



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

**BID SHEETS**



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

DATE: June 1, 2022

BULLETIN NO. SD- 11-2022

This bulletin will close at 5:00 PM on Friday, June 10, 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are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.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.

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Position No. 1	Temporary	Ticket Clerk (C916)
Location:		Penn Station Info Clerk/TR
Tour of Duty:		Tuesday/Wednesday – Info → 6:00am – 2:00pm Thursday/Friday – TR → 6:30am – 2:30pm Saturday – Info → 10:00pm – 6:00am
Rate of Pay:		Tuesday/Wednesday – Info → \$35.346 Thursday/Friday – TR → \$38.029 Saturday – Info → \$35.346
Rest Days:		Sunday/Monday

Primary Duties for Ticket Clerk and TR: 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.

Primary Duties for Information Clerk: 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 (C918)

Location:      Penn Train Hall Info Clerk/Port Washington

Tour of Duty:      Tuesday – Penn Train Hall Info → 6:00am – 2:00pm  
Wednesday/Thursday – PW → 6:00am – 2:00pm  
Friday/Saturday – Penn Train Hall Info → 2:00pm – 10:00pm

Rate of Pay:      Tuesday – Penn Train Hall Info → \$35.346  
Wednesday/Thursday – PW → \$37.523  
Friday/Saturday – Penn Train Hall Info → \$35.346

Rest Days:      Sunday/Monday

Primary Duties for Ticket Clerk and TR: 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.

Primary Duties for Information Clerk: 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. 4                      Permanent                      Ticket Clerk (C175)  
Location:    Penn Station - WEC  
Tour of Duty:    6:00am – 2:00pm  
Rate of Pay:    \$35.346  
Rest Days:    Sunday/Monday

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, ticket 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. 5                      Permanent                      Ticket Clerk (C176)  
Location:    Penn Station - WEC  
Tour of Duty:    2:00pm – 10:00pm  
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, ticket 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. 6                      Permanent                      Ticket Clerk (C960)  
Location:                                      Woodside/Patchogue/Hicksville  
Tour of Duty:                                  Saturday/Sunday – Woodside → 8:00am – 4:00pm  
    Wednesday – Woodside → 6:00am – 2:00pm  
    Thursday – Patchogue → 5:00am – 1:00pm  
    Friday – Hicksville → 1:00pm – 9:00pm  
Rate of Pay:                                      Saturday/Sunday/Wednesday – Woodside → \$35.481  
    Thursday – Patchogue → \$36.088  
    Friday – Hicksville → \$37.523  
Rest Days:    Monday/Tuesday

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

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Position No. 7                      Permanent                      Ticket Clerk (C998)  
Location:    Penn Station – WEC - Info/TR  
Tour of Duty:                                      Monday – Penn Station WEC/Info → 6:00am – 2:00pm  
    Tuesday – Penn Station WEC/Info → 2:00pm – 10:00pm  
    Wed – Penn Station WEC/Info → 2:00pm – 10:00pm  
    Saturday – Penn Station/TR → 6:00am – 2:00pm  
    Sunday – Penn Station WEC/Info → 6:00am – 2:00pm  
Rate of Pay:    Monday – Penn Station WEC/Info → \$35.346  
    Tuesday – Penn Station WEC/Info → \$35.346  
    Wed – Penn Station WEC/Info → \$35.346  
    Saturday – Penn Station/TR → \$38.029  
    Sunday – Penn Station WEC/Info → \$35.346  
Rest Days:    Thursday/Friday

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, ticket 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. 8                      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.

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Position No. 9	Temporary	Station Appearance Maintainer (JAM133)
Location:		Jamaica
Tour of Duty:		10:00am – 6:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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

Position No. 10                                      Temporary      Station Appearance Maintainer (PWCT1)  
Location:    Bethpage Facility Chief  
Tour of Duty:    7:30am – 3:30pm  
Rate of Pay:    \$36.286  
Rest Days:    Saturday/Sunday

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

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

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

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Position No. 11	Temporary	Station Appearance Maintainer (PWT2)
Location:		Bethpage Facility SAM
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$32.915
Rest Days:		Saturday/Sunday

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

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

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

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Position No. 12	Temporary	Station Appearance Maintainer (PWT3)
Location:		Bethpage Facility SAM
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$32.915
Rest Days:		Saturday/Sunday

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

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

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

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Position No. 13                      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.

