



Long Island Rail Road
Going your way

BID SHEETS

**THE LONG ISLAND RAIL ROAD
CONTROLLER DEPARTMENT**

September 7, 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>
2655	RIC-8 Clerk	Cymande Ashby	8/31/22

**Michael Reilly
Controller**

Posted: September 7, 2022

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

DATE: September 7, 2022

BULLETIN NO. SD-13-2022

This bulletin will close **at 5:00 PM on Friday, September 16, 2022**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No. 1	Temporary	Agent (A403)
Location:		Broadway
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$45.347
Rest Days:		Monday/Tuesday

Position No. 2	Permanent	Agent (A250)
Location:		Jamaica Theater
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		47.708
Rest Days:		Thursday/Friday

Position No. 3 Permanent Agent (A941)
 Location: Mineola/Hicksville/Patchogue
 Tour of Duty: Monday – Mineola → 5:35am – 1:35pm
 Thursday/Friday – Hicksville → 6:00am – 2:00pm
 Saturday/Sunday – Patchogue → 5:00am – 1:00pm
 Rate of Pay: Monday – Mineola → \$44.682
 Thursday/Friday – Hicksville → \$44.429
 Saturday/Sunday – Patchogue → \$43.367
 Rest Days: Tuesday/Wednesday

AWARDS TO BULLETIN SD-13-2022

<u>JOB #</u>	<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 26 Temporary A403	T. Williams (A)	8/31/22
POSITION NO. 27 Permanent A250	J. Carter (A)	8/31/22

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

DATE: September 7, 2022

BULLETIN NO. SD-17-2022

This bulletin will close **at 5:00 PM on Friday, September 16, 2022**. It will be open to employees included in the consolidated system seniority roster for clerical forces. All bids must be received prior to the close of this bulletin. CT-88 receipts will only be honored if signed by the designated representatives working in the Stations Department by sending the CT-88 interoffice, Fax, and email. The following information must be included in all bids: Seniority date, the date last awarded a position, and current position.

All bids can be sent to **Rosina Morales, Jamaica Mail Code 1106** via interoffice mail or you can scan or take a picture of your CT-88 and email to: LIRRStationsDeptBids@lirr.org or you can fax your CT-88 to the crew office at 718-558-7429

For all emails: **Be sure to put your Name in the subject line and the word BID. EX: JOHN SMITH-BID**

All bid withdrawals can either be done by calling crew or emailing the same email address before the bulletin closes. If you are close to the closing date/time of the bid be sure to call crew directly to get a verification that the bid has been withdrawn.

All emailed bids and withdrawal requests will receive an email response within 48 hours of your original email, if you don't receive a response after 48 hours, please call the crew dispatcher's office to inquire.

Position No. 1	Temporary	Ticket Clerk (C127)
Location:		Penn Station – Info Clerk
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$35.346
Rest Days:		Friday/Saturday

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. 2	Temporary	Ticket Clerk (C160)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$38.191
Rest Days:		Saturday/Sunday

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

Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, 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 be able to use an iPad/STIMS ticket selling unit to assist customers as needed with tickets and information from various applications. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 3	Temporary	Ticket Clerk (C706)
Location:		Hicksville
Tour of Duty:		1:15pm – 9:15pm
Rate of Pay:		\$37.523
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. 4	Temporary	Ticket Clerk (C822)
Location:		Hillside - TSM
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$38.191
Rest Days:		Wednesday/Thursday

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

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, 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 (C136)
Location: Atlantic Avenue
Tour of Duty: 2:30pm – 10:30pm
Rate of Pay: \$36.721
Rest Days: Thursday/Friday

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

Position No. 7	Permanent	Ticket Clerk (C153)
Location:		Penn Station – Lost & Found Clerk
Tour of Duty:		11:30am – 7:30pm
Rate of Pay:		\$36.721
Rest Days:		Saturday/Sunday

