



Long Island Rail Road
Going your way

BID SHEETS

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

DATE: June 15, 2022

BULLETIN NO. SD- 08-2022

This bulletin will close **at 5:00 PM on Friday, June 24, 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are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.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. 2	Temporary	Agent (A808)
Location:		Patchogue
Tour of Duty:		5:00am – 1:00pm
Rate of Pay:		\$43.367
Rest Days:		Saturday/Sunday

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

DATE: June 15, 2022

BULLETIN NO. SD- 12-2022

This bulletin will close **at 5:00 PM on Friday, June 24, 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.

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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 (C913)
Location:		Penn Station TSM/Ticket Clerk
Tour of Duty:		Monday – Clerk → 6:00am – 2:00pm Tuesday/Wednesday - TSM → 2:00pm – 10:00pm Saturday/Sunday – TSM → 6:00am – 2:00pm
Rate of Pay:		Monday – Clerk → \$38.029 Tuesday/Wednesday - TSM → \$38.334 Saturday/Sunday – TSM → \$38.334
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. 2 Permanent Ticket Clerk (C108)
Location: Penn Station – Clerk
Tour of Duty: 7:30am – 3:30pm
Rate of Pay: \$38.029
Rest Days: Saturday/Sunday

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

Position No. 3 Permanent Ticket Clerk (C119)
Location: Penn Station – Info Clerk
Tour of Duty: 10:30pm – 6:30am
Rate of Pay: \$38.029
Rest Days: Monday/Tuesday

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

Position No. 4 Permanent Ticket Clerk (C121)
Location: Penn Station – Clerk
Tour of Duty: 6:00am – 2:00pm
Rate of Pay: \$35.346
Rest Days: Tuesday/Wednesday

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 (C124)
Location:		Penn Station Info Clerk
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$35.346
Rest Days:		Monday/Tuesday

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.

Position No. 6	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.

Position No. 7 Permanent Ticket Clerk (C960)

Location: Woodside/Hicksville/Patchogue

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 – Woodside → \$35.481
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.

Position No. 8	Permanent	Ticket Clerk (C994)
Location:		Hillside TSM/Bethpage Facility TSM
Tour of Duty:		Wednesday/Thursday – HSF → 7:30am – 3:30pm Friday – HSF → 9:00am – 5:00pm Saturday/Sunday – Bethpage Facility → 6:00am – 2:00pm
Rate of Pay:		\$38.191
Rest Days:		Monday/Tuesday

Primary Duties: Must have a full understanding of the sales and accounting of tickets and related duties. Must possess the ability to service, define error codes and correct malfunctions in the Ticket Vending Machines (TVM). Process large amounts of currency and coins, prepare bank deposits, maintain accurate spare parts inventory, defective parts log and the TVM ticket stock book. Must be familiar with the TVM Malfunction and Maintenance reports. The applicant should be mechanically inclined and be able to lift coin magazines, cassettes, bill and coin vaults. Must be able to operate coin filler, currency counter/sorter, coin sorter and be familiar with obtaining a “state report” from the TVM utilizing a computer notebook. Verify TVM cash removals and prepare deposits from these removals. Must be able to verify the contents of change modules removed from the TVMs and refill these modules for replenishment of the machines. Prepare deposit for change orders and verify change orders when received. Must be able to reconcile all cash removals, deposits, and coin refills processed against reports generated daily and cashier’s safe. Will assist the Agent with the transfer of parts for repair between location and service contractor for TSMs. Record, verify, and forward any claims to Automated Ticket Sales area for processing. Must be able to lift full coin hoppers as part of daily routine. Must have a valid NYS Driver’s license. Must be qualified in the sale and accounting of tickets or ticket vending machines. Must possess the ability to exercise good judgment and perform all assigned and related duties. Qualification of all TVM duties required. Incumbent must be customer oriented and be capable of effectively and courteously relating to customers.

Position No. 9	Temporary	Crew Dispatcher (CDT501)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$45.233
Rest Days:		Saturday/Sunday

Primary Duties: Bids will only be valid from applicants qualified through the Stations Crew Dispatching Training Program or from employees who have previously owned an Assignment Clerk position in the Stations Department.

Must have a complete understanding of the manipulation and regulations governing the Agent's, Ticket Clerk's, Customer Service Ambassador, Station Appearance Maintainer's, Assistant Station Master's, and Public Information Office's crew boards to be able to cover assignments on a daily basis. Must have thorough knowledge of the rules, regulations and agreements governing the working conditions of employees represented by the Transportation Communications Union. Must be able to prepare and post weekly time cards for all Agents, Ticket Clerks, Customer Service Ambassadors, and Station Appearance Maintainers based on daily crew sheets and other crew board documentation. Must update absence-control records and work as directed within the Office of the Director Stations Support and Administration.

Position No. 12 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. 13	Temporary	Station Appearance Maintainer (SSM6)
Location:		Port Washington/Roslyn Spray Wash
Tour of Duty:		4/1 – 11/30 – 7:30am – 3:30pm 12/1 – 3/31 – 6:00am – 2:00pm
Rate of Pay:		4/1 – 11/30 – \$32.915 12/1 – 3/31 – \$32.629
Rest Days:		4/1 – 11/30 – Friday/Saturday 12/1 – 3/31 – Saturday/Sunday

Primary Duties for Extra list and Spray Wash: 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.

