



Long Island Rail Road
Going your way

BID SHEETS

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

DATE: May 18, 2022

BULLETIN NO. SD -06-2022

This bulletin will close at 5:00 PM on Friday, May 27, 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 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are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.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.

AWARDS TO BULLETIN SD-05-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary A403	T. Williams	5/18/22
POSITION NO. 2	Temporary A603	T. O'Connor	5/18/22
POSITION NO. 3	Temporary A974	M. Lambert	5/18/22

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

DATE: May 18, 2022

BULLETIN NO. SD- 10-2022

This bulletin will close at 5:00 PM on Friday, May 13, 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 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.

Position No. 1	Temporary	Ticket Clerk (C145)
Location:		Jamaica
Tour of Duty:		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.

Position No. 2 Temporary Ticket Clerk (TS2)
Location: Patchogue/Woodside/Penn Station
Tour of Duty: Monday - Patchogue → 6:00am – 2:00pm
 Tue/Sat/Sun – Woodside → 6:00am – 2:00pm
 Friday – Penn Station → 7:00am – 3:00pm
Rate of Pay: Monday - Patchogue → \$36.088
 Tue/Sat/Sun – Woodside → \$35.481
 Friday – Penn Station → \$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.

Position No. 3 Temporary Ticket Clerk (TS3)
Location: Atlantic Avenue
Tour of Duty: 7:00am – 3:00pm
Rate of Pay: \$36.721
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.

Position No. 4 Permanent Ticket Clerk (C313)
Location: Long Beach
Tour of Duty: 6:00am – 2:00pm
Rate of Pay: \$36.497
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.

Position No. 5 Permanent Ticket Clerk (C910)
Location: Penn Station - Clerk
Tour of Duty: Thursday/Sunday/Monday – 2:00pm – 10:00pm
Tuesday/Wednesday – 2:15pm – 10:15pm
Rate of Pay: \$38.029
Rest Days: Friday/Saturday

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.

Position No. 6 Permanent Ticket Clerk (C924)
Location: Jamaica
Tour of Duty: Monday/Tuesday/Wednesday – 2:00pm – 10:00pm
Saturday/Sunday – 6:00am – 2:00pm
Rate of Pay: \$38.029
Rest Days: Thursday/Friday

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.

Position No. 7 Temporary Station Appearance Maintainer (ARCH900)

Location: Arch St/Northport/Freeport

Tour of Duty: Monday – Freeport → 5:00am – 1:00pm
Thursday/Friday – Arch St. → 6:00am – 2:00pm
Saturday/Sunday – Northport → 6:00am – 2:00pm

Rate of Pay: Monday – Freeport → \$31.518
Thursday/Friday – Arch St. → \$31.518
Saturday/Sunday – Northport → \$32.486

Rest Days: Tuesday/Wednesday

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.

Position No. 8	Temporary	Station Appearance Maintainer (L309)
Location:		Hicksville
Tour of Duty:		5:00am – 1:00pm
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.

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.

Position No. 9	Temporary	Station Appearance Maintainer (SL-01)
Location:		Long Beach
Tour of Duty:		11:30am – 7:30pm
Rate of Pay:		\$31.518
Rest Days:		Tuesday/Wednesday

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.

Position No. 10	Temporary	Station Appearance Maintainer (SL-02)
Location:	Babylon Yard/Long Beach/Freeport	
Tour of Duty:	Monday - Babylon Yard → 6:00am – 2:00pm Tuesday/Wednesday – Long Beach → 11:30am – 7:30pm Saturday/Sunday – Freeport → 11:00am – 7:00pm	
Rate of Pay:	Monday - Babylon Yard → \$32.486 Tuesday/Wednesday – Long Beach → \$31.518 Saturday/Sunday – Freeport → \$31.518	
Rest Days:	Thursday/Friday	

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

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

Position No. 12	Temporary	Station Appearance Maintainer (V464)
Location:		Ronkonkoma Yard
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Monday/Tuesday

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.

