour of Duty:		6:00am - 2:00pm
Rate of Pay:		\$31.518
Rest Days:		Thursday/Friday

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

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

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Position No. 10	Permanent	Station Appearance Maintainer (SSM3)
Location:	Ronkonkoma/Hicksville- Spray Wash Chief - X-List	
Tour of Duty:	12/1 - 3/31 - X-List - Depends on Job they take 4/1 - 11/30-> KO/Hicksville- Spray Wash Chief 7:30am - 3:30pm	
Rate of Pay:	12/1 - 3/31 - X-List - \$32.629 4/1 11/30-> KO/Hicksville- Spray Wash Chief \$36.286	
Rest Days:	Friday/Saturday	

Primary Duties for Chief Spray Wash: 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.

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

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

Position No. 11	Permanent	Station Appearance Maintainer (V463)
Location:		Ronkonkoma YD/ Babylon YD/Babylon Station
Tour of Duty		Monday/Tuesday - KO Yard-----+ 6:00am -2:00pm Friday – Babylon YD ----+ 6:00am – 2:00pm Saturday/Sunday- Babylon Sta---+6:00am – 2:00pm
Rate of Pay:		Monday/Tuesday – KO Yard---+ \$32.486 Friday-Babylon YD-----+ \$31.518 Saturday/Sunday-Babylon Sta-----+ \$31.518
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as Position No. 7

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Position No. 12	Permanent	Station Appearance Maintainer (V467)
Location:		Cold Spring Harbor
Tour of Duty:		6:00am - 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Thursday/Friday
Primary Duties:		Same as position No. 7

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Position No. 13	Permanent	Station Appearance Maintainer (V482)
Location:		Ronkonkoma Yard
Tour of Duty:		5:00am -1:00pm
Rate of Pay:		\$32.486
Rest Days:		Sunday/Monday
Primary Duties:		Same as position No. 7

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Position No. 14	Permanent	Station Appearance Maintainer (V492)
Location:		Queens Village
Tour of Duty:		3:30pm - 11:30pm
Rate of Pay:		\$32.486
Rest Days:		Saturday/Sunday
Primary Duties:		Same as position No. 7

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Position No. 15	Permanent	Station Appearance Maintainer (V493)
Location:		Queens Village
Tour of Duty:		3:30pm - 11:30pm
Rate of Pay:		\$32.486
Rest Days:		Monday/Tuesday
Primary Duties:		Same as position No. 7

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Position No. 16	Permanent	Station Appearance Maintainer (V920)
Location:		Queens Village/Cold Spring Harbor
Tour of Duty:		Mon/Tues - Queens Village - 3:30pm - 11:30pm Friday - Cold Spring Harbor - 6:00am - 2:00pm Sat/Sun- Queens Village - 3:30pm- 11:30pm
Rate of Pay:		\$32.486
Rest Days:		Wednesday/Thursday
Primary Duties:		Same as position No. 7

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Position No. 17	Permanent	Station Appearance Maintainer (VF101)
Location:		Queens Village
Tour of Duty:		6:30am- 2:30pm
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as position No. 7

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Position No. 18	Permanent	Station Appearance Maintainer (VF102)
Location:		Queens Village
Tour of Duty:		6:30am- 2:30pm
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as position No. 8

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Position No. 19	Permanent	Station Appearance Maintainer (VF201)
Location:		Bethpage Facility
Tour of Duty:		6:00am- 2:00pm
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as position No. 8

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Position No. 20	Permanent	Station Appearance Maintainer (VF202)
Location:		Bethpage Facility
Tour of Duty:		6:00am- 2:00pm
Rate of Pay:		\$31.148
Rest Days:		Saturday/Sunday
Primary Duties:		Same as position No. 8

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

Page 1 of2

**TO ALL CLERICAL EMPLOYEES:**

DATE 12/15/2021

We will be accepting resumes for the **TEMPORARY** appointed position of Automated Ticket Sales Support Clerk **until 5:00 PM on Friday, December 24, 2021.** Please email resumes to Rosina Morales, Manager Stations Support Services at [rmorale@lirr.org](mailto:rmorale@lirr.org) in the subject line add **"Submission for Automated Ticket Sales Support Clerk position."**

Position No.: 21

*TEMPORARY-Appointed*

Stations Department

Automated Ticket Sales Supp011 Clerk  
(P-402)

Location:

Jamaica

(May also work in Penn, Bayshore,  
Hillside & Bethpage Facility)

Tour of Duty:

7:30 AM-3:30 PM

Rate of Pay:

\$41.050/hourly

Relief Days:

Saturday/Sunday

**Primary duties and responsibilities:**

- Process payroll for the agent craft using the most current payroll system. Perform daily adjustments as needed, oversee all dispatchers input for accuracy, all Time Paid Not Worked (TPNW) accruals and allotments verified and accurate. Check that all pay rate codes are entered correctly as well as all CBA rules regarding pay are followed correctly and applied accurately. Assist Chief Clerk with payroll and ACP items as needed. Cover Chief Clerk vacancies as needed.
- Responsible for daily employee reporting for duty (punching in and out correctly) verifications and maintaining a monthly rep011 as well as adjusting CTAMs accordingly once managers respond to requests. Follow up to obtain needed documentation to make correct CTAMs adjustments.
- Run CTAMs punch report for budget manager weekly.
- Record all off duty and open job information on the off-duty report daily and summarize monthly for budget manager.
- Prepare memorandums and employee/customer letters as required. May also need to coordinate meetings, agendas, and note taking of meetings.
- Coordinate interdepartmental requests for office materials for all Ticket Selling & Technology personnel. Must have a thorough knowledge of current vendor website for purchasing office supply items.