Position No. 14	Permanent	Station Appearance Maintainer (JAM116)
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 Managers

Position No. 15	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.

Position No. 16	Permanent	Station Appearance Maintainer (L403)
Location:		Rockville Centre
Tour of Duty:		5:00am – 1:00pm
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. 17 Permanent Station Appearance Maintainer (MDY901)

Location: Midday Storage Yard SAM/ Chief

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. 18	Permanent	Station Appearance Maintainer (RSC3)
Location:		Atlantic Terminal
Tour of Duty:		2:00pm – 10:00pm
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.

AWARDS TO BULLETIN SD-11-2022

	<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C916	T. Woods	6/15/22
POSITION NO. 2	Temporary C918	J. Bobadilla	6/15/22
POSITION NO. 3	Temporary CT-180	S. Massey	6/15/22
POSITION NO. 4	Permanent C124	Re-Advertised	
POSITION NO. 5	Permanent C175	J. Andre	6/15/22
POSITION NO. 6	Permanent C176	Re- Advertised	
POSITION NO. 7	Permanent C411	J. Urban	6/15/22
POSITION NO. 8	Permanent C926	P. Hassan	6/15/22
POSITION NO. 9	Permanent C960	Re-Advertised	
POSITION NO. 10	Temporary C998	G. Diaz	6/15/22
POSITION NO. 11	Temporary ARCH900	Re-Advertised	
POSITION NO. 12	Temporary JAM133	M. Nolet	6/15/22
POSITION NO. 13	Temporary PWCT1	J. Bleck	6/15/22
POSITION NO. 14	Temporary PWT2	E. Tecxidor	6/15/22
POSITION NO. 15	Temporary PWT3	C. Staats	t 6/15/22
POSITION NO. 16	Temporary SL-02	Re-Advertised	
POSITION NO. 17	Temporary V910	Withdrawn	
POSITION NO. 18	Temporary WSY900	J. Kelly	6/15/22
POSITION NO. 19	Permanent H553	R. Douyon	6/15/22
POSITION NO. 20	Permanent HC561	J. Jean	6/15/22
POSITION NO. 21	Permanent JAM122	Re-Advertised	
POSITION NO. 22	Permanent JAM130	S. Bess	6/15/22
POSITION NO. 23	Permanent MDY901	Re-Advertised	

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

June 15, 2022

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

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AWARD BULLETIN NO. 1758

POSITION AWARDED TO THE FOLLOWING EFFECTIVE JUNE 8, 2022:

HEAD CLERK – CENTRAL MANPOWER – K. Szczepanski

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AWARD BULLETIN NO. 1759

POSITION AWARDED TO THE FOLLOWING:

Job No. 13	No Qualified Bids Received
Job No. 10	No Qualified Bids Received
Job No. 32	No Qualified Bids Received
Job No. 8	No Qualified Bids Received
Job No. 35	No Qualified Bids Received
Job No. 28	No Qualified Bids Received
Job No. 34	No Qualified Bids Received

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BULLETIN NO. 1760

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – JUNE 24, 2022

JOB NO. 10

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

CLERK RELIEF – CENTRAL CONTROL
MU CENTRAL CONTROL CENTER (Jamaica)
Fri-Sat 7:30 a.m. to 3:30 p.m.
Sun-Mon-Tue 11:30 p.m. to 7:30 a.m.

RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

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

JOB NO. 26

POSITION PERMANENT
LOCATION *Szczepanski, K.*
TOUR OF DUTY *Award 1758*
RELIEF DAYS
RATE OF PAY
QUALIFICATIONS

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
6:30 AM to 2:30 PM
SATURDAY & SUNDAY
\$39.229 PER HOUR
MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT.
HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND
OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES
MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 32

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

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
2:30 PM to 10:30 PM
SUNDAY & MONDAY
SAME AS JOB NO. 26
SAME AS JOB NO. 26

JOB NO. 8

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

CLERK RELIEF – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
Sun-Mon 6:30 a.m. to 2:30 p.m.
Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
FRIDAY & SATURDAY
SAME AS JOB NO. 26
SAME AS JOB NO. 26

JOB NO. 35

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

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
FRIDAY & SATURDAY
SAME AS JOB NO. 26
SAME AS JOB NO. 26

JOB NO. 28

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

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 26
SAME AS JOB NO. 26

JOB NO. 34

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

CLERK – CENTRAL MANPOWER
HILLSIDE MAINTENANCE COMPLEX
10:30 PM to 6:30 AM
SUNDAY & MONDAY
SAME AS JOB NO. 26
SAME AS JOB NO. 26

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

**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 Market Development Department will be accepted by the Officer named below until the close of business on **Friday, June 24, 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. 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 Jamaica, NY – Mail Code 1995
Posted:	June 15, 2022

Safety Sensitive Position

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

June 15, 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 3215	Assistant Warehouse Person Warehouse 15 Shop Floor Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3216	Assistant Warehouse Person Various/Variou Permanent (J. Hausle)	NO BIDS RECEIVED	
P&L 3217	Warehouse Person Permanent (V. Lendel) 11:30 am – 7:30 pm	Kaleena Alves	6/15/22
P&L 3218	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
P&L 3219	Warehouse Person Temporary (C. Howard-Lowe)	NO BIDS RECEIVED	
P&L 3220	Warehouse Person Temporary (P. Melia)	NO BIDS RECEIVED	
P&L 3221	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 15, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3223**

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 24, 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 & 3215)
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 15, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3224**