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Position No. 14                      Temporary      Station Appearance Maintainer (V910)

Location:                                      Garden City Facility/Roslyn/Rockville Centre

Tour of Duty:                                      Sunday/Monday Garden City Facility → 8:00am – 4:00pm  
Tuesday – Rockville Centre → 5:00am – 1:00pm  
Friday/Saturday – Roslyn → 5:00am – 1:00pm

Rate of Pay:                                      Sunday/Monday Garden City Facility → \$32.486  
Tuesday – Rockville Centre → \$31.518  
Friday/Saturday – Roslyn → \$32.486

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.

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. 15	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.

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Position No. 16	Permanent	Station Appearance Maintainer (H553)
Location:		Port Washington/Valley Yard/Divide HD SAM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.629
Rest Days:		Monday/Tuesday

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

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

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Position No. 17                      Permanent                      Station Appearance Maintainer (HC561)  
Location:                                      JAM/ATL/NOST – HD Chief  
Tour of Duty:                                      8:00am – 4:00pm  
Rate of Pay:                                      \$36.143  
Rest Days:                                      Saturday/Sunday

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

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

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

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Position No. 18	Permanent	Station Appearance Maintainer (JAM122)
Location:		Jamaica SAM
Tour of Duty:		4:00pm – 12:00am
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. 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. 19	Permanent	Station Appearance Maintainer (JAM130)
Location:		Jamaica SAM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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

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Position No. 20	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.

**TO ALL CLERICAL EMPLOYEES:**

We will be accepting resumes for the APPOINTED position of Head Clerk in the Stations Dept Mail & Ride Department. Interested applicants must forward their resumes to Angela Moran, Manager – Ticket Services, Mail Code 1438, by JUNE 10, 2022:

Location: Jamaica

Tour of Duty: 8:00 A.M. - 4:00 P.M.

Rate of Pay: \$44.365

Rest Days: Saturday/Sunday

**Primary Duties:**

- Oversee the daily operations of the Mail and Ride staff including creating and reviewing financial batches - return tickets, bank deposit exceptions, collection payments and legal adjustments (account relief).
- Communicate with the lockbox bank.
- Monitoring call volume and customer services.
- Supervise staff call performance, track attendance and training, when necessary.
- Oversee the daily fulfillment of eTix.
- Provide reports of quality assurance of monthly ticket production and verify reports generated on close.
- Provide reports of quality assurance of monthly Police Pass Production.
- Ensure daily ADL process is completed.
- Handle customer phone calls and Mail and Ride inquiries folder, including all customer issues which require supervisor intervention.
- Act as liaison with Refund Department.
- Coordinate station promotions.
- Interface with MTA-IT helpdesk for all hardware and software issues pertaining to Mail and Ride staff.

- Coordinate with RIC on dishonored checks including, processing and reconciliation.
- Assist in system testing, enhancements and upgrades.

Requirements:

- Must be familiar with Mail and Ride processes, which include accounting and refunds of Mail and Ride tickets.
  - Must be a team leader able to motivate and effectively supervise staff.
  - Must have excellent customer communications skills.
  - Must be familiar with bank lockbox processes.
  - Must be familiar with Joint Fare Card and MetroCard features.
  - Must be familiar with line station and terminal ticket office operations.
  - Proficient with MS Office.
  - Knowledge of Mail and Ride computer application.
-