Stations Department - Automated Ticket Sales Support Clerk (TEMPORARY)

Posted: 12/15/2021

Closes: 5:00 PM 12/24/2021

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

Page **2** of 2

- Contact with vendor administrators to compile all necessary documentation for preparation of Contractor Pass applications. Prepare supporting LIRR pass notification documentation for management approval to obtain Contractor Pass IDs as required. Also requires scheduling photo capturing for vendor employees with LIRR Pass Office personnel.
- Arrange travel itineraries for management approval through Accounts Payable and Ultramar Agency. Expense account information as needed.
- Petty Cash Custodian - Responsible for preparing documentation to distribute petty cash to Stations Department personnel through petty cash fund as per Company policy. Prepare reports to Accounts Payable for management approval to reimburse the Petty Cash Fund.
- When required, assist TVM Claims Office personnel with customer claims, customer telephone calls, and inquiries regarding customer refunds.
  
- Coordinate annual CSS Recertification User applications to audit proper access.
- Monitor and record vital information for all department contracts. Assist with payables and processing of all department invoices.
- Knowledge of the TCU Collective bargaining agreements is imperative.
- Must have strong background with People Soft and CTAMs.
- Must have a thorough knowledge of grammar, punctuation, spelling, letter composition, and proficient in proofreading.
- Must be a qualified typist and proficient on a personal computer utilizing Microsoft Office applications as well as Maximo (Ticket Selling Machine Error Repair Reports)
- A minimum of five years of Long Island Railroad experience required.

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AWARDS TO BULLETIN SD-20-2021

	<u>JOB#</u>	NAME	AWARD DATE
POSITION NO. 1	Permanent C151	J. Ligorio	12/15/21
POSITION NO. 2	Permanent C602	T. O'Connor	12/15/21
POSITION NO. 3	Permanent C704	D. Brienza	12/15/21
POSITION NO. 4	Temporary C907	Re-Advertised	
POSITION NO. 5	Temporary H553	Re-Advertised	
POSITION NO. 6	Permanent H543	D. Cemiawski	12/15/21

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

**BULLETIN NO. 520 (REPOST)**

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, December 24, 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 (TEMPORARY)

**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:** December 15, 2021

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**Bulletin No. 522 (Repost)**

The Office of the Chief Engineer is accepting resumes for the permanent position of Secretary - Engineering. Resumes for this position should be emailed to Stephanie Nutzul, Manager Resource Development and Operational Support, Engineering Department, Hillside Support Facility – 4th Floor, **no later than 5 P.M. Friday, December 24, 2021.**

<u>POSITION:</u>	Secretary - Engineering (Appointed)
<u>LOCATION:</u>	Office of the Chief Engineer Hillside Support Facility, 4 <sup>th</sup> Floor
<u>RATE OF PAY:</u>	\$37.875
<u>TOUR OF DUTY:</u>	7:30 A.M. – 3:30 P.M.
<u>REST DAYS:</u>	Saturday and Sunday
<u>PRIMARY DUTIES:</u>	Responsible for the daily handling, coordinating and monitoring of correspondences and activities for the Chief Engineer and direct reports. Use initiative, good judgment and discretion at all times in performing non-routine administrative and secretarial duties while maintaining an efficient work environment, and understanding the confidential nature of this position. Perform typing, stenography, filing and maintenance of all records. Perform the accurate transcription of statement of facts, trials and investigations. Organize and coordinate meetings, transcribe and distribute minutes. Provide clerical support for the Engineering Department. Perform all other clerical duties as assigned. Applicant must be an accurate typist, proficient in GroupWise and Microsoft Office (Access, Excel and Microsoft Word). Must have a thorough knowledge of grammar, punctuation, spelling and letter composition. A minimum of two years railroad experience preferred.

Glenn Greenberg P.E.  
Chief Engineer

Posted: December 15, 2021

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2021-03**

**TO ALL CLERICAL EMPLOYEES:**

APPOINTED One (1) Public Information Officer supervisory 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, December 24, 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.

**JOB SUMMARY**

This is a supervisory position in the Public Information Office (PIO) in the Public Affairs Department. This position is responsible for supervising the operation of the PIO and 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.

**WORK PERFORMED**

- Supervising and overseeing the day-to-day operation of the 24/7 Public Information Office
- (PIO) and staff.
- Assist Manager - PIO in scheduling.
- Assist in the maintenance and updating of PIO templated-messages database.
- Assist in the entry of PIO messaging statistics (numbers of e-Alerts, text messages, message board postings, etc.) in the PIO database and write reports monthly, or as needed.
- Represent the PIO at LIRR meetings as directed
- Brief Senior Management on service disruptions as needed
- Assist Manager - PIO in the development and implementation of training exercises for PIO staff.
- Monitor LIRR Train service via the Movement Bureau, Customer Communication Supervisor Train Movement (CCSTM), TIMACS or any other source as instructed.
- Ensure public announcements concerning train service are made as needed 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, Service Status and Internet postings and public address announcements and AVPS updates.

- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. They will make call-arounds to the media regarding special events at the LIRR.
- Record, review and compile daily electronic news media reports and compile clipped newspaper articles
- Review all reports as assigned
- Maintain 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
- Maintain an accurate record of announcements (including low-watt messages)
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains
- 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 writing of press releases and customer correspondence
- Promote safe work practices and safe working conditions
- Lead by example
- All other duties assigned

## **QUALIFICATIONS**

- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.
- 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.

