



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

**BID SHEETS**

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

**BULLETIN NO. 521**

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, February 11, 2022. **Qualified bidders must include seniority date, date last awarded a position, and the position held at time of bid also please include a daytime phone number.**

**POSITION:** Clerk-Typist (PERMANENT)

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

**RATE OF PAY:** \$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.

Edward Koch  
Acting Chief Engineer

**POSTED:** February 2, 2022

# LONG ISLAND RAILROAD

## Bulletin 4-2022

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, February 11, 2022 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: February 2, 2022

# LONG ISLAND RAILROAD

## Bulletin 3-2022

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, February 11, 2022 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 February 2, 2022

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

**February 2, 2022**

**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 3155	Warehouse Person Various/Various Permanent (B. Hagemann)	Thomas Kennelly	2/2/22
P&L 3156	Warehouse Person RH/MP-Various/Various Temporary (D. Mendez)	NO BIDS RECEIVED	
P&L 3157	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3158	Assistant Warehouse Person Permanent (T. Kennelly)	NO BIDS RECEIVED	
P&L 3159	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3160	Assistant Warehouse Person Warehouse 15 Shop Floor Temporary (J. Macedonia)	NO BIDS RECEIVED	
P&L 3161	Warehouse Person Temporary (A. Tart)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
February 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3162**

#### **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, February 11, 2022**. 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, 3142, 3149 & 3156)**

**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  
February 2, 2022



## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3163**

#### **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, February 11, 2022**. 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, 3143, 3150 & 3157)  
**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  
February 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3164**

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, February 11, 2022**. 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, 3144, 3151 & 3158)**

**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  
February 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3165**

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, February 11, 2022**. 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, 3145, 3152 & 3159)  
**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  
February 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3166**

#### **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, February 11, 2022**. 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, 3146, 3153 & 3160)**  
**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  
February 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3167**

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, February 11, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (A. Tart) – Temporary  
RE-ADVERTISED (P&L – 3147, 3154 & 3161)  
**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  
February 2, 2022

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3168**

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, February 11, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (C. Howard-Lowe) – 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  
February 2, 2022

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

**Bulletin ID:** TELBUL2-75

**Bulletin Seq:** 75

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-75

Open: 02/02/2022 00:01

Close: 02/11/2022 17:00

Effective: 02/16/2022 00:01

Posted: 02/01/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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		
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		
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		

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

Bulletin Description: TELEGRAPHERS BULLETIN 2-75

Open: 02/02/2022 00:01

Close: 02/11/2022 17:00

Effective: 02/16/2022 00:01

Posted: 02/01/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
FT2	BLOCK OPERATOR	Temporary	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

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:** TELBUL2-74      **Sequence:** 74

**Description:** TELEGRAPHERS BULLETIN 2-74

**Open:** 01/19/2022 00:01      **Close:** 01/28/2022 17:00

**Effective:** 02/02/2022 00:01      **Posted:** 01/19/2022 00:01

Asgn	Position	Pern or Temp	Terminal	Emp Num	Employee Name	Rank From
FT2	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	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		
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		

**Bulletin ID:** TELBUL2-75

**Bulletin Seq:** 75

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-75

**Open:** 02/02/2022 00:01

**Close:** 02/11/2022 17:00

**Effective:** 02/16/2022 00:01

**Posted:** 02/01/2022 00:01

**Asgn**

**Position**

**Perm Or Temp**

**Terminal**

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.

02/01/20 8:55

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

**Bulletin ID:** USBUL2-38

**Bulletin Seq:** 27

**Bulletin Description:** USHER BULLETIN 2/38

Open: 02/02/2022 00:01

Close: 02/11/2022 17:00

Effective: 02/16/2022 00:01

Posted: 02/02/2022 00:01

Asgn      Position

Perm Or Temp

Terminal

RUH6      USHERS

*Temporary*

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.

