



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

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD  
HUMAN RESOURCES DEPARTMENT  
BULLETIN NO. 01-2022**

March 2, 2022

Resumes for the following Temporary Appointed position in the Human Resources Office will be received by Kim Hanley- Sr. Manager – HR – R&D, [kmhanle@lirr.org](mailto:kmhanle@lirr.org), Mail Code 1155 until 5:00 PM on Friday, March 11, 2022

**POSITION:** Human Resources Assistant (Temporary)

**LOCATION:** 5<sup>th</sup> Floor, Jamaica Station

**TOUR OF DUTY:** 8:00 A.M. – 4:00 P.M.

**RATE OF PAY:** \$41.886 per hour

**RELIEF DAYS:** Saturday/Sunday

**PRIMARY DUTIES:**

Provide a wide range of administrative functions and support to the Human Resources Department, including, but not limited to:

- Ensure accuracy and completeness of employment applications and other files.
- Schedule individuals for interviews & aptitude test.
- Compose and mail letters, including job offer letters; handle/routing of all correspondence; generate, prepare, and maintain reports; maintain various logs and organizational charts.
- Gather and compile bid sheets for vacant positions and compose job openings for intranet & distribution.
- Handle heavy volume of telephone calls and walk-ins, and provide necessary information.
- Maintain records and arrange for storage or destruction.
- Order supplies and materials, create requisitions and process invoices.
- Assist with special projects, Open Houses, New hire Orientations and/or research as requested.

**QUALIFICATIONS:**

- Must possess proficient computer skills with working knowledge of Microsoft suite software (i.e., Word, Excel, PowerPoint, Outlook), HRIS/databases (i.e., Access, PeopleSoft)
- Must have strong administrative and organization skills with ability to effectively perform various multiple tasks simultaneously in a high-volume environment, while maintaining accuracy and meeting deadlines.
- Must possess effective written and oral communication skills with the ability to deal professionally with people and to handle difficult situations in a calm and effective manner.
- Must be able to handle heavy volume of telephone calls.
- Must be a qualified typist (45 Net WPM).
- Must be accurate and detailed oriented.
- Must possess the ability to handle confidential information in a professional manner.
- Must be proficient in determining correct routing of all incoming/outgoing correspondence.

Michael Nersesian  
Director- HR Business Partner

THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT

March 2, 2022

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

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**AWARD BULLETIN NO. 1751**

POSITION AWARDED TO THE FOLLOWING:

Job No. 13	No Qualified Bids Received
Job No. 11	L. Moore (effective 1/18/2022)
Job No. 12	No Qualified Bids Received
Job No. 10	No Qualified Bids Received
Group A	N. Cleary (effective 2/23/2022)
Job No. 32	No Qualified Bids Received
Job No. 8	No Qualified Bids Received
Job No. 28	No Qualified Bids Received
Job No. 34	No Qualified Bids Received

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**BULLETIN NO. 1752**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – MARCH 11, 2022

JOB NO. 13

POSITION <b>TEMPORARY</b>	CLERK – CENTRAL CONTROL
LOCATION <i>Archibald, S.</i>	M of E CENTRAL CONTROL CENTER (Jamaica)
TOUR OF DUTY	3:30 PM to 11:30 PM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	\$38.439 PER HOUR
QUALIFICATIONS	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.

JOB NO. 12

POSITION PERMANENT	CLERK – CENTRAL CONTROL
LOCATION <i>Bonefont, A.</i>	M of E CENTRAL CONTROL CENTER (Jamaica)
TOUR OF DUTY	11:30 PM to 7:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 13
QUALIFICATIONS	SAME AS JOB NO. 13

JOB NO. 10

POSITION PERMANENT	CLERK RELIEF – CENTRAL CONTROL
LOCATION <i>Kowalsky, J.</i>	MU CENTRAL CONTROL CENTER (Jamaica)
TOUR OF DUTY	Fri-Sat 7:30 a.m. to 3:30 p.m. Sun-Mon-Tue 11:30 p.m. to 7:30 a.m.
RELIEF DAYS	WEDNESDAY & THURSDAY
RATE OF PAY	SAME AS JOB NO. 13
QUALIFICATIONS	SAME AS JOB NO. 13

GROUP A

POSITION <b>TEMPORARY</b>	CLERK – CENTRAL CONTROL TRAINEE
LOCATION	M of E CENTRAL CONTROL CENTER (Jamaica)
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$36.332 PER HOUR
QUALIFICATIONS	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.