Position: Public Information Officer  
Location: JCC Building-6th Floor  
Tour of Duty: various  
Relief Days: various  
Rate of Pay: \$45.39 per hour

# LONG ISLAND RAILROAD

## **Bulletin 14-2021**

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, December 24, 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 December 15, 2021

# **LONG ISLAND RAILROAD**

## **Bulletin 15-2021**

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, December 24, 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 December 15, 2021

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

**December 15, 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 3136	Warehouse Person RH/MP-Various/Various Temporary (D. Mendez)	NO BIDS RECEIVED	
P&L 3137	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3138	Assistant Warehouse Person Permanent (T. Kennelly)	NO BIDS RECEIVED	
P&L 3139	Stores Truck Driver Temporary (A. Parchment)	WITHDRAWN	
P&L 3140	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3141	Assistant Warehouse Person Warehouse 15 Shop Floor Temporary (J. Macedonia)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
December 15, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3142**

#### **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, December 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person – (D. Mendez) – Temporary  
**RE-ADVERTISED (P&L – 3130 & 3136)**  
**LOCATION:** Morris Park / Richmond Hill  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**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  
December 15, 2021



## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3143**

#### **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, December 24, 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, 3116, 3120 & 3125, 3131 & 3137)  
**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  
December 15, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3144**

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, December 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (T. Kennelly) – Permanent  
**RE-ADVERTISED (P&L – 3121, 3126, 3132 & 3138)**  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**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  
December 15, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3145**

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, December 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (K. Boykin) – Permanent  
RE-ADVERTISED (P&L – 3128, 3134 & 3140)

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 am – 3:30 pm

**REST DAYS:** Saturday & Sunday

**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  
December 15, 2021

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L - 3146**

#### **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, December 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (J. Macedonia) – Temporary  
**RE-ADVERTISED (P&L – 3141)**  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 8:00AM – 4:00PM  
**REST DAYS:** Friday & Saturday  
**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  
December 15, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3147**

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, December 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (A. Tart) – Temporary  
**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  
December 15, 2021

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3148**

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, December 24, 2021**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (C Shepherd) – 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  
December 15, 2021

\* \* \* \* \*

POSITION AWARDED TO THE FOLLOWING:

\* \* \* \* \*

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – DECEMBER 24, 2021

POSITION PERMANENT  
LOCATION *Mulea, C.*  
TOUR OF DUTY  
RELIEF DAYS  
RATE OF PAY  
QUALIFICATIONS

CLERK – CENTRAL CONTROL  
M of E CENTRAL CONTROL CENTER (Jamaica)  
3:30 PM to 11:30 PM  
SUNDAY & MONDAY  
\$38.439 PER HOUR  
BIDS WILL ONLY BE VALID FROM APPLICANTS PREVIOUSLY QUALIFIED THROUGH THE MAINTENANCE OF EQUIPMENT CENTRAL CONTROL TRAINING PROGRAM. MUST BE QUALIFIED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. MUST HAVE A COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. MUST BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. MUST HAVE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. MUST UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE REPORTS INCLUDING BUT NOT LIMITED TO OUT-OF-SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. MUST HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. MUST PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

POSITION PERMANENT  
LOCATION *Bonefont, A.*  
TOUR OF DUTY  
RELIEF DAYS  
RATE OF PAY  
QUALIFICATIONS

CLERK – CENTRAL CONTROL  
M of E CENTRAL CONTROL CENTER (Jamaica)  
11:30 PM to 7:30 AM  
FRIDAY & SATURDAY  
SAME AS JOB NO. 11  
SAME AS JOB NO. 11

POSITION PERMANENT  
LOCATION *Kowalsky, J.*  
TOUR OF DUTY

CLERK RELIEF – CENTRAL CONTROL  
MU CENTRAL CONTROL CENTER (Jamaica)  
Fri-Sat 7:30 a.m. to 3:30 p.m.  
Sun-Mon-Tue 11:30 p.m. to 7:30 a.m.  
WEDNESDAY & THURSDAY  
SAME AS JOB NO. 11  
SAME AS JOB NO. 11

Posted 9:00 AM; December 15, 2021

GROUP A

POSITION **TEMPORARY**

LOCATION

TOUR OF DUTY

RELIEF DAYS

RATE OF PAY

QUALIFICATIONS

CLERK – CENTRAL CONTROL TRAINEE

M of E CENTRAL CONTROL CENTER (Jamaica)

VARIOUS

VARIOUS

\$36.332 PER HOUR

TO TRAIN IN COVERING ALL PHASES OF CENTRAL CONTROL CLERICAL DUTIES. TRAINEES MUST HAVE THE ABILITY TO THINK AND REASON IN A PRESSURE-FILLED ATMOSPHERE, MUST HAVE GOOD DECISION-MAKING SKILLS, MUST HAVE GOOD PHONE ETIQUETTE, MUST BE A COMPETENT TYPIST, MUST BE RELIABLE AND RESPONSIBLE AND MUST BE ABLE TO WORK ANY AND ALL HOLIDAYS.