Position No. 13	Temporary	Station Appearance Maintainer (V467)
Location:		Cold Spring Harbor
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Thursday/Friday

Primary Duties: 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.

Position No. 14	Temporary	Station Appearance Maintainer (WSY900)
Location:		West Side Yard
Tour of Duty:		Monday/Tuesday/Wednesday → 2:00pm – 10:00pm Saturday/Sunday → 6:30am – 2:30pm
Rate of Pay:		\$31.518
Rest Days:		Thursday/Friday

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.

Position No. 16	Permanent	Station Appearance Maintainer (JAM112)
Location:		Jamaica
Tour of Duty:		Monday/Tuesday/Friday → 4:00pm – 12:00am Saturday/Sunday → 1:30pm – 9:30pm
Rate of Pay:		\$31.518
Rest Days:		Wednesday/Thursday

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.

Position No. 17	Permanent	Station Appearance Maintainer (JAM119)
Location:		Jamaica
Tour of Duty:		4:00pm – 12:00am
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.

Position No. 18 Permanent Station Appearance Maintainer (MDY901)

Location: Midday Storage Yard Chief/SAM

Tour of Duty: Monday/Tuesday/Friday - SAM → 6:00am – 2:00pm
Saturday/Sunday- Chief → 6:00am – 2:00pm

Rate of Pay: Mon/Tue/Fri - SAM → \$31.518
Saturday/Sunday- Chief → \$36.000

Rest Days: Wednesday/Thursday

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.

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.

Position No. 19	Permanent	Station Appearance Maintainer (V486)
Location:		Garden City Facility
Tour of Duty:		8:00am – 4:00pm
Rate of Pay:		\$32.486
Rest Days:		Sunday/Monday

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

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

AWARDS TO BULLETIN SD-09-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary P201	P. Melia	Pending
POSITION NO. 2	Temporary C134	M. Lipton	Pending
POSITION NO. 3	Permanent C311	E. Estrada	5/18/22
POSITION NO. 4	Permanent C815	C. Vrazel	5/18/22
POSITION NO. 5	Permanent C994	J. Urban	5/18/22
POSITION NO. 6	Temporary ARCH900	Re-Advertised	
POSITION NO. 7	Temporary HC581	T. Morrow	5/18/22
POSITION NO. 8	Temporary HCZ820	O. Lopez-Navarrette	5/18/22
POSITION NO. 9	Temporary L902	J. Lawes	5/18/22
POSITION NO. 10	Temporary SWT-17	E. Freeman	5/18/22
POSITION NO. 11	Temporary V471	C. P. Doyle	5/18/22
POSITION NO. 12	Temporary WSY900	Re-Advertised	
POSITION NO. 13	Permanent H552	A. Carino	5/18/22
POSITION NO. 14	Permanent MDY901	Re-Advertised	
POSITION NO. 15	Permanent RSC1	C. Shy	5/18/22
POSITION NO. 16	Permanent VD100	R. Brown	5/18/22

JOB NO. 32

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

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 32
QUALIFICATIONS	SAME AS JOB NO. 32

JOB NO. 35

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION <i>Szczepanski, K.</i>	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY <i>Award 1755</i>	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 32
QUALIFICATIONS	SAME AS JOB NO. 32

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 32
QUALIFICATIONS	SAME AS JOB NO. 32

JOB NO. 34

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 32
QUALIFICATIONS	SAME AS JOB NO. 32

GROUP A

POSITION TEMPORARY	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.

---CONTINUES---

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

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

May 18, 2022

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

*_**

BULLETIN NO. 1758

We are currently considering candidates for appointment to the **PERMANENT** position of **HEAD CLERK – CENTRAL MANPOWER** in the Maintenance of Equipment Department.