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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.
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.

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

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2022-02**

**TO ALL CLERICAL EMPLOYEES:**

**APPOINTED** One (1) Public Information Officer position has become available in the Public Information Office (PIO) in the MTA Office of Service Communications. All those interested in this position are invited to submit a resume to Susan McGowan – General Manager – Public Affairs, Mail Code 1131 or to [smmcgow@lirr.org](mailto:smmcgow@lirr.org). All resumes must be received by **5 PM, March 11, 2022**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

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

Responsibilities:

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

#### Qualifications

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

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

Posted: March 2, 2022

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

**BULLETIN NO. 521 (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, March 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:** March 2, 2022



# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 523 (Repost)

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Assistant Manager – Payroll & Operational Support, emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) until 5:00 PM on Friday, March 11, 2022.

**POSITION:** Payroll Information Clerk (Appointed)

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$37.875

**TOUR OF DUTY:** 7:30 a.m. – 3:30 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will 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, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Edward Koch  
Acting Chief Engineer

**POSTED:** March 2, 2022

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

**March 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 3169	Warehouse Person RH/MP-VariouS/VariouS Temporary (D. Mendez)	NO BIDS RECEIVED	
P&L 3170	Assistant Warehouse Person VariouS/VariouS Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3171	Warehouse Person Warehouse 15-Shop Floor Temporary (M. Boyd-West)	Keith Boykin	3/9/22
P&L 3172	Assistant Warehouse Person Permanent (K. Boykin)	NO BIDS RECEIVED	
P&L 3173	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (J. Macedonia)	Joseph Macedonia	3/2/22
P&L 3174	Warehouse Person Temporary (C. Howard-Lowe)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
March 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3175**

#### **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, March 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, 3162 & 3169)**

**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  
March 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3176**

#### **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, March 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, 3163 & 3170)**

**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  
March 2, 2022

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L - 3177**

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

**POSITION:** Assistant Warehouse Person (K.Boykin) – Temporary  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** 8:00AM – 4:00PM  
**REST DAYS:** Sunday & Monday  
**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  
March 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3178**

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, March 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, 3165 & 3172)  
**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  
March 2, 2022

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L –3179**

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

**POSITION:** Assistant Warehouse Person – (J. Macedonia) – Permanent  
**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  
March 2, 2022

## **RE-ADVERTISED**

### **THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3180**

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

**POSITION:** Warehouse Person (C. Howard-Lowe) – Temporary  
RE-ADVERTISED (P&L – 3168 & 3174)  
**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  
March 2, 2022



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

**Bulletin ID:** TELBUL2-77

**Bulletin Seq:** 77

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-77

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 02/28/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
VA1	ASST. TRAIN DIRECTOR	Temporary	VALLEY TOWER
	Location VALLEY TOWER		
	Report Time 6AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$47.723 HOURLY \$1.939 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		
BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		

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

Bulletin Description: TELEGRAPHERS BULLETIN 2-77

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 02/28/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$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		
JCBJ1	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 601AM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$50.356 HOURLY \$2.050 DIFFERENTIAL		
JCBJ12	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 601AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$50.356 HOURLY \$2.050 DIFFERENTIAL		
JCBJ2	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$50.356 HOURLY \$2.050 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 2-77

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 02/28/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JCBJ22	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$50.356 HOURLY \$2.050 DIFFERENTIAL		
JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$48.030 HOURLY \$1.952 DIFFERENTIAL		
JCBJ32	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$48.030 HOURLY \$1.952 DIFFERENTIAL		
TR14	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	Rate Of Pay VARIOUS		
	SUN/MON JCBJ1 JCC TOWER 6:01AM \$50.356 HOURLY; \$2.050 DIFFERENTIAL		
	TUES/WED JCBJ2 JCC TOWER 2:01PM \$50.365 HOURLY; \$2.050 DIFFERENTIAL		
	THUR JCBJ3 JCC TOWER 10:01PM \$48.030 HOURLY; \$1.952 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 2-77