Primary Duties: Responsible for daily interaction with customers entering the Lost & Found Office at Penn Station. Responsible for accepting and returning to their owner's items that have been left on trains or found on LIRR property. Entering lost items into the Lost & found database with complete accurate descriptions. Must possess strong customer service skills to help individuals who may be stressed, anxious and upset about losing their property to start the process of being reunited with their items. Must be able to work unsupervised and meet quotas. Must be able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable. Must be able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as customer side processes and data entry. Must answer phones in a professional, courteous, customer friendly manner and also make calls to customers regarding their lost items. Perform excellent customer service when handling inquiries at the window or on the phone. Upon completion of training must exhibit a proficient knowledge of New York State Property Laws as they pertain to Item Retention Periods, disposition, and Finder's Rights. Upon completion of training must exhibit proficient knowledge of the LIRR's Lost & Found corporate policy and procedures, with regard to internal controls, maintaining an inventory of items found on trains or stations. Be familiar with the monthly/annual reports about lost property handled by the Lost & Found Office. Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations. Work as directed by the LIRR Stations Department management team. Travel to outlying locations to retrieve items (yards, terminals, stations). Will be required on occasion to be "Stepped-Up" the role of Disposition Clerk. Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills. Knowledge and proficiency with personal computers, iPads, and iPhones. Be able to lift 50 pounds and step up on train ladders to board train cars in the yard. Must be a Qualified Ticket Seller. Must possess a high degree of professionalism and integrity as well as organized and detail oriented. Must understand basic LIRR train movement and manipulations to assist in locating items left on trains or retrieved in train yards and communicate with field personnel in the process.

Position No. 8 Permanent Ticket Clerk (C904)
Location: Penn Station
Tour of Duty: Monday/Saturday/Sunday - 2:00pm – 10:00pm
 Thursday/Friday – 3:15pm – 11:15pm
Rate of Pay: \$38.029
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. 9	Permanent	Mail & Ride Clerk (P209)
Location:		Jamaica – Mail & Ride
Tour of Duty:		7:30am – 3:30pm
Rate of Pay:		\$37.609
Rest Days:		Saturday/Sunday

Primary Duties: Must be a qualified 45wpm typist and be familiar with Microsoft Word software on a personal computer. Must maintain and process all claims for lost/stolen tickets for entire railroad and attempt return of recovered tickets to customers. Must have a full understanding of the sale and accounting of Mail & Ride MetroCard monthly commutation tickets and all other Mail & Ride processes (ex. Application processing, collections, returned tickets, lockbox operations, MetroCard value inquiries, Police pass program, etc.). Must be familiar with line station and terminal ticket office operations and refund policies. Must be customer-oriented and be capable of effectively, efficiently and courteously relating with customers on the telephone. Must be able to use a PC to access the Mail & Ride database for customer inquiries, electronic posting of payments, record updates, etc. Must take lost ticket reports for all commuters.

Must perform pickup and delivery of payments and documents between Jamaica/Flatbush Ave./Penn Station/Hillside Facility and the Mail & Ride bank lock box, etc.

Must be able to perform all other Mail & Ride related Duties.

Position No. 10	Temporary	Station Appearance Maintainer (ATL102)
Location:		Atlantic Terminal
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$31.518
Rest Days:		Wednesday/Thursday

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

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. 11	Temporary	Station Appearance Maintainer (ATZ815)
Location:		Atlantic Terminal
Tour of Duty:		3:00pm – 11:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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

Position No. 12	Temporary	Station Appearance Maintainer (JAM102)
Location:		Jamaica
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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	Ticket Clerk (JMZ830)
Location:		Jamaica
Tour of Duty:		2:30pm – 10:30pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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

Position No. 14	Temporary	Station Appearance Maintainer (JMZ831)
Location:		Jamaica
Tour of Duty:		2:30pm – 10:30pm
Rate of Pay:		\$31.518
Rest Days:		Saturday/Sunday

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

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

Position No. 15

Temporary

Station Appearance Maintainer (L904)

Location:

Bayside/Wyandanch/Port Washington

Tour of Duty:

Monday – Bayside → 6:00am – 2:00pm
Thursday – Wyandanch → 5:00am – 1:00pm
Friday/Saturday – Port Washington → 5:00am – 1:00pm
Sunday – Bayside → 6:00am – 2:00pm

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. 16	Temporary	Station Appearance Maintainer (PWT12)
Location:		Bethpage Facility
Tour of Duty:		3:30pm – 11:30pm
Rate of Pay:		\$32.915
Rest Days:		Saturday/Sunday