- Location: Hillside Maintenance Complex
- Tour of Duty: Various
- Relief Days: Various
- Rate of Pay: \$44.386 hourly
- Primary Duties: Candidates must have successfully completed the Central Manpower training program. Responsible for and must be knowledgeable of all contract agreements pertaining to payroll, sick leave, and Department Policy and must interact daily with the Benefits, Safety, Medical and Payroll Departments and inter-department personnel. This position is responsible to ensure:
 - Responsible for the training and development of Central Manpower clerks.
 - Division 2 weekly payroll is processed accurately for approximately 1,800 employees to ensure dates for absences are coded properly; punches are rounded correctly; meal allowances and double-time are paid correctly; payroll-related PLB awards are paid correctly; perform monthly random audit checks on payroll edits.
 - Division 5 weekly payroll is processed accurately and must be knowledgeable of CTAMs Payroll System.
 - Maintenance of vacation roster for all M/E employees; record and monitor all changes within the guidelines of the M/E Vacation Procedure, and proper notification to departments.
 - All payroll records have been adjusted as a result of vacation overuse/underuse, keypunch error, miscoded time card, wage progressions, grievance and award settlements.
 - All Military Leave employees are tracked against entitlement; track and keep records of Code 7, Jury Duty, Military Duty against CTAMs reports and time cards; ensure Hour of Service cards are submitted to guard the Company and employees against FRA liabilities.
 - Proper locations for employee call-offs are notified and appropriate forms are submitted accurately and timely; ensure all Initial Accident Reports are completed and dispatched to all necessary locations; ensure all AR-20s are completed accurately and timely.
 - Information service for all employees and inter/intra departments.
 - And all tasks as assigned by Assistant Manager/Manager of Central Manpower.

All interested candidates should forward their resumes to C. Swickicki, Sr. Manager - M of E Manpower Resource Management, at HMC Mail Code 3012 no later than the close of business May 27, 2022. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

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

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

May 18, 2022

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
P&L 3200	Warehouse Person Babylon Storeroom Temporary (J. Herbst)	WITHDRAWN	
P&L 3201	Assistant Warehouse Person Permanent WH 15 SF 8am-4pm (K. Boykin)	Joseph Macedonia	5/18/22
P&L 3202	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3203	Assistant Warehouse Person Permanent (K. Boykin)	Christian Jahkhah	5/18/22
P&L 3204	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3205	Warehouse Person Temporary (V. Lendel) 11:30 am – 7:30 pm	Kaleena Alves	5/18/22
P&L 3206	Warehouse Person -SF Permanent (H. Anderson) 4:00 pm – 12:00 am	Brian Harrison	5/25/22

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

POSTED: 9:00 AM
May 18, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3207

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, May 27, 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 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
May 18, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3208**

**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, May 27, 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, 3176, 3182, 3188, 3195 &
3202)
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
May 18, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3209

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, May 27, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (C. Jahkhah) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.853 per hour

DUTIES: Must have functional knowledge of all Stores administrative activities, forms and documents, including general familiarization with the entire LIRR procurement system. Must be proficient in WMS operations and perform all appropriate input.

Must perform general housekeeping in area of assignment. Must be able to conduct oneself in a businesslike fashion in all oral and written communications. Must be qualified to perform the specific method of operation pertinent to the various material distribution stations regarding receiving, storing and shipping, issuance of material and other related duties. Must have knowledge of all the official documents, (i.e. MP-151, MW-121, SK-35, etc.), concerning the charge out of material including proper execution. Must be able to maintain perpetual inventory of specified classes of material. Must be able to lift up to 75lbs. Must be able to assist supervision in taking of inventory, verifying out of stock and rectification of errors.