**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 24, 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 & 3216)

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 15, 2022

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3225**

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, June 24, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (K. Alves) – Permanent
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
June 15, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3226**

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 24, 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 &
3218)
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 15, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3227

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 24, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (C. Howard-Lowe) – Temporary
RE-ADVERTISED (P&L – 3219)

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 15, 2022

RE-ADVERTISED

THE LONG ISLAND RAIL ROAD DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS BULLETIN NO. P&L – 3228

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 24, 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 & 3220)

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 15, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
DEPUTY CHIEF STORES OFFICER – STORES OPERATION & MATERIALS
BULLETIN NO. P&L – 3229**

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 24, 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 & 3221)

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 15, 2022

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-46 **Sequence:** 42

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	Emp Num	Employee Name	Rank From
UX0012	USHERS	Permanent	LIRR-Extra List		Withdrawn	
UX0013	USHERS	Permanent	LIRR-Extra List		Readvertis	
RUH6	USHERS	Temporary	NEW YORK		Readvertis	

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-47

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/47

Open: 06/15/2022 00:01

Close: 06/24/2022 17:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU5	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 3PM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$39.564 HOURLY

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.

06/14/20 10:59

Bulletin ID: USBUL2-47

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/47

Open: 06/15/2022 00:01

Close: 06/24/2022 17:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH4	USHERS	Permanent	RELIEF CREW

Location JAMAICA

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \$39.654 HOURLY

SAT: JAU2 (6AM)

SUN/MON: JAU4 (8AM-SUN/730AM-MON)

TUES/WED: BM1 (7AM)

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.

06/14/20 10:59

Bulletin ID: USBUL2-47

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/47

Open: 06/15/2022 00:01

Close: 06/24/2022 17:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 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.

06/14/20 10:59

Bulletin ID: USBUL2-47

Bulletin Seq: 42

Bulletin Description: USHER BULLETIN 2/47

Open: 06/15/2022 00:01

Close: 06/24/2022 17:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 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: TELBUL2-83 **Sequence:** 82

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	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		
JCHNA2	ASST. TRAIN DIRECTOR	Temporary	JCC TOWER	51770	SMILLIE, JM	51 JCHN22 TR JCCT
JLTD1	LEAD TRAIN DIRECTOR	Permanent	JCC TOWER	27987	MCDERMOTT, MJ	4 JCCQNI TR JCCT
JTD11	TRAIN DIRECTOR	Temporary	JCC TOWER	28330	BAUTISTA, K	19 JATD1 TR JCCT
WL2	BLOCK OPERATOR	Permanent	LEAD	Readvertis		
BO1053	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List	59302	LUX, DL	179 TX1001 BO LIRR

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-84

Bulletin Seq: 83

Bulletin Description: TELEGRAPHERS BULLETIN 2-84

Open: 06/15/2022 00:01

Close: 06/24/2022 11:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JATD1	ASST. TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 645AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$53.168 HOURLY \$2.221 DIFFERENTIAL		

BO1049	BLOCK OPERATOR	Permanent	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

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		

BO1058	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY & \$1.666 DIFFERENTIAL		

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

Bulletin ID: TELBUL2-84

Bulletin Seq: 83

Bulletin Description: TELEGRAPHERS BULLETIN 2-84

Open: 06/15/2022 00:01

Close: 06/24/2022 11:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JCCMT3	BLOCK OPERATOR	Permanent	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		
PX5006	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location PSCC CENTRAL CONTROL		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$54.820 HOURLY & \$2.151 DIFFERENTIAL		
JCCQN1	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 601AM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$51.990 HOURLY \$2.118 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 Description: TELEGRAPHERS BULLETIN 2-84

Open: 06/15/2022 00:01

Close: 06/24/2022 11:00

Effective: 06/29/2022 00:01

Posted: 06/15/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
MT3011	MVB TRAINEE Temporary	LIRR Extra List	
	LocationMovement Bureau		
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$41.166 HOURLY* (MINIMUM)	

Please note this position is in accordance with the TCU agreement signed on February 16, 2018

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

MT3012	MVB TRAINEE Temporary	LIRR Extra List	
	LocationMovement Bureau		
	Report Time	VARIOUS	
	Rest Days	VARIOUS	
	Rate Of Pay	\$41.166 HOURLY* (MINIMUM)	

Please note this position is in accordance with the TCU agreement signed on February 16, 2018

Training position open to Block Operators by which the carrier shall develop a training program to prepare and qualify Block Operators for Group 3. Such training shall be awarded by Block Operator seniority. Employees will be trained by carrier while maintaining their Block Operator positions. After the training is complete those Block Operators shall return to their previous positions, or at their selection may be placed on the Block Operator Extra List. They shall secure seniority on the Group 3 roster from the date they successfully completed Group 3 training. The Superintendent- Train Movement will determine, based on fitness and ability, those employees who have successfully completed Group 3 training. Group 3 qualified Block Operators will receive an increase in wages of \$1.25 per hour in addition to their normal rate of pay, provided they maintain Group 3 qualifications and remain on the Group 3 seniority list. Upon completion of training program, Group 3 qualified Block Operators must bid an open Group 3 position in the Movement Bureau. Please refer to agreement/verbiage in agreement for further information.

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: CREW9-21 **Sequence:** 21

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

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-22

Bulletin Seq: 22

Bulletin Description: C/D BULLETIN 9-22

Open: 06/15/2022 00:01

Close: 06/24/2022 17:00

Effective: 06/29/2022 00:01

Posted: 06/13/2022 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.