02/01/20    9:25

Bulletin ID: USBUL2-38

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/38

Open: 02/02/2022 00:01

Close: 02/11/2022 17:00

Effective: 02/16/2022 00:01

Posted: 02/02/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0011	USHERS	Permanent	LIRR-Extra List
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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
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UX0012	USHERS	Permanent	LIRR-Extra List
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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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Asgn	Position	Perm Or Temp	Terminal
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UX0013	USHERS	Permanent	LIRR-Extra List
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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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Bulletin ID: USBUL2-38

Bulletin Seq: 27

Bulletin Description: USHER BULLETIN 2/38

Open: 02/02/2022 00:01

Close: 02/11/2022 17:00

Effective: 02/16/2022 00:01

Posted: 02/02/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0016	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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02/01/20 9:25

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-37      **Sequence:** 27

**Description:** USHER BULLETIN 2/37

**Open:** 01/19/2022 00:01      **Close:** 01/28/2022 17:00      **Effective:** 02/02/2022 00:01      **Posted:** 01/19/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU8	USHERS	Temporary	JAMAICA	58095	<i>Crystal Howard</i>	
UX0003	USHERS	Permanent	LIRR-Extra List	59242	<i>Mark Phillips</i>	
UX0011	USHERS	Permanent	LIRR-Extra List			
UX0012	USHERS	Permanent	LIRR-Extra List			
UX0013	USHERS	Permanent	LIRR-Extra List			
UX0016	USHERS	Permanent	LIRR-Extra List			
RUH6	USHERS	Permanent	NEW YORK		<i>Winfred...</i>	



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

**Bulletin ID:** CREW9-15

**Bulletin Seq:** 15

**Bulletin Description:** C/D BULLETIN 9-15

Open: 02/02/2022 00:01

Close: 02/11/2022 17:00

Effective: 02/16/2022 00:01

Posted: 02/01/2022 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.

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-14      **Sequence:** 14

**Description:** C/D BULLETIN 9-14

**Open:** 01/19/2022 00:01      **Close:** 01/28/2022 17:00      **Effective:** 02/02/2022 00:01      **Posted:** 01/18/2022 00:01

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

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

DATE: February 2, 2022

BULLETIN NO. SD- 03-2022

This bulletin will close **at 5:00 PM on Friday, February 11, 2022**. 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	Temporary	Ticket Clerk (C119)
Location:		Penn Station - Clerk
Tour of Duty:		10:30pm – 6:30am
Rate of Pay:		\$38.029
Rest Days:		Monday/Tuesday

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	Temporary	Ticket Clerk (C121)
Location:		Penn Station – Info Clerk
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$35.346
Rest Days:		Tuesday/Wednesday

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

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Position No. 4                      Permanent                      Ticket Clerk (C136)  
Location:    Atlantic Terminal  
Tour of Duty:    2:30pm – 10:30pm  
Rate of Pay:    \$36.721  
Rest Days:    Thursday/Friday  
Primary Duties:    Same as Position No. 1

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Position No. 5                      Temporary                      Station Appearance Maintainer (RSC2)  
Location:    Atlantic Terminal  
Tour of Duty:    6:00am – 2:00pm  
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. 6	Temporary	Station Appearance Maintainer (SSM3)
Location:		Ronkonkoma Yard/Hicksville – Chief/Extra List
Tour of Duty:		12/1 – 3/31 – Extra List 4/1 – 11/30 – Ronkonkoma Yd/Hicksville
Rate of Pay:		12/1 – 3/31 – Extra List → \$32.629 Depends on job you take 4/1 – 11/30 – Ronkonkoma Yd/Hicksville → \$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.

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Position No. 7	Permanent	Station Appearance Maintainer (H573)
Location:		Babylon YD/Hicksville/Northport
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.629
Rest Days:		Monday/Tuesday

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

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

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Position No. 8	Permanent	Station Appearance Maintainer (JAM104)
Location:		Jamaica SAM/Labor
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$31.518
Rest Days:		Thursday/Friday

Primary Duties: Operate singly and/or part of a team to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: conference rooms, cafeteria, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

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

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Position No. 11	Permanent	Station Appearance Maintainer (L902)
Location:		Rockville Centre/Seaford/Bellmore/Freeport
Tour of Duty:		Wednesday - Rockville Centre – 5:00am – 1:00pm Thursday – Seaford - 5:00am – 1:00pm Friday/Saturday – Bellmore - 5:00am – 1:00pm Sunday – Freeport - 5:00am – 1:00pm
Rate of Pay:		\$31.518
Rest Days:		Monday/Tuesday
Primary Duties:		Same as Position No. 9

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Position No. 12	Permanent	Station Appearance Maintainer (MDY200)
Location:		Midday Storage Yard
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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. 13                      Permanent                      Station Appearance Maintainer (MDY201)