Perform all other related duties as assigned.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00 AM
May 18, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3210**

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, May 27, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (J. Macedonia) – Permanent
RE-ADVERTISED (P&L – 3179, 3184, 3190, 3197 & 3204)
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
May 18, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3212

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

Bids for the following position in the organization of Purchases and Materials will be accepted by the Officer named below until the close of business on Friday, May 27, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (K. Alves) –Temporary
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$35.9925 per hour

DUTIES: Must be qualified to operate all types of gasoline driven vehicles including trucks with lifts and booms, automobiles and all material handling equipment. Must be physically able to assist in the loading and unloading of all types of material and equipment that the needs of service require. Must hold a New York State Class “B” CDL license with HAZMAT endorsement with no air brake restrictions. Must be familiar with emergency truck maintenance and inspection procedures as instigated by New York State and the Company. Will be required to operate two-way radio equipment and be familiar with the New York City and State roads, highways and expressways as they relate to the Long island Rail Road’s property. New applicants must secure a New York State Class “A” CDL license with HAZMAT endorsement with no air brake restrictions within three months of award of position. Training will be provided by the Carrier.

REQUIREMENTS: Approved safety shoes in accordance with TCU Agreement to be furnished by the employee. Under the Contract effective 7/26/82, the following information must be included on LIRR bid application form CT-88: seniority date, current position, date awarded current position.

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

POSTED: 9:00AM
May 18, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3213

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, May 27, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (P. Melia) – 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
May 18, 2022

THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3214

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, May 27, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (G. Schaefer) – 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
May 18, 2022

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-44 **Sequence:** 42

Description: USHER BULLETIN 2/44

Open: 05/04/2022 00:01 **Close:** 05/13/2022 17:00 **Effective:** 05/18/2022 00:01 **Posted:** 05/04/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0011	USHERS	Permanent	LIRR-Extra List		Readvertis	
UX0012	USHERS	Permanent	LIRR-Extra List		Readvertis	
UX0013	USHERS	Permanent	LIRR-Extra List		Readvertis	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-45

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/45

Open: 05/18/2022 00:01

Close: 05/27/2022 17:00

Effective: 06/01/2022 00:01

Posted: 05/17/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0011	USHERS	Permanent	LIRR-Extra List
	Location	VARIOUS	
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$39.511 HOURLY & \$1.650 DIFFERENTIAL BASE RATE	
		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.

05/17/20 10:56

Bulletin ID: USBUL2-45

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/45

Open: 05/18/2022 00:01

Close: 05/27/2022 17:00

Effective: 06/01/2022 00:01

Posted: 05/17/2022 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.

Bulletin ID: USBUL2-45

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/45

Open: 05/18/2022 00:01

Close: 05/27/2022 17:00

Effective: 06/01/2022 00:01

Posted: 05/17/2022 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%

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

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

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-81 **Sequence:** 80

Description: TELEGRAPHERS BULLETIN 2-81

Open: 05/04/2022 00:01

Close: 05/13/2022 11:00

Effective: 05/18/2022 00:01

Posted: 04/20/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
JCBJ22	TRAIN DIRECTOR	Temporary	JCC TOWER	58602	LEE, H	157 BO1052
JCBJ3	TRAIN DIRECTOR	Permanent	JCC TOWER	59302	LUX, DL	179 TX1003
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertis		BO LIRR
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		BO LIRR
JCCQN1	TRAIN DIRECTOR	Temporary	JCC TOWER	27987	MCDERMOTT, MJ	4 BO1049
JTD12	TRAIN DIRECTOR	Temporary	JCC TOWER	28066	FIGUEROA, JE	8 JTD13
BO1050	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		BO LIRR
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		TR JCCT
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-82

Bulletin Seq: 81

Bulletin Description: TELEGRAPHERS BULLETIN 2-82

Open: 05/18/2022 00:01

Close: 05/27/2022 11:00

Effective: 06/01/2022 00:01

Posted: 05/18/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1049	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAHPER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$56.917 HOURLY & \$2.377 DIFFERENTIAL		

MUST BE FULLY QUALIFIED AT DIVIDE AND JCC

FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

WL2	BLOCK OPERATOR	Permanent	LEAD
	Location LEAD TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

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

Bulletin ID: TELBUL2-82

Bulletin Seq: 81

Bulletin Description: TELEGRAPHERS BULLETIN 2-82

Open: 05/18/2022 00:01

Close: 05/27/2022 11:00

Effective: 06/01/2022 00:01

Posted: 05/18/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JTD13	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 645AM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$55.905 HOURLY \$2.335 DIFFERENTIAL		
BO1050	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1053	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	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: CREW9-19 **Sequence:** 18