06/14/20 11:02

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 24, 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.

Paul Dietlin
Vice President – M of W •

POSTED: June 15, 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 **until 5:00 PM on June 24, 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.

Paul Dietlin
Vice President – M of W

POSTED: June 15, 2022

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF ENGINEER

Bulletin No. 525
Temporary

The Office of the Chief Engineer is accepting resumes for the permanent position of Secretary - Engineering. Resumes for this position should be emailed to Stephanie Nutzul, Manager Resource Development and Operational Support, Engineering Department, Hillside Support Facility – 4th Floor, **no later than 5 P.M. Friday, June 24, 2022.**

POSITION: Secretary - Engineering (Appointed)

LOCATION: Office of the Chief Engineer
Hillside Support Facility, 4th Floor

RATE OF PAY: \$37.875

TOUR OF DUTY: 7:30 A.M. – 3:30 P.M.

REST DAYS: Saturday and Sunday

PRIMARY DUTIES: Responsible for the daily handling, coordinating and monitoring of correspondences and activities for the Chief Engineer and direct reports. Use initiative, good judgment and discretion at all times in performing non-routine administrative and secretarial duties while maintaining an efficient work environment, and understanding the confidential nature of this position. Perform typing, stenography, filing and maintenance of all records. Perform the accurate transcription of statement of facts, trials and investigations. Organize and coordinate meetings, transcribe and distribute minutes. Provide clerical support for the Engineering Department. Perform all other clerical duties as assigned. Applicant must be an accurate typist, proficient in GroupWise and Microsoft Office (Access, Excel and Microsoft Word). Must have a thorough knowledge of grammar, punctuation, spelling and letter composition. A minimum of two years railroad experience preferred.

Paul Dietlin
Vice President – M of W

Posted: June 15, 2022

**THE LONG ISLAND RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2022-04**

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. All resumes must be received by **5 PM, June 24, 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 15, 2022

LONG ISLAND RAIL ROAD

EMPLOYEE TRAINING DEPARTMENT
BULLETIN NO. 06-2022

Bids for the following position in the Employee Training & Corporate Development Department will be received by Isabel Ramesar, Manager-Administration and Support, until 5:00 PM on Friday, June 24, 2022. Qualified bidders must include seniority date, date last awarded a position, the position held at time of bid, and a daytime phone number.

POSITION: Clerk–Typist

LOCATION: Employee Training Development, Hillside Facility – Building 2

TOUR OF DUTY: 6:30 AM – 2:30 PM

REST DAYS: Saturday and Sunday

RATE OF PAY: \$35.45

Applicant must be able to complete a high-volume of data entry assignments in a timely fashion, while achieving 100% accuracy. Must be able to follow instructions and complete all assignments accurately and within established timeframes, with minimal supervision. Candidate must be detail-oriented and have excellent organizational skills with the ability to manage in a high-volume, customer-oriented office environment. Must be able to manage customer contacts, shared e-mail inbox and telephone activity in a professional and courteous manner. The ability to reason logically in a pressure-filled environment is essential. When required, must be able to work overtime.

Primary Responsibilities:

1. Employee Training Records - Enter employee class attendance sheets into PeopleSoft Enterprise Learning Management System (ELM), including the creation of activities. Must review for 100% accuracy before saving.
2. External Learner Training Records – Create contractor and first responder profiles and entering the related class attendance sheets. Must review for 100% accuracy before saving.
3. Run ELM and contractor/first responder training reports.
4. Handle any other assigned basic clerical tasks, such as filing, copying documents, etc.

Qualifications:

Applicant must be a qualified typist, proficient in Microsoft Office (Excel, Outlook, Word), and must demonstrate the ability to understand and navigate PeopleSoft. Must be proficient in the proper usage of grammar, punctuation, and spelling.

A. Fougner, Senior Director
Employee Training & Corporate Development

POSTED: June 15, 2022

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF TRANSPORTATION OFFICER

Jamaica, NY
June 15, 2022

CHIEF TRANSPORTATION OFFICER BULLETIN NO. 01-22

TO ALL CLERICAL EMPLOYEES:

Resumes for the following APPOINTED **PERMANENT** position in the Office of the Chief Transportation Officer will be received by Mariann Casali, Assistant to the Chief Transportation Officer, Jamaica Station Building, Third Floor, Transportation Services Department, Mail Code 1134, until 5:00 PM, on Friday, June 24, 2022.

POSITION: Clerk Typist – Transportation Services Department

LOCATION: Jamaica, Crew Management Office

RATE OF PAY: \$38.700 per hour

TOUR OF DUTY: 8:00 AM – 4:00 PM – ½ hour meal period

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Responsible for the daily handling of all correspondence within the Transportation Crew Management Service Office, including all typing and stenography. Applicants applying for this position must be thoroughly trained, experienced, rapid, and accurate typist. Must be familiar with the operation of Microsoft Word, Excel, Teams, Outlook and Access. Responsible for the maintenance of all records, filing, and related clerical duties as may be assigned within the Manager - Transportation Crew Management Services Office. Handling of all vacation schedules for Transportation Operating and Non-Operating personnel, as well as sending class notifications via mail, and responsible for ordering and maintaining all office supplies and repairs.