Primary Duties for Power 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 power 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. 17 Temporary Station Appearance Maintainer (V453)
Location: Port Washington
Tour of Duty: 3:30pm – 11:30pm
Rate of Pay: \$32.486
Rest Days: Saturday/Sunday

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

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

Position No. 18	Temporary	Station Appearance Maintainer (V467)
Location:		Cold Spring Harbor
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$32.486
Rest Days:		Thursday/Friday

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

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

Position No. 19	Permanent	Station Appearance Maintainer (HC501)
Location:		Jamaica/Atlantic/Nostrand
Tour of Duty:		April 1 st – November 30 th – 10:00pm – 6:00am December 1 st – March 31 st – 4:00pm – 12:00am
Rate of Pay:		April 1 st – November 30 th – \$36.286 December 1 st – March 31 st – \$36.143
Rest Days:		Saturday/Sunday

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

Operate singly and/or part of a team to clean and maintain the appearance of the Long Island Railroad properties, stations, office buildings and other appurtenances associated with company property. Routine work includes but is not limited to the operation of mechanical cleaning equipment, cleaning stations, platforms, public restrooms, sidewalks, waiting rooms, ticket offices, graffiti removal, snow (includes curb cutouts and sidewalks) and ice removal, spread ice-melting chemicals, lifting of heavy items when needed (garbage, furniture, salt bags). Heavy box lifting, use rakes, use shovels, use high speed floor polishing equipment, use compressors and spray washers. Must perform work in accordance with written and oral instructions that specify the priority and frequency of daily duties at each location. Responsible to perform duties as directed. All duties must be performed in an efficient and courteous manner. 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. Will be responsible for providing a safe, clean environment for customers and employees and required to perform station appearance maintainer/laborer duties as directed by the Foremen, Terminal Managers and/or Branch Line Managers. Always required to wear personal protective equipment when needed with a minimum of safety shoes and full-length pants to be worn.

Position No. 20 Permanent Station Appearance Maintainer (V493)
Location: Queens Village
Tour of Duty: 3:30pm – 11:30pm
Rate of Pay: \$32.486
Rest Days: Monday/Tuesday

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

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

TO ALL CLERICAL EMPLOYEES:

Date September 7, 2022

We will be accepting resumes for the **PERMANENT APPOINTED** position of Secretary to the Director of Terminal Operations – Manhattan. Interested applicants must forward their resumes to Steve Terracciano at sterrac@lirr.org by **5:00 PM on Friday, September 16, 2022.**

Position:	Permanent	Secretary - Exception 4 (P402)
Location:		Penn Station, Penn Train Hall, Grand Central Madison
Tour of Duty:		8:00 AM – 4:00 PM
Rate of Pay:		\$39,368
Relief Days:		Saturday/Sunday
Primary Duties:		

- Direct interface with LIRR Senior Staff regarding confidential matters, scheduling meetings, and meeting agendas.
 - Perform all administrative duties including typing, filing, maintaining appointments (calendars, phones, etc.).
 - Follow-up of time sensitive issues requiring action in the absence of the Director of Terminal Operations - Manhattan.
 - Oversee and perform required department input relative to procurements.
 - Handle confidential corporate and departmental information.
 - Maintain safety related records, including station and facility audits.
 - Assist with other projects as assigned.
 - Incumbent must be knowledgeable in Microsoft Word, Excel and Access, PowerPoint, Outlook and PeopleSoft and must be able to produce graphics such as graphs and charts in the required software format.
 - Incumbent will have significant customer contact at Penn Station and some responsibility for resolving customer service issues.
 - May be required to cover other secretarial positions at various locations.
 - Must type 45 wpm
-

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

Date September 7, 2022

TO ALL CLERICAL EMPLOYEES:

We will be accepting resumes for the **PERMANENT APPOINTED** position of Automated Ticket Sales (ATS) Support Clerk. Interested applicants must forward their resumes to Rosina Morales at rmorale@lirr.org by **5:00 PM on Friday, September 16, 2022.**

Position: Permanent Automated Ticket Sales Support Clerk (*P400*)

Location: Jamaica (*may also work in Penn Station, Bayshore, Hillside, and Bethpage Facility*)

Tour of Duty: 7:30 AM – 3:30 PM

Rate of Pay: \$41.050

Relief Days: Saturday/Sunday

Primary Duties:

- Process payroll for the agent craft using the most current payroll system. Perform daily adjustments as needed, oversee all dispatchers input for accuracy, all Time Paid Not Worked (TPNW) accruals and allotments verified and accurate. Check that all pay rate codes are entered correctly as well as all CBA rules regarding pay are followed correctly and applied accurately. Assist Chief Clerk with payroll and ACP items as needed. Cover Chief Clerk vacancies as needed.
- Responsible for daily employee reporting for duty (punching in and out correctly) verifications and maintaining a monthly report as well as adjusting Kronos accordingly once managers respond to requests. Follow up to obtain needed documentation to make correct Kronos adjustments.
- Run Kronos punch report for budget manager weekly.
- Record all off duty and open job information on the off-duty report daily and summarize monthly for budget manager.
- Prepare memorandums and employee/customer letters as required. May also need to coordinate meetings, agendas, and note taking of meetings.
- Coordinate interdepartmental requests for office materials for all Ticket Selling & Technology personnel. Must have a thorough knowledge of current vendor website for purchasing office supply items.
- Contact with vendor administrators to compile all necessary documentation for preparation of Contractor Pass applications. Prepare supplying LIRR pass notification documentation for management approval to obtain Contractor Pass IDs as required. Also requires scheduling photo capturing for vendor employees with LIRR Pass Office personnel.
- Arrange travel itineraries for management approval through Accounts Payable and Ultramar Agency. Expense account information as needed.
- Petty Cash Custodian - Responsible for preparing documentation to distribute petty cash to Stations Department personnel through petty cash fund as per Company policy. Prepare reports to Accounts Payable for management approval to reimburse the Petty Cash Fund.
- When required, assist TVM Claims Office personnel with customer claims, customer telephone calls, and inquiries regarding customer refunds.

- Coordinate annual CSS Recertification User applications to audit proper access.
- Monitor and record vital information for all department contracts. Assist with payables and processing of all department invoices.
- Knowledge of the TCU Collective bargaining agreements is imperative.
- Must have strong background with PeopleSoft and Kronos.
- Must have a thorough knowledge of grammar, punctuation, spelling, letter composition, and proficient in proofreading.
- Must be a qualified typist and proficient on a personal computer utilizing Microsoft Office applications as well as Maximo (Ticket Selling Machine Error Repair Reports)
- A minimum of five years of Long Island Railroad experience required.

AWARDS TO BULLETIN SD-16-2022

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C125	I. Pride	Pending
POSITION NO. 2	Temporary C132	Withdrawn	
POSITION NO. 3	Temporary C721	B. Rooney	8/31/22
POSITION NO. 4	Temporary C904	Re-Advertise to Perm	
POSITION NO. 5	Temporary C963	D. Moran	8/31/22
POSITION NO. 6	Temporary CT185	R. Petrillo	8/31/22
POSITION NO. 7	Temporary CT186	M. Piazza	8/31/22
POSITION NO. 8	Permanent C104	S. Young	8/31/22
POSITION NO. 9	Permanent C148	T. Logan	8/31/22
POSITION NO. 10		No Jobs Advertised	
POSITION NO. 11	Temporary Crew Trainee	A. Rogers	9/21/22
POSITION NO. 12	Permanent P209	P. Rivera	Pending
POSITION NO. 13	Temporary ATL109	I. Berrios	8/31/22
POSITION NO. 14	Temporary ATZ814	C. Adamo	8/31/22
POSITION NO. 15	Temporary ATZ815	Re-Advertise	
POSITION NO. 16	Temporary HMC112	D. Fluitt	8/31/22
POSITION NO. 17	Temporary HMZ840	J. Stanganelli	8/31/22
POSITION NO. 18	Temporary HMZ841	D. Picart	8/31/22
POSITION NO. 19	Temporary HMZ842	M. Santamaria	8/31/22
POSITION NO. 20	Temporary HMZ843	J. McCann	8/31/22
POSITION NO. 21	Temporary HMZ844	K. Ruddy	8/31/22
POSITION NO. 22	Temporary JMZ830	Re-Advertised	
POSITION NO. 23	Temporary JMZ831	Re-Advertised	
POSITION NO. 24	Temporary L308	C.P. Doyle	8/31/22
POSITION NO. 25	Temporary PWCT13	T. Morrow	8/31/22