TRAINEES WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF MAINTENANCE OF EQUIPMENT DEPARTMENT POLICIES. WILL BE REQUIRED TO MAINTAIN FILES AND INPUT RECORDS OF DAILY CAR INSPECTIONS CONSISTENT WITH ICC REGULATIONS; RECORD AND INPUT DAILY EQUIPMENT FAILURES FOR CENTRAL CONTROL USE. WILL BE REQUIRED TO HAVE COMPLETE UNDERSTANDING OF THE ROLLING STOCK MAINTENANCE SYSTEM/EIS AS IT APPLIES TO CENTRAL CONTROL. WILL BE REQUIRED TO ENTER AND RETRIEVE DATA AND EDIT AND VALIDATE ALL INFORMATION THAT IS INPUTTED AND EXTRACTED FROM CENTRAL CONTROL'S PC APPLICATIONS. WILL ACQUIRE A THOROUGH UNDERSTANDING OF THE EQUIPMENT, THE SHOP AND FIELD JARGON FOR THE EQUIPMENT FAILURES AND MUST BE KNOWLEDGEABLE OF COMPONENT CODES. WILL BE REQUIRED TO UNDERSTAND REPAIR CAPABILITY OF THE SHOPS AND YARDS SO THEY CAN ASSIST MASTER MECHANICS TO ROUTE EQUIPMENT WITH DEFECTS TO THE APPROPRIATE LOCATION. WILL BE REQUIRED TO PREPARE AND DISTRIBUTE VARIOUS REPORTS INCLUDING BUT NOT LIMITED TO OUT OF SERVICE REPORTS, CAM REPORTS, TOILET DEFECTS AND RADIO DEFECTS. WILL HANDLE ALL CALLS IN/OUT FROM GANG FOREMEN, ROAD CAR INSPECTORS AND CAMs. WILL PREPARE ALL OVERTIME SHEETS FOR SUPERVISORY APPROVAL. WILL LEARN ALL OTHER RELATED DUTIES AS REQUIRED AND DIRECTED.

1. Training Positions will be bulletined and awarded in accordance with the Agreement.
2. Employees awarded training positions will post on all three shifts for a period not to exceed four weeks. Trainees will be required to become fully qualified during the four-week period. As part of determining the qualifications, the trainee will be required to work "alone" during the fourth week. If the department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employees awarded a training position, who fail to qualify, will be removed from the training position and shall return to their former position, unless it has been abolished or filled by a senior employee in the exercise of seniority.
3. During the training, trainees are prohibited from bidding any other position. Trainees will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. If no Central Control vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.

---CONTINUES---



5. When a Clerk – Central Control vacancy is advertised, only bids from applicants qualified through the training program will be entertained. If no qualified bid is received, the Central Control trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For one year following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Control Staff, if available to cover same.
7. A qualified employee awarded a position who has not covered a position within 6 months of the training program will be provided a five-day refresher course upon being awarded a Clerk – Central Control position, if required.

JOB NO. 32

POSITION PERMANENT  
LOCATION  
TOUR OF DUTY  
RELIEF DAYS  
RATE OF PAY  
QUALIFICATIONS

CLERK – CENTRAL MANPOWER  
HILLSIDE MAINTENANCE COMPLEX  
2:30 PM to 10:30 PM  
SUNDAY & MONDAY  
\$39.229 PER HOUR  
MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT.  
HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND  
OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES  
MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

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. 32  
SAME AS JOB NO. 32

JOB NO. 28

POSITION PERMANENT  
LOCATION *Mahr, C.*  
TOUR OF DUTY  
RELIEF DAYS  
RATE OF PAY  
QUALIFICATIONS

CLERK – CENTRAL MANPOWER  
HILLSIDE MAINTENANCE COMPLEX  
10:30 PM to 6:30 AM  
SUNDAY & MONDAY  
SAME AS JOB NO. 32  
SAME AS JOB NO. 32

JOB NO. 34

POSITION PERMANENT  
LOCATION  
TOUR OF DUTY  
RELIEF DAYS  
RATE OF PAY  
QUALIFICATIONS

CLERK – CENTRAL MANPOWER  
HILLSIDE MAINTENANCE COMPLEX  
10:30 PM to 6:30 AM  
SUNDAY & MONDAY  
SAME AS JOB NO. 32  
SAME AS JOB NO. 32

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



**Long Island Rail Road**



**Revised 12/7/2021**  
**STATIONS DEPARTMENT**  
**NOTICE NO. 2021-56**

Date: December 2, 2021

To: All Stations Department Employees

From: Theresa Dorsey, Acting Chief Stations Officer *[Signature]*

Subject: Holiday - Christmas Day – Saturday, December 25, 2021

The following positions **will be working** on Saturday, December 25, 2021:

**AGENT**

A102 HSF TVM  
A111 Penn  
A250 Jam Theater  
A252 Jam Theater  
A505 Atlantic  
A700 Beth TVM  
A703 Hicksville  
A603 Huntington PM  
A708 Ronkonkoma AM  
A709 Ronkonkoma PM  
A900 Jam Theater  
A901 Atlantic  
A403 Broadway  
A971 Huntington AM  
A982 Beth TVM  
A986 Penn TVM  
A988 Penn

C101 Penn  
C102 Penn  
C104 Penn  
C106 Penn TR  
C109 Penn TR  
C116 PTH  
C118 Penn  
C119 Penn  
C121 Penn Inf

C124 Penn  
C125 PTH Inf  
C132 Atlantic  
C136 Atlantic  
C139 Jam Chf  
C141 Jam  
C145 Jam

C146 Jam  
C171 Jam STIMS  
C700 Beth TVM  
C411 Port Wash  
C706 Hicksville  
C813 Babylon  
C814 Babylon  
C822 HSF TVM  
C904 Penn  
C906 Penn

C911 Penn  
C912 PTH  
C913 Penn TVM  
C916 Penn Info  
C918 PTH Info  
C922 Jam Chf  
C923 Jam  
C926 Atlantic  
C952 Beth TVM  
C960 Woodside  
C963 Hicksville  
C980 Jam STIMS