POSTED: June 15, 2022

CLOSES: June 24, 2022



Long Island Rail Road



**STATIONS DEPARTMENT
NOTICE NO. 2022-20**

Date: June 8, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *TD*
Subject: 154th Belmont Stakes – Saturday, June 11, 2022

The 154th Belmont Stakes is taking place on Saturday, June 11, 2022, at Belmont Park. In preparation for this event, Stations Department has provided numerous hours and effort to ensure the LIRR Belmont Station is ready for customers as they arrive.

Prior to this event managers and crews have been working diligently to ensure a clean and safe environment for our customers and employees. For this event, we have barricades, tents, portable toilet units (for employees only on Platform A), and both ticket offices are open. In addition, we have created a plan that entails Stations staffing, ticket selling, cleaning and customer flow. (Copy attached.)

To support this event, LIRR Transportation Department dedicated twenty-one (21) trains inbound and outbound for our customers. Trains will begin arriving at Belmont Station at 10:12 AM, with the last eastbound train arriving at 5:36 PM. There will be extra westbound trains added, with service continuing until all customers are accommodated.

Note: It is recommended, if your shift coordinates with train time schedule, for employees to take the train due to the limited parking space available. If you are driving to Belmont, you will park at the Elmont Station Commuter Lot and walk up to Belmont Park Station (approx. 8 minutes) or take the Emerald Lot shuttle to the Rideshare Area adjacent to Belmont Park Station (see attached directions).

MTA Police Department will also be present with patrol division and special operations divisions throughout this event to assist in all capacity for the safety of everyone in attendance.

Stations Department employees will play an important role in the success of this program, managers, ticket agents, foremen, ticket clerks, and station appearance maintainers. We will have on-site staffing at the Belmont Station, Jamaica Station, Atlantic Terminal, and Penn Station.

Thank you for taking the time out of your busy schedules to make this event a success.

Attached are the following documents:

1. Customer Flow Maps; AM Operation and PM Operation (2 pages)
2. Driving Directions to Belmont Park and Parking at the Elmont Station
3. Belmont Stakes Customer Parking Map
4. Belmont Stakes Train Service Schedule – Effective June 11, 2022 ONLY (2 pages)
5. Belmont Park Employee Parking Map

Copies of these documents will be provided in both ticket offices and employee amenities area (located on Platform A).

Customer Flow AM Operations

LEGEND

- Customer Service Rep
- Stations Dept. Managers
- MTA PD

Bridge Inbound
Customer Ticketing at
Rotunda
1 Agent / 4 Window
Clerks w/STIMs / 2
"Floating" STIMs / 1
"Orange Vest" Agent

Bridge
Inbound
Customer
Gating

Ground
Inbound
Customer
Gating

Ground Inbound
Customer Ticketing at
Semi-Permanent
Ticket Booth
2 Window Clerks
w/STIMs / 1
"Floating" STIM

Bridge Traffic

Bridge Traffic

Ground Traffic

Ground Traffic

Ground Traffic

Ground Traffic

MTA Police
Patrol

MTA Police
Patrol

MTA Police
Patrol



LEGEND

- Customer Service Rep
- Stations Dept. Managers
- MTA PD

Customer Flow PM Operations

Rotunda Area
Kiosk Area

Bridge
Outbound
Customer
Gating

Customer
Choke Point
Before
Gating

Bridge Outbound
Customer Ticketing
at Rotunda
1 Agent / 4 Window
Clerks w/ STIMs / 2
"Floating" STIMs / 1
"Orange Vest" Agent

Ticket Clerk
Managers w/
also oversee
Flow Booth at
Ground Level

Employee
Ambush
Area

Ground
Outbound
Customer
Gating

Ground Outbound
Customer Ticketing at
Semi-Permanent
Ticket Booth
2 Window Clerks
w/STIMs / 1
"Floating" STIM

Bridge Traffic

Ground Traffic

Ground Traffic

Ground Traffic

**LIRR STATIONS DEPARTMENT
BELMONT STAKES. – SATURDAY, JUNE 11, 2022**

EMPLOYEES GETTING TO / FROM BELMONT

Note: Parking at Belmont Park will be VERY limited on Saturday, June 11, 2022. Unmarked vehicles will not be permitted access. **All Employees required to report to Belmont Park before 9:30 AM MUST drive to Belmont and park at the Elmont Station commuter lot, located just past the Elmont Station. An MTAPD marked vehicle will be located at the entrance. All other staff should take the train.**

Driving To / From Belmont and Parking at Belmont

Directions to the **ELMONT Station Commuter Lot** are as follows:

- Exit 26D on the Cross Island Parkway
- After exiting on 26D, make a left and drive straight past the Elmont Station into the Elmont Commuter Lot.
- An MTAPD vehicle will be located at the entrance.

Taking the Train To / From Belmont

There is an employee train departing Jamaica at **9:18 AM** and arriving to Belmont Park Station at **9:30 AM**. The first passenger service train to Belmont Belmont Park Station departs Penn Station at **9:37 AM**, Jamaica at **10:00 AM**, and arrives to Belmont Park Station at **10:12 AM**.

Eastbound

The Railroad has scheduled 21 total passenger service trains to Belmont Park Station from Penn Station. The FIRST being at **9:38 AM** and the LAST at **4:26 PM**. Those traveling from Atlantic Terminal in Brooklyn or traveling west from Nassau or Suffolk must change at Jamaica to catch a Belmont-bound train.