Location:    Midday Storage Yard

Tour of Duty:    2:00pm – 10:00pm

Rate of Pay:    \$31.518

Rest Days:    Saturday/Sunday

Primary Duties:    Same as Position No. 12

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Position No. 14                      Permanent                      Station Appearance Maintainer (RSC1)

Location:    Jamaica SAM/Chief

Tour of Duty:    Wed/Thu/ Fri – Jamaica SAM → 4:00pm – 12:00am  
Saturday/Sunday – Jamaica Chief → 4:00pm – 12:00am

Rate of Pay:    Wed/Thu/ Fri – Jamaica SAM → \$31.518  
Saturday/Sunday – Jamaica 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. 15                      Permanent                      Station Appearance Maintainer (V457)

Location:                                      Garden City Station

Tour of Duty:                                      3:00pm – 11:00pm

Rate of Pay:                                      \$32.486

Rest Days:                                      Saturday/Sunday

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

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


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AWARDS TO BULLETIN SD-02-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent C124	Re-Advertised	
POSITION NO. 2	Permanent C904	M. Green	2/2/22
POSITION NO. 3	Temporary C963	J. Urban	2/2/22
POSITION NO. 4	Temporary P201	M. Scott	Pending
POSITION NO. 5	Permanent H572	A. Cognato	2/2/22
POSITION NO. 6	Permanent HMC122	W. Rudden	2/2/22
POSITION NO. 7	Permanent JAM119	B. Harrison	2/2/22
POSITION NO. 8	Permanent L302	R. DiCinto	2/2/22
POSITION NO. 9	Permanent L304	S. Miscioscia	2/2/22
POSITION NO. 10	Permanent L320	L. Clark	2/2/22
POSITION NO. 11	Permanent L321	A. Frias	2/2/22
POSITION NO. 12	Permanent L902	Re-Advertised	
POSITION NO. 13	Permanent L904	E. Callaghan	2/2/22
POSITION NO. 14	Permanent L906	R. Godfrey	2/2/22
POSITION NO. 15	Permanent RSC1	Re-Advertised	
POSITION NO. 16	Permanent V464	E. Freeman	2/2/22
POSITION NO. 17	Permanent V486	A. Carino	2/2/22
POSITION NO. 18	Permanent V910	M. Sanginario	2/2/22
POSITION NO. 19	Permanent V912	Re-Advertised	
POSITION NO. 20	Permanent V913	Re-Advertised	
POSITION NO. 21	Permanent V919	Re-Advertised	
POSITION NO. 22	Permanent VD100	J. Cogdell	2/2/22

**STATIONS DEPARTMENT  
NOTICE NO. 2022-05**

Date: January 24, 2022  
To: All Stations Department Employees  
From: Theresa Dorsey, Acting Chief Stations Officer   
Subject: **Weekly COVID Testing Sample Test Collection Supplies, Pick Up & Drop Boxes**

Effective immediately, the department contact person for any issues related to weekly COVID sample test collection supplies, pick-up or sample drop-offs at the designated boxes will be Assistant Terminal Manager **Nadia Pinheiro**- [npinhei@lirr.org](mailto:npinhei@lirr.org) or 914-467-8352. If there are any issues with the boxes, e.g., testing kits not picked up, boxes left open or unlocked, boxes overflowing, empty supply boxes etc., please contact **Nadia Pinheiro** and report the specifics.

The LIRR wants to ensure that the sample tests submitted by its employees are collected on a regular and timely basis. The drop box is available 24/7. As a reminder, these locations are not staffed. You are required to test weekly, regardless of your tour of duty.

**PICK-UP (White) Box:** The white box contains supplies needed to collect and complete the saliva sample. The code for the Pick-up box is 123. The white supply box will be restocked when the medical vendor comes to pick up the samples. If the supply box is empty, please call the **1-800-808-0038** number on the box for more supplies.

**DROP-OFF (Red) Box:** You will use the red lock box to drop off your saliva sample. Please follow the instructions on the box. There will be two QR codes. Use the first code to register. After registering, select "Ready to use the drop box" on your device. Next, scan the second code on the box when prompted. Follow the steps to complete the deposit of your sample. If you experience any technical issues, 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 (just use the handle to drop off the sample).

Here is an example of what you can expect to see at your testing location:



As a reminder, 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>.