**STATION APPEARANCE MAINTAINER**

ATL101  
ATL102  
ATL104  
WSY900  
ATL105  
ATL107  
ATL108  
H552 Pt. Wash  
H553 Pt. Wash  
H562 Jam/ATL  
H572 Northpt  
H573 Northpt  
HC561 Jam/ATL  
HMC118  
JCR2  
JAM103  
JAM104  
JAM112  
JAM121  
JAM122  
L911 Ronk  
RSC1 Jam  
RSC4 Atlantic

V452 Morris Pk  
V455 Garden City  
V459 Valley Strm  
V462 Baby Yd  
V464 Ronk Yd  
V901 VS Yd  
V902 Morris Park  
V903 Garden City  
V904 Babylon Yd  
Arch 900 Northpt  
WSY900

**AMBASSADOR**

AMB02 Penn  
~~AMB03 Penn~~  
AMB90 Penn  
AMB99 Penn  
AMB07 Jamaica  
AMB91 Jamaica  
AMB14 Atlantic  
AMB92 Atlantic

LEAD FOREMAN/FOREMAN:  
OFFICES CLOSED:  
MESSENGER SERVICE:  
TICKET SALES:  
TICKET OFFICE HOURS:

PENN STATION TR:  
TRAIN SERVICE:

Managers to determine per area  
Corp., Medical, Lost & Found, Mail & Ride  
**WILL NOT** operate.  
Off Peak tickets good on all trains.  
Open locations will follow weekend hours as shown on the Ticket Sales  
hours card  
Ticket Receiver Office will be open.  
Will operate on a Holiday schedule.


**If you have any questions, please contact your manager.**



**Revised 12/7/2021**  
**STATIONS DEPARTMENT**  
**NOTICE NO. 2021-57**

Date: December 2, 2021

To: All Stations Department Employees

From: Theresa Dorsey, Acting Chief Stations Officer 

Subject: Holiday – Observed, Christmas Day – Monday, December 27, 2021

The following positions will be working on Monday, December 27, 2021:

**AGENT**

A101 HSF Parts  
A102 HSF TVM  
A103 Penn TVM  
A105 Penn TVM  
A106 TVM  
A110 Penn  
A120 PTH  
A121 PTH  
A200 Woodside  
A250 Jam Theater  
A251 Jam Theater  
A301 Valley Stream  
A303 Long Beach  
A310 Hempstead  
A311 Beth TVM  
A312 Beth TVM  
A505 Atlantic  
A506 Atlantic  
A602 Huntington  
A603 Huntington

A608 Port Jefferson  
A701 Mineola  
A702 TVM  
A703 Hicksville  
A709 Ronkonkoma PM  
A710 Ronkonkoma  
A805 Mass Park  
A806 Babylon  
A808 Patchogue  
A900 Jam Theater  
**A941 Mineola**  
A961 Broadway  
**A971 Ronkonkoma**  
A972 Ronkonkoma AM  
A984 Beth TVM  
A982 Beth TVM  
A984 Beth TVM  
A986 Penn TVM  
A988 Penn

**TICKET CLERK**

C102 Penn  
C103 PTH  
C104 Penn  
C106 Penn TR  
C108 Penn  
C114 Penn  
C115 PTH  
C116 PTH  
C118 Penn  
C121 Penn Info  
C126 PTH Info  
C127 Penn Info  
C132 Atlantic  
C134 Atlantic  
C136 Atlantic

C139 Jam Chf  
C140 Jam Chf  
C145 Jam  
C143 Jam  
C151 Penn TVM  
C152 Penn TVM  
C161 Jam STIMS  
C170 Jam STIMS  
C201 Woodside  
C307 Hempstead  
C310 Valley Stream  
C313 Long Beach  
C331 Beth TVM  
C333 Beth Cashier  
C403 Bayside

C406 Great Neck  
C411 Port Wash  
C412 Port Wash  
C602 Huntington  
C702 Beth TVM  
C704 Hicksville  
C706 Hicksville  
C721 Hicksville  
C804 Merrick  
C802 Freeport  
C813 Babylon  
C814 Babylon  
CT815 Babylon  
C821 TVM  
C822 HSF TVM  
C823 HSF Cashier  
C830 Wyandanch

C906 Atlantic  
C910 Penn  
C901 Penn  
C904 Penn TR  
C911 Penn  
C912 PTH Info  
C913 Penn  
C917 Penn Info  
C922 Jam Chf  
C924 Jam  
C952 Beth TVM  
C953 Beth TVM  
**C961 Port Wash**  
**C963 Hicksville**  
C980 Hicksville  
C997 Beth Cashier  
Supv. Ticket Stk - HSF

**STATION APPEARANCE MAINTAINER**

ATL102  
ATL103  
ATL105  
ATL106  
ATL107  
ATL 109  
ATL 110  
H552 Pt. Wash  
HC501  
H502  
H503  
HC561  
HD562  
HC551 Pt. Wash  
HC571 Northpt  
HC572 Northpt  
HC508 Beth Fac  
HC581 Beth Fac  
HMC101  
HMC103  
HMC106  
HMC109

HMC111  
HMC112  
HMC113  
HMC116  
HMC122  
HMC123  
HMC124  
HMC125  
HMC130  
HMC131  
JAM102  
JAM104  
JAM108  
JAM109  
JAM112  
JAM113  
JAM118  
JAM119  
JAM120  
JAM124

JAM130  
JAM131  
JAM132  
L301 Mass Pk  
L302 Mineola  
L303 Lindenhurst  
L304 Freeport  
L305 Wantagh  
L307 Babylon  
L308 Babylon Yd PM  
L309 Hicksville  
L309P Hicksville PM  
L311 Huntington  
L312 Ronkonkoma  
L313 Farmingdale  
L315 Bayside  
LT600 Great Neck  
L319 Hempstead  
L320 Pt Wash  
L321 Lynbrook  
L322 Ronkonkoma Yd