Westbound

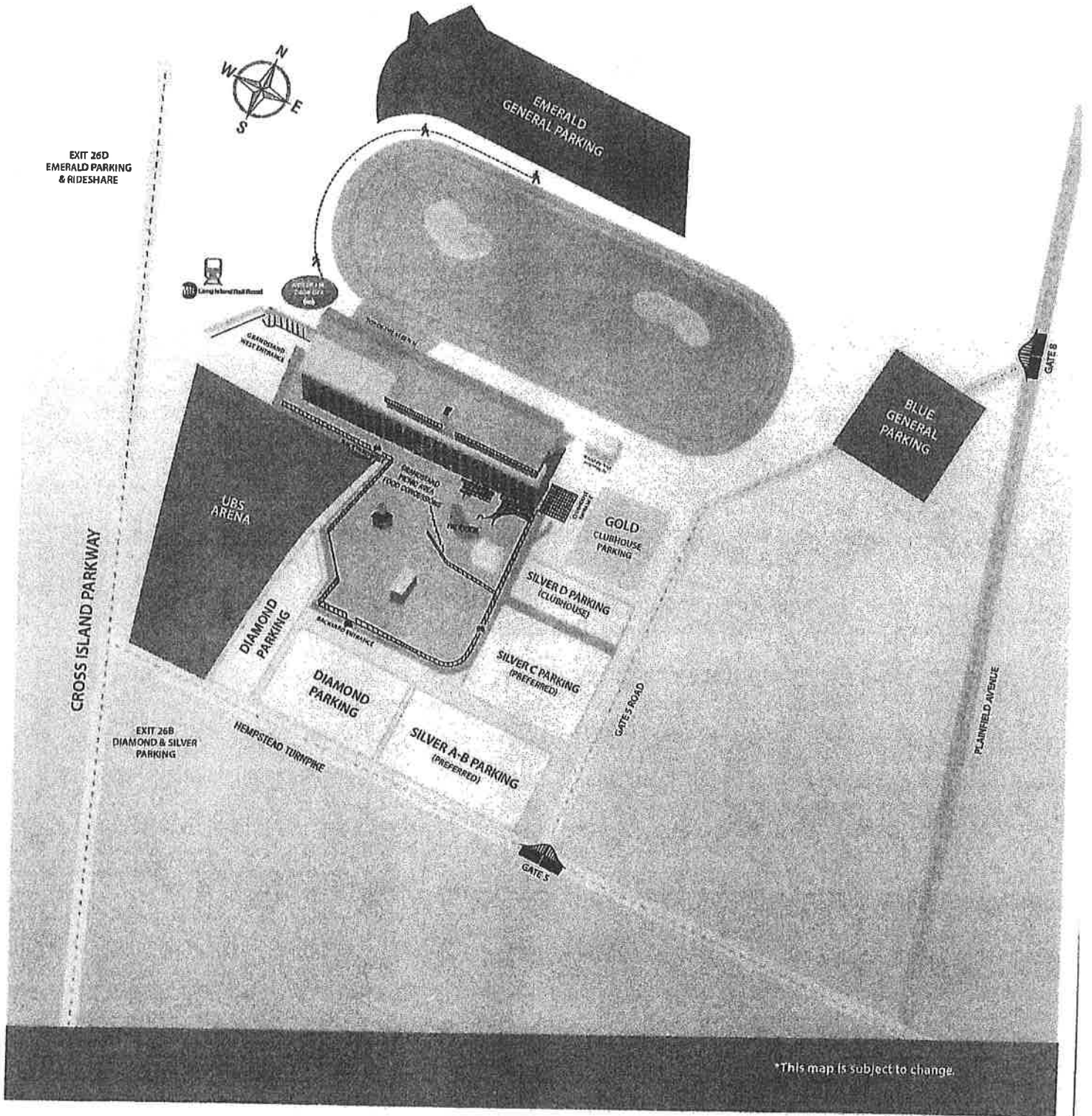
9 total passenger service trains are scheduled to run from Belmont Park Station to Penn Station. The first train will depart Belmont Park Station at **4:15 PM**. The final train is scheduled to depart Belmont Park Station at **9:00 PM**. Extra trains will be standing by to handle additional load if necessary. Those heading home via Atlantic Terminal, Brooklyn or traveling east of Jamaica, must change at Jamaica for their train.

**BELMONT STAKES – LIRR EMPLOYEE PARKING MAP
EXTREMELY LIMITED PARKING**





Parking Map



*This map is subject to change.

LIRR Ticket Information

- Buy Round-Trip tickets in advance at any LIRR Ticket Office, Ticket Machine, or through MTA eTix
 - Belmont Park is now part of Zone 4 and a special ticket is no longer required. Regular LIRR tickets, including monthly tickets, valid to or through Zone 4 can be used to travel to Belmont Park at no additional charge
 - City Ticket is not valid for travel to or from Belmont Park
 - Take your ticket when exiting the train. It will be collected at Belmont Park station
- ### **LIRR Ticket Machine Instructions**
- Tickets are available at all LIRR Ticket Machines
 - Select Belmont Park under "B"
 - Pay with cash, ATM/debit, or credit cards

LIRR Travel Tips

- Buy Round-Trip tickets in advance
- Listen for announcements to board trains to and from Belmont Park
- Look for LIRR personnel who will be assigned to assist you
- No coolers, backpacks, or luggage
- No purses larger than 12" in diameter
- Bags are subject to search prior to boarding Belmont Park trains at Penn Station and Jamaica
- This schedule/plan is subject to change
- After the Stakes, wait times can range from 15 minutes to 2 hours depending on attendance level