Description: C/D BULLETIN 9-19

Open: 05/04/2022 00:01

Close: 05/13/2022 17:00

Effective: 05/18/2022 00:01

Posted: 05/04/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1B	CREW DISPATCHER	Permanent	JAMAICA	50318	GRUBER, JD	11 CX4002 CD LIRR

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-20

Bulletin Seq: 20

Bulletin Description: C/D BULLETIN 9-20

Open: 05/18/2022 00:01

Close: 05/27/2022 17:00

Effective: 06/01/2022 00:01

Posted: 05/04/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$45.691 HOULRY & \$1.896 DIFFERENTIAL		

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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.

05/17/20 10:25

THE LONG ISLAND RAILROAD
OFFICE OF THE CHIEF ENGINEER

BULLETIN NO. 521 (Repost)
CORRECTION

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, May 27, 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 (25 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: May 18, 2022

THE LONG ISLAND RAIL ROAD
ENGINEERING DEPARTMENT

BULLETIN NO. 524

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Manager – Engineering Payroll & Operational Support, emailed to: lsaldiv@lirr.org **until 5:00 PM on Friday, May 27, 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: May 18, 2022

**THE LONG ISLAND RAIL ROAD
ASST. DEPUTY CHIEF PROCUREMENT OFFICER – PROCUREMENT DEPARTMENT**

May 18, 2022

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
3211	Temp. Inquiry Clerk	Gerard Schaefer	May 25, 2022

**Douglas Bartels
Asst. Deputy Chief Procurement Officer**

Posted: May 18, 2022

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

Bulletin No. 2022-01

To all employees covered by regulations governing clerical forces on the Long Island Rail Road.
NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-6824 – Send original to address below:

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, May 27, 2022**.

Position: Mail Attendant Extra (Permanent)

Location: Jamaica, New York

Tour of Duty: 7:00am – 3:00pm

Rest Days: Saturday and Sunday

Rate of Pay: \$32.486 per hour

Duties: Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies, and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation, and control. Must record and keep accurate records pertaining to all certified and registered mail. Will lend support to the Hillside Mail Room as directed. Other duties as assigned.

Requirements: Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.


Contact: Daniel Driscoll
Director – Employee Services
Human Resources Department
Jamaica, NY – Mail Code 1157

Posted: **May 18, 2022**

Safety Sensitive Position



**STATIONS DEPARTMENT
Notice No. 2022-17**

Date: May 10, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Subject: Warm Weather Dress Code – Memorial Day through Labor Day

Effective May 27, 2022, and with the beginning of the warm weather season, *from Memorial Day through Labor Day*, all Stations Department employees are required to comply with the following dress code. As front-line employees, whether ticket selling or maintaining the appearance of stations, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

Proper safety footwear must be worn in accordance with Corporate Policy and Procedure SAFE-009. All employees "...shall be required to wear safety footwear at all times while on duty for protection against injury to the foot / toe / ankle..." and meet "...the requirements and specifications." (**Appendix C attached**). In addition, all safety shoes that are worn out with holes or unsecured shoelaces **must** be replaced with new ones immediately to avoid injury.

Ticket Agents / Ticket Clerks

Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As a Pilot Program for 2022 LIRR Polo shirts will be allowed to be worn in the ticket offices while selling; the polo shirt must be 100% presentable (no stains or tears). As always, your nametag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

NOTE: NO jeans. NO hooded sweatshirts.

TSM Agents / Clerks / Cashiers

TSM agents, clerks and cashiers are required to wear neat, clean clothing, appropriate for the work to be performed. Collared shirts and safety shoes are required. TSM employees working as ticket agents, clerks or ushers must wear LIRR issued uniforms as detailed above.