AWARDS TO BULLETIN SD-10-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C145	P. Gumbs	6/1/22
POSITION NO. 2	Temporary TS-2	R. Wasson	6/1/22
POSITION NO. 3	Temporary TS-3	Jasmine Carter	6/1/22
POSITION NO. 4	Permanent C313	M. Barrett-James	6/1/22
POSITION NO. 5	Permanent C910	M. Pimentel	6/1/22
POSITION NO. 6	Permanent C924	S. Ross	6/1/22
POSITION NO. 7	Temporary ARCH900	Re-Advertised	
POSITION NO. 8	Temporary L309	K. Citarella	6/1/22
POSITION NO. 9	Temporary SL-01	M. Scott	6/1/22
POSITION NO. 10	Temporary SL-02	Re-Advertised	6/1/22
POSITION NO. 11	Temporary SV-01	J. Ciappa	6/1/22
POSITION NO. 12	Temporary V464	A. Baum	6/1/22
POSITION NO. 13	Temporary V467	M. Sanginario	6/1/22
POSITION NO. 14	Temporary WSY900	Re-Advertised	
POSITION NO. 15	Permanent HC501	P. Rivera	6/1/22
POSITION NO. 16	Permanent JAM112	A. Grabow	6/1/22
POSITION NO. 17	Permanent JAM119	Withdrawn	6/1/22
POSITION NO. 18	Permanent MDY901	Re-Advertised	
POSITION NO. 19	Permanent V486	R. Lociano	6/1/22



**Long Island Rail Road  
Market Development Department  
Bulletin No. 2022-02**

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: 718-558-7369 – 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, June 10, 2022.**

Position: Mail Attendant **(Permanent)**

Location: Jamaica, New York

Tour of Duty: 7:00am – 3:00pm

Rest Days: Saturday and Sunday

Rate of Pay: \$35.65 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. Complete 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: Yannis Takos  
General Manager  
Market Development Department  
Jamaica, NY – Mail Code JCC Bldg. 1995

Posted: **June 1, 2022**

**\*Safety Sensitive Position\***





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 <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.

---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  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**

**June 1, 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 3207	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3208	Assistant Warehouse Person Various/Various Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3209	Warehouse Person Permanent (C. Jahkhah)	Victor Lendel	6/1/22
P&L 3210	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3212	Stores Truck Driver Temporary (K. Alves)	WITHDRAWN	
P&L 3213	Warehouse Person Temporary (P. Melia)	NO BIDS RECEIVED	
P&L 3214	Warehouse Person Temporary (G. Schaefer)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
June 1, 2022



**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 3215**

**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, June 10, 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 – 3207)**  
**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  
June 1, 2022

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 3216**

**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, June 10, 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 & 3208)  
**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  
June 1, 2022

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 3217**

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, June 10, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (V. Lendel) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 11:30 AM – 7:30 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  
June 1, 2022

**RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 3218**

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, June 10, 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 & 3210)  
**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  
June 1, 2022

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3219**

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, June 10, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM  
June 1, 2022

## RE-ADVERTISED

### THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3220

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, June 10, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person (P. Melia) – Temporary  
RE-ADVERTISED (P&L – 3213)  
**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  
June 1, 2022



## RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD  
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS  
BULLETIN NO. P&L – 3221**

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, June 10, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (G. Schaefer) – Temporary  
RE-ADVERTISED (P&L – 3214)  
**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  
June 1, 2022

**THE LONG ISLAND RAIL ROAD**  
**DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS**  
**BULLETIN NO. P&L – 3222**

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, June 10, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (B. Harrison) – Permanent  
**LOCATION:** Hillside – Shop Floor  
**TOUR OF DUTY:** 4:00 PM – 12:00 AM  
**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  
June 1, 2022

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-45      **Sequence:** 42

**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	Emp Num	Employee Name	Rank From
UX0011	USHERS	Permanent	LIRR-Extra List	51191	RUDDEN JR, WJ	31
UX0012	USHERS	Permanent	LIRR-Extra List	Readvertis		
UX0013	USHERS	Permanent	LIRR-Extra List	Readvertis		

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

**Bulletin ID:** USBUL2-46

**Bulletin Seq:** 42

**Bulletin Description:** USHER BULLETIN 2/46

Open: 06/01/2022 00:01

Close: 06/10/2022 17:00

Effective: 06/15/2022 00:01

Posted: 06/01/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH6	USHERS	Temporary	NEW YORK