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 02/28/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
TR19	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	VARIOUS	
		SAT/SUN: JCBJ12, JCC TOWER \$50.356 HOURLY-\$2.050 DIFFERENTIAL.	
		MON/TUES: JCBJ22, JCC TOWER \$50.356 HOURLY-\$2.050 DIFFERENTIAL	
		WED: JCBJ32, JCC TOWER \$48.030 HOURLY-\$1.952 DIFFERENTIAL	

TR20	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	JCC TOWER & BROOK TOWER	
	Report Time	VARIOUS	
	Rest Days	FRIDAY & SATURDAY	
	Rate Of Pay	VARIOUS	
		SUN/MON: JCHNA3, JCC TOWER 1001PM \$52.372 HOURLY-\$2.040 DIFFERENTIAL.	
		TUESDAY: JCBJ32, JCC TOWER 1001PM \$48.030 HOURLY-\$1.952 DIFFERENTIAL	
		WEDNESDAY: JCBJ3, JCC TOWER 1001PM \$48.030 HOURLY-\$1.952 DIFFERENTIAL	
		THURSDAY: FT3, BROOK TOWER \$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 ID:** USBUL2-40

**Bulletin Seq:** 40

**Bulletin Description:** USHER BULLETIN 2/40

**Open:** 03/02/2022 00:01

**Close:** 03/11/2022 17:00

**Effective:** 03/16/2022 00:01

**Posted:** 03/01/2022 00:01

**Asgn**      **Position**

**Perm Or Temp**

**Terminal**

UX0012    USHERS

Permanent

LIRR-Extra List

**Location**    VARIOUS

**Report Time**    VARIOUS

**Rest Days**    VARIOUS

**Rate Of Pay**    \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE

MUST 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.

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.

03/01/20 7:59

Bulletin Description: USHER BULLETIN 2/40

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 03/01/2022 00:01

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

Location VARIOUS  
 Report Time VARIOUS  
 Rest Days VARIOUS  
 Rate Of Pay \$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE  
 MUST 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%

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ALL APPLICANTS SHOULD HAVE FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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

Bulletin Description: USHER BULLETIN 2/40

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 03/01/2022 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

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES

IN SOME INSTANCES, THEY MUST BE ABLE TO WORK WITH MINIMAL DIRECTION.

MUST WORK WELL WITH THE PUBLIC

APPLICANTS WILL BE SUBJECT TO A 2 PART EXAM THAT HAS BEEN DEVELOPED BY THE GENERAL STATIONMASTER

PART 1 LIVE ANNOUNCEMENTS AND ACTUAL USE AND UNDERSTANDING OF COMPUTER SYSTEM

PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

DURING THE COURSE OF THE 3 WEEK TRAINING PROGRAM, THE APPLICANT WILL COMPLETE A REVIEW OF ALL STATION STOPS

ALL APPLICANTS SHOULD HAVE FULL KNOWLEDGE OF STATION STOPS AND CORRESPONDING BRANCHES UPON STARTING THE USHERS PROGRAM.

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

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

**Bulletin ID:** CREW9-17

**Bulletin Seq:** 17

**Bulletin Description:** C/D BULLETIN 9-17

Open: 03/02/2022 00:01

Close: 03/11/2022 17:00

Effective: 03/16/2022 00:01

Posted: 03/01/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4003	CREW DISPATCHER	Permanent	LIRR-Extra List

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:** USBUL2-39      **Sequence:** 27

**Description:** USHER BULLETIN 2/39

**Open:** 02/16/2022 00:01      **Close:** 02/25/2022 17:00      **Effective:** 03/02/2022 00:01      **Posted:** 02/16/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0012	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0016	USHERS	Permanent	LIRR-Extra List	Readvertis		

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-16      **Sequence:** 16

**Description:** C/D BULLETIN 9-16

**Open:** 02/16/2022 00:01      **Close:** 02/25/2022 17:00      **Effective:** 03/02/2022 00:01      **Posted:** 02/15/2022 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: March 2, 2022