Belmont Stakes Information

Visit BelmontStakes.com for more information on:

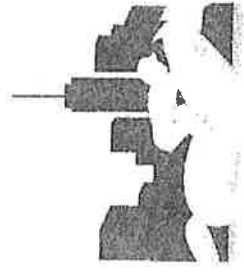
- admission and tickets
- race times
- festival
- prohibited items
- post-race concerts
- all other event details

Travel Information

- All fans should only use Belmont Park station in both directions. **There will be no service at Elmont-UBS Arena station and no shuttle buses from/to Queens Village**

Long Island Rail Road Belmont Stakes Train Service

Effective June 11, 2022 Only



BELMONT STAKES

June 11, 2022

**Long Island Rail Road
is pleased to offer service to the
2022 Belmont Stakes**



Alcohol Policy

- The MTA Police will be enforcing a no-alcohol policy on trains to Belmont Park
- No alcoholic beverages of any kind will be permitted to be brought into the Belmont Park facility or on LIRR trains to Belmont

The restriction regarding alcohol has been enacted in the interest of patron safety and in an attempt to make sure that people drink responsibly.

NYRA Security Policies

The New York Racing Association has enhanced security protocols for fans attending the 2022 Belmont Stakes on Saturday, June 11. For a complete list of prohibited items, please visit BelmontStakes.com

Belmont Stakes Day Admission

- We encourage all fans to buy tickets in advance as the event may sell out. To purchase admission to Belmont Stakes, visit BelmontStakes.com
- Return service is not available until early afternoon for those who are unable to enter the park



Belmont Stakes Train Service - Effective June 11, 2022 Only

Eastbound: To Belmont Park		Saturday	
June 11, 2022 Only		11:20 AM First Post Time	
For explanation, see "Reference Note"	Train #	Time	Train #
PENN STATION	9:37	10:25	11:00
	9:51	10:39	11:14
Woodside	9:51	10:39	11:14
	9:54	10:42	11:17
ATLANTIC TERMINAL	9:54	10:42	11:17
	9:57	10:45	11:20
Nearroad Avenue	9:57	10:45	11:20
	9:59	10:47	11:22
East New York	9:59	10:47	11:22
	9:59	10:47	11:22
JAMAICA (Arrive)	10:00	10:48	11:23
	10:00	10:48	11:23
JAMAICA (Leave)	10:02	10:50	11:25
	10:02	10:50	11:25
BELMONT PARK	10:02	10:50	11:25
	10:02	10:50	11:25
Train #	7500	7502	7504

Reference Notes

- Change at Jamaica. The track of your connecting train will be announced.
- Westbound trains may depart Woodside station up to three minutes earlier than times shown.

Belmont Park station is accessible to patrons with disabilities. For more information, please contact the MTA at 212-312-3122 or visit www.mta.com.

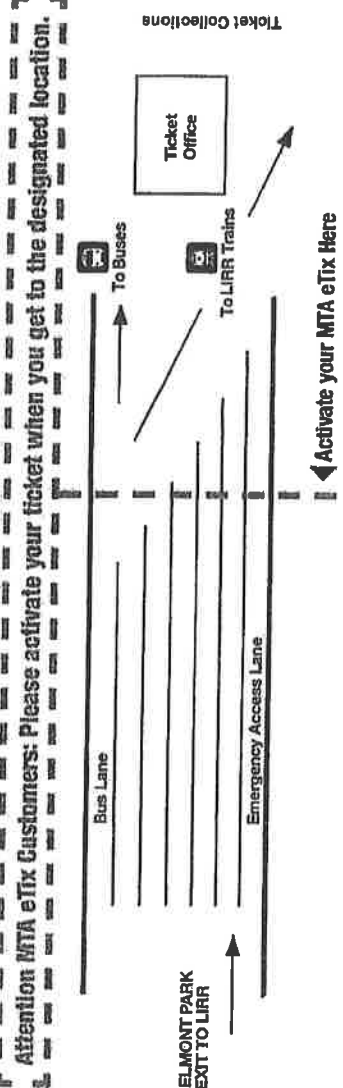
Westbound: To Jamaica, Brooklyn & New York

Saturday		June 11, 2022 Only	
11:20 AM First Post Time			
For explanation, see "Reference Note"	Train #	Time	Train #
BELMONT PARK	4:15	5:05	5:51
	4:27	5:17	6:03
JAMAICA (Arrive)	4:27	5:17	6:03
	4:32	5:22	6:04
JAMAICA (Leave)	4:32	5:22	6:04
	4:35	5:20	6:03
East New York	4:35	5:20	6:03
	4:35	5:20	6:03
Nearroad Avenue	4:35	5:20	6:03
	4:35	5:20	6:03
ATLANTIC TERMINAL	4:35	5:20	6:03
	4:35	5:20	6:03
Woodside	4:35	5:20	6:03
	4:35	5:20	6:03
PENN STATION	4:35	5:20	6:03
	4:35	5:20	6:03
Train #	7501	7503	7507


Immediately following the stakes race and until Belmont Park closes, trains will depart approximately every 15 minutes to Jamaica and Penn Station. Change at Jamaica for all other destinations.