RSC1 JAM  
RSC2 ATL  
RSC3 ATL  
RSC4 ATL  
V453 Pt Wash  
V454 Pt Wash  
V455 Garden City  
V456 Garden City  
V457 Garden City  
V459 Valley Stream Yd  
V460 Baby Yd PM  
V461 Baby Yd PM  
V462 Babylon Yd  
V466 Northpt  
V471 Garden City  
V474 Valley Strm Yd  
V477 Long Bch  
V479 Ronk Yd PM  
V480 Ronk Yd PM

V483 Pt Wash  
V484 Northpt PM  
V485 Northpt PM  
V486 Garden City Fac  
V488 Ronkonkoma Yd  
V489 Woodside  
V490 VS Yd PM  
V491 VS Yd PM  
VT510 Garden City Fac  
VT511 Garden City Fac  
VT600 Long Beach  
V902 Morris Park  
V903 Ronkonkoma Yd  
V904 Ronkonkoma Yd  
WSY100  
WSY900  
**ARCH900**

The following positions **will be working** on Monday, December 27, 2021

**AMBASSADOR**

AMB01 Penn

~~AMB02 Penn~~

AMB03 Penn

AMB50 Penn

AMB90 Penn

AMB06 Jamaica

~~AMB07 Jamaica~~

AMB91 Jamaica

AMB11 Atlantic

AMB14 Atlantic

LEAD FOREMAN/FOREMAN:

OFFICES CLOSED:

MESSENGER SERVICE:

TICKET SALES:

TICKET OFFICE HOURS:

PENN STATION TR:

TRAIN SERVICE:

Managers to determine per area

Corp., Medical, Lost & Found, Mail & Ride

**WLL NOT** operate.

Off Peak tickets good on all trains.

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

Ticket Receiver's Office will be open. Please see job numbers above.

Will operate on a regular Weekday schedule.

**If you have any questions, please contact your manager.**






## STATIONS DEPARTMENT NOTICE NO. 2021-58

Date: December 1, 2021

To: All TCU Employees

From: Theresa Dorsey, Acting Chief Stations Officer 

Subject: **Weekly COVID Testing**

Employees for whom MTA HQ does not have a verified record of being fully vaccinated against COVID-19 are required to submit to weekly COVID tests. Weekly testing is a helpful tool to keep fellow employees and customers safe.

Many employees have been contacted and asked for their vaccination status so the MTA tracking system could be properly updated.

Weekly testing requirements begin Monday of every week and end Sunday of every week, if you are not fully vaccinated (2 weeks after your last dose of the vaccine) you must submit a test sample once in that seven-day period.

Currently you are required to test if your work location has a testing site that is open for any of your tour hours. EX: your tour is from 6am – 2pm and the test site opens at 2pm, you are not required to test. If the test site opens at 1pm you would be required to test.

If you own a relief job that works at a location for any of the five days you work that has an open testing site, you are required to submit a test sample.

All extra list employees should submit a test sample if they work at a location that has an open test site while they are working there; **only submit a test sample one time per week** even if you work at many locations.

**Locations where a testing site exists are listed below:**

LIRR OHS (Mineola) 300 Old Country Rd Mineola  
Hillside, Entrance of Building #2 (floor below cafeteria)  
1 Penn Plaza, hallway by train crew room  
Ronkonkoma Yard  
Babylon Yard  
West Side Yard, Building #2  
Jamaica, JCC Lobby  
Morris Park  
Bethpage Facility, 610 Hicksville Rd Bethpage  
Atlantic Terminal  
Richmond Hill, Sheridan Shop  
LIRR Engineering, 790 Stewart Ave, Building G

Mon/Wed/Friday 8:00 AM - 4:00 PM  
Mon/Wed/Friday 7:00 AM - 7:00 PM  
Mon/Wed/Friday 1:00 PM - 10:00 PM  
Mon/Wed/Friday 2:00 PM - 9:00 PM  
Mon/Wed/Friday 2:00 PM - 9:00 PM  
Mon/Wed/Friday 6:30 AM- 2:00 PM  
Mon/Wed/Friday 7:00 AM- 3:00 PM  
Mon/Wed/Friday 7:30 AM- 3:30 PM  
Mon/Wed/Friday 7:30 AM- 3:30 PM  
Mon/Wed/Friday 7:30 AM- 3:00 PM  
Mon/Wed/Friday 7:30 AM- 3:00 PM  
Mon/Wed/Friday 7:30 AM- 3:00 PM

Access the MTA COVID-19 Employee Resource Center at <https://new.mta.info/covid-19/> for more info and to upload your vaccination card.

Attachment: COVID Saliva Testing Instructions



**Safe Working**

**Scan  
for your  
COVID-19  
test here**



Testing done in coordination with the Mount Sinai Health System.





# Safe Working

## Registration Instructions

### HOW TO REGISTER

To register for the saliva-based COVID-19 Testing program, scan the QR code on our registration signage or go to [mapterial.com/mta-covid](https://mapterial.com/mta-covid), then log in.

### HOW TO LOG IN

Your username is your BSC ID. Your password is the first letters of your first and last name (in lowercase), your date of birth in the following format: MMDDYY, and lastly, @MTA. Example: June 12, 1990 would be entered as 061290.

Example Password for Jane Doe born June 12, 1990 with BSCID 173623

Your BSC ID



173623

Username

173623

Your 2 initials



jd 061290 @MTA

Password

jd061290@MTA

↑  
Your date of birth as MMDDYY

### PROVIDING CONSENT

Once you have successfully logged in, you will be asked to consent to participating in the saliva-based COVID-19 testing program. Once consent has been provided, you will be given an option and instructions to use your smartphone to use a provided Dropbox.