# Long Island Rail Road

## PICK-UP & DROP OFF LOCATIONS

Location Name	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 (Northside)
Babylon Yard *	70 Foxglove Rd West Islip, NY (inside main building on east end of hallway)
Bayside	217 <sup>th</sup> St. & 40 <sup>th</sup> 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 121 <sup>st</sup> St, Far Rockaway, NY 11691
Floral Park Station	Tulip and Atlantic Avenue, ¼-mile South of Jericho Turnpike (Northside)
Garden City Engineering *	760 Stewart Ave, Garden City, NY 11530
Garden City Station	7 <sup>th</sup> Street & Cathedral Ave, Garden City, NY 11530 (Northside)
Harold/LIC	39 Skillman Ave, Long Island City, NY 11101
Hempstead	Morell Street & Webb Ave, Hempstead, NY
Hicksville Station	Newbridge Road and W. Barclay Street, Hicksville 11801 (Northside)
Hillside Facility Central Manpr	93-59 183 <sup>rd</sup> St, Hollis, NY 11432
Hillside Facility Lobby *	93-59 183 <sup>rd</sup> St, Hollis, NY 11432
Hillside YM Office	93-59 183 <sup>rd</sup> St, Hollis, NY 11432
Huntington Engineering	Railroad St., Huntington Station, NY 11746
Huntington Trainmen's Room	New York Ave (RT 110) & Broadway, Huntington Station, NY 11757 (N/S Trailer)
Jamaica Main JCC *	144-41 94 <sup>th</sup> Ave, Jamaica, NY 11435
Johnson Ave Yard	137-07 94 <sup>th</sup> Ave, Jamaica, NY 11435
JSY-Richmond Hill McGuirl Bldg	125-02 89 <sup>th</sup> Ave, Richmond Hill, NY 11418
LIC-Transportation Trailer	11-02 Borden Ave, LIC, NY, 11101
Long Beach	1 West Chester Street, Long Beach, NY 11561
Long Island City	10-2 48 <sup>th</sup> Ave, Long Island City, NY 11101
Mineola Medical Facility *	300 Old Country Road, Suite 151, Mineola, NY 11501
Mineola Station	74 Willis Ave Mineola, NY 1150 (N/E corner of 1st trailer in lot)
Morris Park *	121st & Atlantic Ave, Richmond Hill, NY 11412
Nassau Boulevard	Nassau Boulevard and South Avenue, 4 blocks South of Stewart Avenue (Northside)
New Hyde Park	New Hyde Park Road and 2nd Avenue, just south of Jericho Turnpike (N/S in TVM shed)
Northport Station	120 Bellerose Avenue, East Northport, NY 11731 (2 <sup>nd</sup> Floor)
Oakdale	Main St. & Oakdale Bohemia Rd, Oakdale, NY 11769
Oceanside	Lawson Blvd & Weidner Ave, Oceanside, NY 11572
Oyster Bay Yard	5 Railroad Ave, Oyster Bay, NY 11771 (on fence entering yard by old station)
Patchogue Station	Division & West Ave, Patchogue, NY 11772 (Eastside)
Penn Station *	1 Penn Plaza, New York, NY
Pine Aire	145 Pine Aire Drive, Bayshore, NY 11706
Port Jeff Yard	Fulton St. & Hallock Ave, Port Jefferson Station, NY (on fence entering yard)
Port Jefferson Station	101 Main St, Port Jefferson, NY, 11777 (Northside)
Port Washington Station *	66 Main Street, Port Washington, NY 11050
Queens Freight	218 <sup>th</sup> & 97 <sup>th</sup> Ave, Queens Village NY 10928
Richmond Hill Engineering	132 <sup>nd</sup> St and 92 <sup>nd</sup> St, Richmond Hill, NY 11418
Richmond Hill Sheridan Shop *	125-02 89 <sup>th</sup> Ave, Richmond Hill, NY 11418
Ronkonkoma Yard *	1100 Railroad Avenue Ronkonkoma, NY 11779 (Southside main building)
Speonk Yard *	N. Phillips Rd, Speonk, NY 11972 (on fence entering yard)
Valley Stream Station	Sunrise Hwy & Rockaway Blvd, Valley Stream, NY 11580
West Hempstead	125 Hempstead Ave (across Gas Sta) 75ft E of Woodfield Rd and Hempstead Ave Inters.
West Yard, Bldg #2 *	300 West 12 <sup>th</sup> Street, New York, NY
Westbury Station	Union and Post Avenues, ¼-mile North of Old Country Road (S in TVM shed)

\* Location has a staffed testing site.