Foremen / Station Appearance Maintainers (SAM)

Foremen / SAMs are required to wear railroad issued uniform pieces with the following exceptions: Railroad issued short sleeve T-shirts or polo shirts may be worn. Purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, will be permitted with manager or foreman approval. Foremen / SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants and torn clothing, or vests should not be worn.

Customer Service Ambassadors: Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest or sweater. As always, your name badge must be worn. If you lose or misplace your nametag, please contact your manager so that a replacement can be ordered.

If you need any uniform items or have any questions about the dress code, please contact your manager.

Attachments – SAFE-009 Attachment C (Revised 2/2016)

* * *

LIRR Specific Requirements for Safety Footwear

Protective footwear must be certified as meeting the requirements of the standard via a stitched-in label, stamping, pre-sensitized label, or a combination of all of these methods of at least one of the pair



Example Label

Safety Shoe Labeling Requirements

Label Identification	Description
ASTM F 2413-11	Identifies that the footwear is protective footwear that complies with the 2011 ASTM standard. Note: ASTM F 2413-05 is allowable for older shoes, if in good condition.
M or F/I/75/ C/75	M=Male F=Female I=Impact resistance C=Compression resistance 75=resistant to 75 foot-pound test standards for impact and compression
EH	Identifies footwear with outsole and heel made of electrical insulation properties: shock resistant.


Laced models, preferably with non-conductive eyelets.



Minimum 6" Uppers

Heel rise must be at ninety-degrees (90) to the sole and is not to exceed a rise of one (1) inch from sole except as required with lineman's boots.

**STATIONS DEPARTMENT
NOTICE NO. 2022-18**

Date: May 10, 2022
TO: All Stations Department Employees
FROM: Theresa Dorsey, Chief Stations Officer 
SUBJECT: HOLIDAY – Memorial Day, Monday, May 30, 2022

On Monday, May 30, 2022, the following will be in effect:

TICKET AGENTS - The following positions WILL work:

A105 Penn TVM	A311 Beth TVM	A709 Ronkonkoma	A982 Beth TVM
A106 Hillside TVM	A312 Beth TVM	A710 Ronkonkoma	A984 Bethpage TVM
A110 Penn Spvsr.	A505 Atlantic	A806 Babylon	A988 Penn Supervisor
A120 MTH	A506 Atlantic	A808 Patchogue	SXA1 Westhampton
A121 MTH	A602 Huntington	A900 Jam Theater	SXA2 East Hampton
A200 Woodside	A603 Huntington	A941 Mineola	SXA3 Southampton
A250 Jam Theater	A701 Mineola	A961 Broadway	SXA4 Montauk
A251 Jam Theater	A702 Bethpage TVM	A971 Ronkonkoma	
A303 Long Beach	A703 Hicksville	A972 Ronkonkoma	

TICKET CLERKS - The following positions WILL work:

C102 Penn	C139 Jamaica	C602 Huntington	C913 Penn
C103 MTH	C140 Jamaica	C702 Bethpage TVM	C917 Penn info
C104 Penn	C143 Jamaica	C704 Hicksville	C923 Jamaica
C106 Penn TR	C145 Jamaica	C706 Hicksville	C924 Jamaica
C108 Penn	C152 Penn TVM	C721 Hicksville	C952 Beth TVM
C114 Penn	C160 STIMS/Info	C813 Babylon	C953 Bethpage TVM
C115 MTH	C161 STIMS/Info	C814 Babylon	C980 Hicksville
C116 MTH	C170 STIMS/Info	C821 Hillside TVM	CT815 Babylon
C118 Penn	C171 STIMS/Info	C823 Beth Cash.	
C121 Penn Info	C201 Woodside	C830 Wyandanch	
C126 MTH info	C313 Long Beach	C901 Penn	
C127 Penn info	C331 Beth TVM	C904 Penn TR	
C132 Atlantic	C333 Beth Cash	C910 Penn	
C134 Atlantic	C411 Port Wash	C911 Penn	
C136 Atlantic	C412 Port Wash	C912 MTH info	