POSITION NO. 26	Temporary SWT15	C. Gil	8/31/22
POSITION NO. 27	Temporary V491	T. Jenkins	8/31/22
POSITION NO. 28	Permanent JAM113	M. Portsey	8/31/22
POSITION NO. 29	Permanent V493	Re-Advertise	
POSITION NO. 30	Permanent V914	K. Szufalda	8/31/22

**Long Island Rail Road
Market and Development Department**

****REPOST****

Bulletin No. 2022-09

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, September 16, 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:	September 7, 2022

Safety Sensitive Position

**Long Island Rail Road
Office of Market and Development**

Bulletin No. 2022-10

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

Bids for the following position in the Office Services Department will be accepted by the Officer named below until the close of business on **Friday, September 16, 2022.**

Position: Mail Attendant Driver (**Permanent**)

Location: Jamaica, New York

Tour of Duty: 6:00 AM- 2:00 PM

Rest Days: Saturday and Sunday

Rate of Pay: \$36.026 per hour

Duties: Must be qualified to operate all types of gasoline driven vehicles. Should be familiar with and drive between all Rail Road properties to effect the proper and timely pick-up and delivery of mail, printed matter, supplies and other materials to ticket offices and various field offices. Must make minor repairs (i.e., change flat tires) as necessary to complete daily assignment. Must be able to understand and follow GPS, road maps, and/or written directions to travel between locations. Must carry photo identification at all times. Other related 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: **September 7, 2022**

Safety Sensitive Position

THE LONG ISLAND RAIL ROAD
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

September 7, 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>
3260	Assistant Warehouse Person WH 15 SF-Permanent Fri & Sat Relief (J. Macedonia)	Joseph Macedonia	8/31/22
3261	Assistant Warehouse Person Various/Variou Permanent (J. Hausle)	WITHDRAWN	
3262	Assistant Warehouse Person WH 15 SF -Permanent Sun & Mon Relief (J. Macedonia)	NO BIDS RECEIVED	
3263	Warehouse Person -V/V Permanent (T. Kennelly)	WITHDRAWN	
3264	Stores Truck Driver Permanent (A. Parchment)	NO BIDS RECEIVED	
3265	Warehouse Person Temporary (S. Brisco)	NO BIDS RECEIVED	
3267	Warehouse Person Permanent (B. Hagemann)	NO BIDS RECEIVED	
3268	Warehouse Person-SF-V/V Temporary (K. Boykin)	NO BIDS RECEIVED	
3269	Warehouse Person Permanent (C. Howard-Lowe)	WITHDRAWN	
3270	Warehouse Person 2 nd Floor Tool Room-Variou Permanent (S. Young)	Gerard Schaefer	8/31/22
3271	Warehouse Person Permanent (P. Melia)	Christian Jahkhah	8/31/22

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3272**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on Friday, September 16, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Quality Control Stockman - (R. Mangogna) – Temporary
LOCATION: HSF
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$39.943 per hour

DUTIES: Must be proficient in WMS and MAXIMO and CORE PEOPLESOFT operations and perform all appropriate input. Must have a complete working knowledge of all Stores activities, including knowledge of the entire Long Island Rail Road procurement system, including, but not limited to the following:

EE-11 Incorrect Material Procedure, 18/12 Warranty Agreement, Repair and Return Process, MTA Repair Exchange Program. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department shipping and receiving systems as it relates to the user's activities. Perform all other related duties as assigned.

Must have leadership qualities as the span of control encompasses the direction, motivation, supervision and control of two or more employees. Must be able to conduct oneself in a business-like fashion in all oral and written communications.

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. Must have functional knowledge of MS Word, Excel, and Outlook.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3273**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, September 16, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person – (J. Macedonia) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

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

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3274**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, September 16, 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 (3251 & 3262)
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 8:00AM – 4:00PM
REST DAYS: Sunday & Monday
RATE OF PAY: \$34.413 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.
Perform all other related duties as assigned.