### I DO NOT HAVE A SMARTPHONE

If you do not have a smartphone, tablets will be provided. Upon providing consent, you will receive a QR Code on the tablet that you will present to an onsite Collection Specialist who will collect your sample.



Testing done in coordination with the Mount Sinai Health System.





# Safe Working

## Saliva Testing Instructions



**For a successful test, your saliva must be clear, free of food and mucus, and cannot contain residues such as those from brushing your teeth or smoking.**

**In the hour before your test, please do not:**

- **Eat or drink anything, including water**
- **Brush or floss your teeth, or use mouthwash**
- **Smoke or chew gum**



Testing done in coordination with the Mount Sinai Health System.

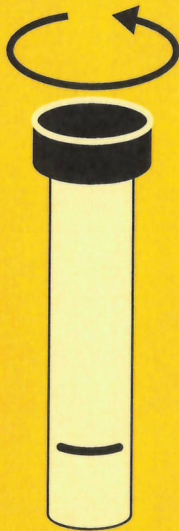




# Safe Working

## Saliva Testing Instructions

**1**



Remove tube cover.

**2**



Pool saliva in mouth then spit into tube until it reaches at least 2 ml. Repeat as many times as needed to reach that mark on the tube.

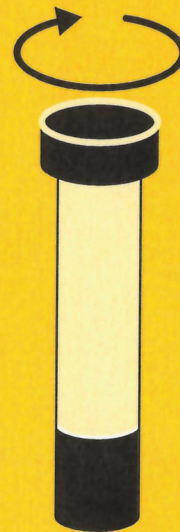
**3**



← 2 ml.

Make sure the amount of saliva reaches at least 2 ml.

**4**



Tightly close the cover on the tube. Do not reopen the tube and try to add more saliva.



Testing done in coordination with the Mount Sinai Health System.





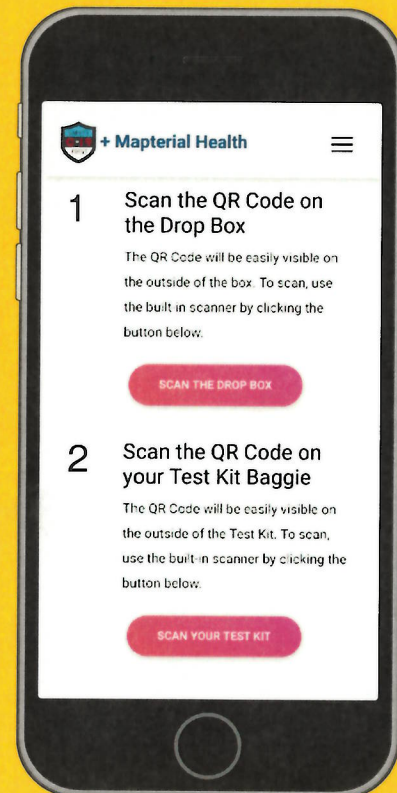
# Safe Working

## Using the Dropbox

### SETTING UP YOUR ACCOUNT FOR FASTER DROP-OFFS

- 👍 Be sure to check **Remember Me** at the log in screen (Cookies **MUST** be activated)
- 👍 Use your phone's camera to scan the QR Code on the dropbox
- 👍 You will see the following screen with the 2 short steps


- 1** Scan the QR Code on the box again, this time using the scanner by clicking **SCAN THE DROP BOX.**
- 2** Scan the QR Code on your test kit by clicking **SCAN YOUR TEST KIT.**  
**DROP TEST KIT IN THE BOX.**



Testing done in coordination with the Mount Sinai Health System.



**STATIONS DEPARTMENT**  
**NOTICE NO. 2021-59**

Date: December 10, 2021  
To: All TCU Employees  
From: Theresa Dorsey, Acting Chief Stations Officer   
Subject: **Update- Weekly COVID Testing (update to Notice No. 2021-58)**

The LIRR is in the process of adding 24/7 drop boxes for COVID saliva testing samples. Once the boxes are installed there will be a total of 52 drop-off locations throughout the LIRR properties. This will increase as time goes by so all employees will be able to drop off their weekly testing sample.

Two boxes are being installed:

1. White Box- this box will contain the supplies needed to complete the saliva sample. It is a locked box with a combination on it – the code to open all white boxes is 123.
2. Red Box- this box is only for you to drop off your saliva sample each week. Be sure you scan the QR code on the bag you drop and then scan the QR code on the box you are making the drop into. No need to open this box, just drop your sample into the slot.

We have an outside vendor (Mount Sinai Hospital) who will be picking up the dropped samples as well as filling the white boxes with new supplies when needed.

If you open a white box and see there are little to no supplies, please call the 800 number that is listed on the box (800-808-0038) to inform the vendor that supplies are needed.

As the boxes are installed at your work location you will be required to start submitting a test sample every week if you are unvaccinated or have not supplied proof of vaccination to the MTA portal. If you are vaccinated and would like to test yourself for safety purposes, feel free to log into the site and drop your sample.

If you have any type of issues with the website, **material.com/mta-covid**, please call **800-808-0038** for assistance. You must set up your account to scan your drop sample and the drop box each week,

Attached is a more detailed document, including all locations, from the LIRR corporate offices.

Access the MTA COVID-19 Employee Resource Center at <https://new.mta.info/covid-19/> for more info and to upload your vaccination card.