Location JAMAICA & NEW YORK

Report Time VARIOUS

Rest Days TUESDAY & WEDNESDAY

Rate Of Pay \$39.564 HOURLY & \$1.650 DIFFERENTIAL

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

- \* Ushers are expected to be courteous at all times.
  - \* In some instances, they must be able to work with minimal direction.
  - \* Must work well with the public
  - \* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.
- Part 1- Live announcements and actual use and understanding of computer systems.
- Part 2- Written exam - Passing grade on exam is 75%
- \* During the course of the 3 week training program, the applicant will complete a review of all station stops.
  - \* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

**Bulletin ID:** USBUL2-46

**Bulletin Seq:** 42

**Bulletin Description:** USHER BULLETIN 2/46

Open: 06/01/2022 00:01

Close: 06/10/2022 17:00

Effective: 06/15/2022 00:01

Posted: 06/01/2022 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.

05/31/20 10:14

**Bulletin ID:** USBUL2-46

**Bulletin Seq:** 42

**Bulletin Description:** USHER BULLETIN 2/46

Open: 06/01/2022 00:01

Close: 06/10/2022 17:00

Effective: 06/15/2022 00:01

Posted: 06/01/2022 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%

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:** TELBUL2-82    **Sequence:** 81

**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	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	59300	MALM, BM	184
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		
JTD13	TRAIN DIRECTOR	Temporary	JCC TOWER	28209	CICERO, J	12 JTD11    TR    JCCT
WL2	BLOCK OPERATOR	Permanent	LEAD	Readvertis		
BO1049	BLOCK OPERATOR	Temporary	LIRR-Extra List	51324	MANIACI, FV	45 JCHNA2    AT    JCCT
BO1050	BLOCK OPERATOR	Temporary	LIRR-Extra List	59297	LIPARI, RL	182 TX1002    BO    LIRR
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List	59301	DESANTIS, GD	181
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		





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

**Bulletin ID:** TELBUL2-83

**Bulletin Seq:** 82

**Bulletin Description:** TELEGRAPHERS BULLETIN 2-83

Open: 06/01/2022 00:01

Close: 06/10/2022 11:00

Effective: 06/15/2022 00:01

Posted: 06/01/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JCHNA2	ASST. TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$52.372 HOURLY \$2.040 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		
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	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.

Bulletin ID: TELBUL2-83

Bulletin Seq: 82

Bulletin Description: TELEGRAPHERS BULLETIN 2-83

Open: 06/01/2022 00:01

Close: 06/10/2022 11:00

Effective: 06/15/2022 00:01

Posted: 06/01/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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		
JLTD1	LEAD TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 645AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$56.917 HOURLY \$2.377 DIFFERENTIAL		
JTD11	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 645AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$55.905 HOURLY \$2.335 DIFFERENTIAL		

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

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

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-20      **Sequence:** 20

**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	Emp Num	Employee Name	Rank From
CX4002	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertis	

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

**Bulletin ID:** CREW9-21

**Bulletin Seq:** 21

**Bulletin Description:** C/D BULLETIN 9-21

Open: 06/01/2022 00:01

Close: 06/10/2022 17:00

Effective: 06/15/2022 00:01

Posted: 05/31/2022 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 HOURLY & \$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.

05/31/20 10:15

**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, June 10, 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:** June 1, 2022

**THE LONG ISLAND RAIL ROAD**

**ENGINEERING DEPARTMENT**

**BULLETIN NO. 524 (Repost)**

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](mailto:lsaldiv@lirr.org) until 5:00 PM on June 10, 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:** June 1, 2022

**THE LONG ISLAND RAIL ROAD  
PUBLIC INFORMATION OFFICE  
BULLETIN NO. 2022-03**

**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, June 10, 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 Director of Customer Information LIRR/MNR or their 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 Box posts and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the MTA's Customer Engagement 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: June 1, 2022