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

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Materials Management & Distribution

POSTED: 9:00 AM
September 7, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3275**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, September 16, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (A. Parchment) – Permanent
RE-ADVERTISED (3247, 3257 & 3264)
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 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.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00AM
September 7, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3276**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, September 16, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (S. Brisco) – Temporary
RE-ADVERTISED (3258 & 3265)
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.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3277**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on Friday, September 16, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person (B. Hagemann) – Permanent
RE-ADVERTISED (3267)

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.

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3278**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on Friday, September 16, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (K. Boykin) – Temporary
RE-ADVERTISED (3268)
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$36.853 per hour

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

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

Perform all other related duties as assigned.

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

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3279**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on Friday, September 16, 2022. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

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

DUTIES:

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

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

Perform all other related duties as assigned.

REQUIREMENTS:

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

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3280**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, September 16, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (C. Jahkhah) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$34.413 per hour

DUTIES: Must be qualified to operate all material handling equipment. Must be able to operate a floor scrubber. Must be familiar with all materials. Must be able to load and unload trucks by forklift/hand. Must do all general laborer's work, such as sweeping, dusting, lifting, transferring material. Must possess a minimum Class D New York State Driver's License. Will be required to complete a Forklift Training Program.

Perform all other related duties as assigned.

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

Eric Florio
Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 7, 2022

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES
Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-51 **Sequence:** 43

Description: USHER BULLETIN 2/51

Open: 08/17/2022 00:01

Close: 08/26/2022 17:00

Effective: 08/31/2022 00:01

Posted: 08/17/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
JAU7	USHERS	Temporary	JAMAICA	Readvertis		
JAU8	USHERS	Permanent	JAMAICA	51513	VETTER, M	
UX0006	USHERS	Permanent	LIRR-Extra List	Readvertis		11 UX0005 US LIRR
UX0008	USHERS	Permanent	LIRR-Extra List	Readvertis		
RUH6	USHERS	Permanent	NEW YORK	Readvertis		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-52

Bulletin Seq: 52

Bulletin Description: USHER BULLETIN 2/52

Open: 09/07/2022 00:01

Close: 09/16/2022 17:00

Effective: 09/21/2022 00:01

Posted: 08/29/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU7	USHERS	Temporary	JAMAICA

Location JAMAICA

Report Time 4PM

Rest Days MONDAY & TUESDAY

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.

09/06/20 11:14

Bulletin Description: USHER BULLETIN 2/52

Open: 09/07/2022 00:01

Close: 09/16/2022 17:00

Effective: 09/21/2022 00:01

Posted: 08/29/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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UX0005	USHERS	Permanent	LIRR-Extra List
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Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer 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.

UX0006	USHERS	Permanent	LIRR-Extra List
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Location VARIOUS

Report Time VARIOUS

Rest Days VARIOUS

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

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

* In some instances, they must be able to work with minimal direction.

* Must work well with the public

* Applicants will be subject to a 2-part exam that has been developed by the General Stationmaster.

Part 1- Live announcements and actual use and understanding of computer systems.

Part 2- Written exam - Passing grade on exam is 75%

* During the course of the 3 week training program, the applicant will complete a review of all station stops.

* All applicants should have a full knowledge of station stops and corresponding branches upon starting the Ushers program.

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

Bulletin ID: USBUL2-52

Bulletin Seq: 52

Bulletin Description: USHER BULLETIN 2/52

Open: 09/07/2022 00:01

Close: 09/16/2022 17:00

Effective: 09/21/2022 00:01

Posted: 08/29/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0008	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 COplete 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.

09/06/20 11:14

Bulletin ID: USBUL2-52

Bulletin Seq: 52

Bulletin Description: USHER BULLETIN 2/52

Open: 09/07/2022 00:01

Close: 09/16/2022 17:00

Effective: 09/21/2022 00:01

Posted: 09/07/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH6	USHERS	Permanent	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.