BULLETIN NO. SD- 05-2022

This bulletin will close **at 5:00 PM on Friday, March 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 (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. 2                      Temporary                      Ticket Clerk (C911)  
Location:                                      Penn Station - Clerk  
Tour of Duty:                                      Monday/Tuesday – 10:30pm – 6:30am  
Friday – 3:15pm – 11:15pm  
Saturday/Sunday – 2:00pm – 10:00pm  
Rate of Pay:                                      \$38.029  
Rest Days:                                      Wednesday/Thursday

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. 3                      Permanent                      Ticket Clerk (C102)  
Location:                                      Penn Station - CCSC  
Tour of Duty:                                      2:00pm – 10:00pm  
Rate of Pay:                                      \$46.485  
Rest Days:                                      Wednesday/Thursday

Primary Duties: Must be qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to train service related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. This position must be able to facilitate the coordination of the LIRR Cares program with the Customer Service Ambassadors. Incumbent will be required to use various communication tools to communicate with co-workers. Must be able to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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Position No. 4	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. 1

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Position No. 5	Permanent	Ticket Clerk (C704)
Location:		Hicksville
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$37.523
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 2

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Position No. 6	Permanent	Ticket Clerk (C815)
Location:		Babylon STIMS/Info
Tour of Duty:		1:30pm – 9:30pm
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 current, 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. 7	Temporary	Station Appearance Maintainer (ARZ860)
Location:		Arch Street Facility/Morris Park Comm Bldg.
Tour of Duty:		Mon/Tue/Wed – Arch St. → 6:00am – 2:00pm Thu/Fri – Morris Park → 7:30am – 3:30pm
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.

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. 8	Temporary	Station Appearance Maintainer (HCZ800)
Location:		Jamaica/Hillside – HD Chief
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$36.143
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. 9	Temporary	Station Appearance Maintainer (HCZ810)
Location:		Atlantic Ave – HD Chief
Tour of Duty:		3:00pm – 11:00pm
Rate of Pay:		\$36.143
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 8

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Position No. 10	Temporary	Station Appearance Maintainer (HCZ820)
Location:		Bethpage Facility/Hicksville – HD Chief
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$36.000
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 8

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Position No. 11	Temporary	Station Appearance Maintainer (HZ801)
Location:		Jamaica/Hillside – HD SAM
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$32.772
Rest Days:		Saturday/Sunday

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. 12	Temporary	Station Appearance Maintainer (HZ802)
Location:		Jamaica/Hillside – HD SAM
Tour of Duty:		4:00pm – 12:00am
Rate of Pay:		\$32.772
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 11

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Position No. 16	Temporary	Station Appearance Maintainer (HZ813)
Location:		Atlantic Ave. – HD SAM
Tour of Duty:		3:00pm – 11:00pm
Rate of Pay:		\$32.772
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 11

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Position No. 17	Temporary	Station Appearance Maintainer (HZ821)
Location:		Bethpage Facility/Hicksville – HD SAM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.629
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 11

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Position No. 18	Temporary	Station Appearance Maintainer (LZ850)
Location:		Huntington
Tour of Duty:		12:00pm – 8:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7

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Position No. 19	Temporary	Station Appearance Maintainer (LZ851)
Location:		Ronkonkoma
Tour of Duty:		12:00pm – 8:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday
Primary Duties:		Same as Position No. 7

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Position No. 20	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 <small>Depends on job you take</small> 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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AWARDS TO BULLETIN SD-04-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C121	Re-Advertised	
POSITION NO. 2	Temporary C911	Re-Advertised	
POSITION NO. 3	Temporary C964	Withdrawn	
POSITION NO. 4	Permanent C124	Re-Advertised	
POSITION NO. 5	Permanent C311	D. Brienza	3/2/22
POSITION NO. 6	Temporary P201	S. Rizzo	Pending
POSITION NO. 7	Temporary HMC122	P. Jackson	3/2/22
POSITION NO. 8	Temporary SSM3	Re-Advertised	
POSITION NO. 9	Permanent V489	Withdrawn	
POSITION NO. 10	Permanent V912	Re-Advertised	
POSITION NO. 11	Permanent V913	Re-Advertised	
POSITION NO. 12	Permanent V919	Re-Advertised	