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

ATL102	JAM109	L404 Wyandanch	V488 KO Yard (MTK Van)
ATL103	JAM112	L901 Mass Pk.	V490 Valley St Yard (PM)
ATL105	JAM118	L903 Hicksville	V491 Valley St Yard (PM)
ATL107	JAM119	L904 Bayside	V492 Queens Village
ATL109	JAM120	RSC2 Atlantic	V494 Roslyn
ATL110	JAM124	RSC3 Atlantic	V495 Westhampton
H532 Babylon Yd	JAM130	RSC4 Atlantic	V912 Morris Pk
H543 KO Yard	JAM131	V450 Morris Pk	V913 Babylon Yd
H552 Port Wash (QRT)	JAM132	V453 Port Wash (PM)	V914 Ronkonkoma
H562 Jam/Atl.	L302 Mineola	V454 Port Wash (PM)	V915 KO Yard
H572 Northport (QLT)	L305 Wantagh	V456 Garden City (PM)	V919 Woodside
HC501	L307 Babylon	V457 Garden City PM	V920 Queens Vg.
HC502	L308 Bab. Yd. (PM)	V460 Babylon Yd (PM)	ARCH900 Freeport
HC503	L309 Hicksville	V461 Babylon Yard (PM)	WSY101
HC531 Babylon Yd	L311 Huntington	V462 Babylon Yard	WSY900
HC541 KO Yard	L312 Ronkonkoma	V466 Northport	
HC551 Port Wash (QRT)	L317 Great Neck	V471 Garden City	
HC561 Jam/Atl.	L319 Hempstead	V472 Garden City	
HC571 Northport (QLT)	L320 Port Washington	V474 Valley Stream Yard	
HMC112	L321 Lynbrook	V477 Long Beach	
HMC124	L322 Ronkonkoma Yard	VD100	
JAC1	L400 Copiague	V479 Ronkonkoma Yd. (PM)	
JAM102	L401 Bellmore	V480 Ronkonkoma Yd. (PM)	
JAM104	L402 Seaford	V484 Northport (PM)	
JAM108	L403 Rockville Ctr.	V485 Northport (PM)	

AMBASSADOR'S – The following positions WILL work:

AMB01 Penn
AMB03 Penn
AMB50 Penn
AMB90 Penn
AMB100 Penn
AMB101 Penn
AMB06 Jamaica
AMB91 Jamaica
AMB11 Atlantic
AMB14 Atlantic

TICKET RECEIVER: Penn TR will be open / WSY TR will be closed
MESSENGER SERVICE: WILL NOT operate.
OFFICES CLOSED: General Offices, Lost and Found, Medical Facility, Mail and Ride
TICKET OFFICE HOURS: HOLIDAY hours as shown on the Ticket Sales Hours Card.
TICKET SALES: Senior Citizens/People with Disabilities/Medicare card tickets and Off-Peak tickets will be valid on all trains.
TRAIN SERVICE: Will operate on a HOLIDAY schedule.




STATIONS DEPARTMENT

NOTICE NO. 2022-19

Date: May 10, 2022

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Subject: Reporting of Acceptance into Training Programs

We encourage employees to pursue career advancement opportunities within the LIRR, however, when applying for positions outside of the Stations Department, this must be done on your own time from interviews to training and exams. Upon notification of being accepted into a program, please follow these steps, even if the dates do not interfere with your job schedule

- Notify the crew dispatcher office of your acceptance into the program and the dates you need off, if applicable.
- Send the letter you received via email to Rosina Morales (rmorale@lirr.org) with the subject **(DEPT NAME) TRAINING ACCEPTANCE**.
- The body of the email should include your name, employee number, job number, relief days, and days off you are requesting.

We would like this training to be successful, therefore once acceptance into the program is confirmed, time off will be granted in the form of a personal day (if you have any left), single vacation day (if you are eligible and if you have any left), or an absence known day. If an absence known day is taken, it will be unpaid, but you will not be penalized for the day off.