Attachment: December 9<sup>th</sup> distribution memo



December 9, 2021

To: Distribution

Starting today, 42 LIRR locations for COVID-19 testing will be set up for those employees who take part in the weekly testing program, including new lock boxes to be used for saliva sample collections. As we roll these out through next week, this will bring the total number of drop-off testing locations to 52. A full list of current and upcoming locations is below. Please note the \* indicates that this is an existing site that will be replaced with a lock box. There will be two lock boxes at each location.

**WHITE Box:** The white box contains supplies needed to collect and complete the saliva sample. The code for the white box is 123.

**RED Box:** You will use the red lock box to drop off your saliva sample. The box will contain two QR codes. Use the first code to register. Scan the second code after the sample is deposited into the lock box. If you experience any technical issues, or if the supply box is empty, please call the 1-800-808-0038 number on the box for help. There is no code needed for employees to use the red box.

The white supply box will be restocked when a courier from Mount Sinai Hospital comes to pick up the samples. In addition to the supplies located inside the white box, each department has its own stock of test sample tubes. Please ask your supervisor if supplies are not available at the lock box. An example of what you can expect to see at your testing location:



*The agencies of the MTA*

MTA New York City Transit  
MTA Long Island Rail Road

MTA Metro-North Railroad  
MTA Bridges and Tunnels

MTA Construction & Development  
MTA Bus Company

Please visit the MTA COVID-19 Employee Resource Center for additional information on MTA COVID-19 policies and procedures: <https://new.mta.info/covid-19/employees>

Testing Locations	Address
Atlantic Avenue*	139 Flatbush Ave Brooklyn, NY
Babylon State	770 Albin Ave. West Babylon, NY 11704
Babylon Station	Railroad Ave & Deer Park Ave, Babylon, NY
Babylon Yard*	70 Foxglove Rd West Islip, NY
Bayside	217th St. & 40th Ave. Bayside, NY 11362
Bethpage Yard*	610 Hicksville Rd, Bethpage, NY
Deer Park	Grant & Long Isl. Ave., Deer Park, NY 11729
Divide/Hicksville	S Broadway & Herzog Pl., Hicksville, NY 11801
Far Rockaway	1414 B 121th Street, Far Rockaway, NY 11691
Floral Park	TBD
Garden City Station	7th Street & Cathedral Ave, Garden City, NY 11530
Garden City Engineering*	760 Stewart Ave., Garden City, NY 11530
Harold/LIC	39 Skillman Ave., Long Island City, NY 11101
Hempstead	Morell Street & Webb Ave, Hempstead, NY
Hicksville Trainmens Room	Newbridge Road and W. Barclay Street 11801, Platform B
Hillside Facility*	93-59 183rd Street, Hollis, NY 11423
Hillside Facility*	93-59 183rd Street, Hollis, NY 11423
Hillside YM Office	93-59 183rd Street, Hollis, NY 11432
Huntington Engineering	Railroad St., Huntington Station, NY 11746
Huntington Station/Yard	New York Ave (TR 110) & Broadway, Huntington Station, NY 11757
Jamaica Main JCC*	144-41 94th Ave, Jamaica, NY 11435
Jamaica Storage Yrd-McGill Bldg	127th Ave and 91st St, Jamaica NY, 11434
Johnson Ave Yard	137-07 94th Ave, Jamaica, NY 11435
Long Beach	1 West Chester Street, Long Beach, NY 11561
Long Island City	10-2 48th Ave., Long Island City, NY 11101
LIC-Transportation Trailer	11-02 Borden Ave, LIC, NY, 11101
Mineola Medical Facility*	300 Old Country Road, Suite 151, Mineola, NY 11501
Mineola	74 Willis Ave., Mineola, NY 11501
Morris Park*	121st & Atlantic Ave., Richmond Hill, NY 11412
Nassau Boulevard*	TBD
New Hyde Park	TBD
Northport Station	120 Bellerose Avenue, East Northport, NY 11731 (2nd Floor)
Oakdale	Main St. & Oakdale Bohemia Rd., Oakdale, NY 11769
Oceanside	Lawson Blvd & Weidner Ave., Oceanside, NY 11572
Oyster Bay Yard (hallway)	5 Railroad Plaza, Oyster Bay, NY 11771
Patchogue Trainmens Room	Division & West Ave. Patchogue, NY 11772
Penn Station*	1 Penn Plaza, New York, NY
Pineaire	145 Pine Aire Dr., Bayshore, NY 11706
Port Jefferson Station	101 Main St, Port Jefferson, NY, 11777
Port Jefferson	
Yard Trainmens Room	Fulton St. & Hallock Ave. Port Jefferson Station New York
Port Washington Station*	66 Main Street, Port Washington, NY 11050

Port Washington Trainmens Rm	Main Street & Bayles Ave. Port Washington, NY 11749
Queens Freight	218th & 97th Ave., Queens Village, NY 10928
JSY-Richmond Hill McGuirl Bldg	125-02 89th Ave, Richmond Hill, NY 11418
Richmond Hill Sheridan Shop*	125-02 89th Ave, Richmond Hill, NY 11418
Richmond Hill Engineering	132nd St and 92nd St., Richmond Hill, NY 11418
Ronkonkoma Yard*	1100 Railroad Ave., Ronkonkoma, NY 11779
Speonk*	N. Phillips Rd., Speonk, NY 11972
Valley Stream Station	Sunrise Hwy & Rockaway Blvd., Valley Stream, NY 11580
Westbury	TBD
	125 Hempstead Ave (across Gas Station) 75ft E of Woodfield Rd and Hempstead Ave Inters.
West Hempstead	
West Yard Yard, Bldg #2*	300 West 12th Street, New York, NY