Leaving the Park (after the Stakes race)

LIRR personnel will be assigned at key locations to assist customers. Announcements will provide customers with train departure information. WAIT TIMES CAN RANGE FROM 15 MINUTES TO 2 HOURS. ONCE INSIDE THE QUEUING AREA, CUSTOMERS CAN EXPECT WAIT TIMES OF 15 - 60 MINUTES. CUSTOMERS WAITING TO ENTER THE QUEUING AREA CAN EXPECT LONGER WAIT TIMES FOR TRAINS, POSSIBLY UP TO 2 HOURS.



**STATIONS DEPARTMENT
NOTICE NO. 2022-21**

Date: June 9, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer 
Re: Cessation of COVID Testing Requirements

On, Tuesday, June 7, we were informed that, effective from that time, the MTA would no longer require COVID-19 diagnostic testing for current employees who are not vaccinated.

Testing locations will remain open through June 26, for those employees would like to continue to test.

Additional information on the end of the testing program, guidance on stopping the spread of COVID, and employee COVID resources can be found in the attached announcement from MTA Chief Safety & Security Officer, Patrick Warren.

Thank you to all who cooperated with the program since its October 2021 beginning

Attachment: MTA Chief Safety & Security Officer COVID Testing Statement

* * *

If you see something, say something.



Safety & Security

June 7, 2022

Colleagues,

Based on New York State guidance, beginning today, **June 7**, the MTA will **no longer** require COVID-19 diagnostic testing for current employees who are not vaccinated.

We'd like to thank you for your cooperation since the implementation of the program in October 2021 and encourage you stay vigilant and up to date with best practices for stopping the spread of COVID-19:

- Remember to get tested if you are experiencing COVID symptoms or were recently in contact with someone who tested positive for COVID.
- Stay home if you are sick or have received instructions from the MTA COVID-19 Hotline to quarantine due to a close contact.
- Continue to report positive COVID-19 tests to the Hotline.
- Make sure to stay up to date with COVID-19 vaccines and boosters.

MTA saliva testing and nasal swab testing locations will **remain open through Sunday, June 26** for those who would like to continue to test. Locations are listed on the [COVID-19 Employee Resource Center](#). At-home COVID-19 test kits are available at most pharmacies with health provider coverage and the [U.S. Postal Service offers 8 free at-home test kits per household](#). Vaccines and boosters continue to be available at 130 Livingston St, Brooklyn on Wednesdays and Thursdays from 9 a.m. to 4 p.m.

For more information about vaccine eligibility and locations, current MTA testing locations and schedules, as well as when to call the COVID-19 Hotline, visit the [COVID-19 Employee Resource Center](#).

Thank you and stay safe.

A handwritten signature in black ink, appearing to read "Patrick Warren".


Patrick Warren
MTA Chief Safety & Security Officer



**STATIONS DEPARTMENT
NOTICE NO. 2022-22**

Date: June 10, 2022

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: Instructions for Time Off to Vote in Primary Election, June 28, 2022

The State and Federal Primary Elections will be held on Tuesday, June 28, 2022, for all New York State registered voters. Polls open at 6:00 AM and close at 9:00 PM. Early voting will begin on June 18, 2022, and will continue through June 26, 2022.

Employees will be offered **two hours** off to vote **only if** they do not have sufficient time to vote either before or after their crew book tour. This law defines sufficient time as having at least four consecutive hours between the time the polls open and the start of their shift, or four consecutive hours between the time their shift ends and the closing of the polls. To comply with the New York State laws regarding voting while ensuring our service continues at the highest level possible for our customers, we are offering Stations Department employees the option to request paid time off during work hours if they meet those criteria.

If you decide to vote on June 28, 2022, and meet the above-mentioned criteria, you must make this request through **your manager** beginning Tuesday, June 14, 2022, but no later than 5:00 p.m. on Friday, June 24, 2022, using the attached form #SSS-02. You can request to arrive up to two hours after the start of your scheduled tour start time **OR** you can request to leave up to two hours earlier than your scheduled tour end time. Your manager will decide when this time can be taken.

To be eligible for the two-hour accommodation, you must be a **registered voter** in New York and your crew book tour would not allow for sufficient time to vote. All requests for time off will be verified via the New York State Board of Elections website.

Attachment: Form SSS-02

* * *

If you see something, say something.



STATIONS DEPARTMENT

Request for time off for Voting

Fill out this form to request time off for voting in the Primary Election on Tuesday, June 28, 2022. You must make this request beginning Tuesday, June 14 **but no later than 5:00 p.m. on Friday, June 24, 2022.**

NAME: _____

CRAFT: _____

JOB NUMBER: _____

JOB LOCATION: _____

REQUEST (either start or end of tour): _____

NUMBER OF HOURS REQUESTED OFF (up to 2): _____

Office Use only:

MANAGER NAME (print): _____

ACTUAL TIME OFF APPROVED FOR EMPLOYEE: _____

MANAGER'S SIGNATURE OF APPROVAL: _____

Instructions to Managers:

Put the actual time you are approving the employee to be off for voting on this sheet EX: 6a-8a or 8p-10p
Approve the time off while ensuring your operation is covered in the AM and the PM. Once approved
advise the employee **NO LATER THAN Monday, June 27, 2022**, so the employee has enough time to make
plans for voting.

Scan this form to Jessica Edwards (jeedwar@lirr.org) so payroll for the employee can be completed
correctly.

If you see something, say something.