09/06/20 11:14

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES
Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-88 **Sequence:** 87

Description: TELEGRAPHERS BULLETIN 2-88

Open: 08/17/2022 00:01 **Close:** 08/26/2022 11:00

Effective: 08/31/2022 00:01

Posted: 08/17/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
TR16	BLOCK OPERATOR	Permanent	BROOK	Readvertis		
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertis		
JCHN22	TRAIN DIRECTOR	Temporary	JCC TOWER	Readvertis		
TR3	TRAIN DIRECTOR	Permanent	JCC TOWER	55899	MALOCO, R	130 TR19 TR JCCT
WL2	BLOCK OPERATOR	Permanent	LEAD	53041	LUPIS JR, V	78 PX5007 PC LIRR
BO1050	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertis		
BO1056	BLOCK OPERATOR	Temporary	LIRR-Extra List	59114	WATSON, NW	183 TT1067 BT LIRR
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertis		
PSCTR5	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL	Readvertis		
PSCTR6	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL	57488	MASIELLO, D	TX1005 BO LIRR
PSCTR7	BLOCK OPERATOR	Temporary	PENN STATION CENTRAL	59142	SMITH, JL	TX1004 BO LIRR
				Readvertis		

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-89

Bulletin Seq: 88

Bulletin Description: TELEGRAPHERS BULLETIN 2-89

Open: 09/07/2022 00:01

Close: 09/16/2022 11:00

Effective: 09/21/2022 00:01

Posted: 09/07/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
JCCMT3	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		

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.

09/06/20 11:15

Bulletin ID: TELBUL2-89

Bulletin Seq: 88

Bulletin Description: TELEGRAPHERS BULLETIN 2-89

Open: 09/07/2022 00:01

Close: 09/16/2022 11:00

Effective: 09/21/2022 00:01

Posted: 09/07/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
PX5007	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location PENN STATION CENTRAL CONTROL		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$54.820 HOURLY & \$2.151 DIFFERENTIAL		

TR19	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay VARIOUS		
	SAT & SUN BJ12 \$50.356 HOURLY; \$2.050 DIFFERENTIAL		
	MON & TUE BJ22 \$50.356 HOURLY; \$2.050 DIFFERENTIAL		
	WEDNESDAY BJ32 \$48.030 HOURLY; \$1.952 DIFFERENTIAL		

TR16	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$41.166 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: FT1; 601AM		
	MONDAY & TUESDAY: FT2: 201PM		
	WEDNESDAY: FT3: 1001PM		

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

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

09/06/20 11:15

Bulletin ID: TELBUL2-66

Bulletin Seq: 66

Bulletin Description: TELEGRAPHERS BULLETIN 2-66

Open: 09/07/2022 00:01 Close: 09/16/2022 11:00

Effective: 09/21/2022 00:01

Posted: 09/07/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
MT3011	MVB TRAINEE	Temporary	LIRR-Extra List
	Location Movement 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
	Location Movement 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: CREW9-26 **Sequence:** 25

Description: C/D BULLETIN 9-26

Open: 08/17/2022 00:01

Close: 08/26/2022 17:00

Effective: 08/31/2022 00:01 **Posted:** 08/17/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD1B	CREW DISPATCHER	Temporary	JAMAICA	Withdrawn		
CD2D	CREW DISPATCHER	Permanent	JAMAICA	51512	MUSSO, M	15 CX4005 CD LIRR

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-27

Bulletin Seq: 27

Bulletin Description: C/D BULLETIN 9-27

Open: 09/07/2022 00:01

Close: 09/16/2022 17:00

Effective: 09/21/2022 00:01

Posted: 09/07/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
CD1D	CREW DISPATCHER	Temporary	JAMAICA
	Location TRANSPORTATION CREW MANAGEMENT, JAMAICA		
	Report Time 759AM		
	Rest Days WEDNESDAY & THURSDAY		
	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 BYT 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.

CX4005	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 BYT 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 reciepts is honored only if signed by employees working in the transportation crew management services office.

09/06/20 10:51

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 September 16, 2022.**

POSITION: Payroll Information Clerk (Appointed)

LOCATION: Engineering
Various Locations

RATE OF PAY: \$37.875

TOUR OF DUTY: 7:30 a.m. – 3:30 p.m.

RELIEF DAYS: Saturday and Sunday

PRIMARY DUTIES:

Input data in connection with the Corporate Time & Attendance Management Systems (CTAMS), using labor distribution forms generated by other employees, supervisors, and management officials. Such data includes, but is not limited to, hours worked, leave, maintenance and project accounting and labor distribution, and all other information to be used in this system. When not working on CTAMS the Clerk will perform filing, typing, and other clerical duties as assigned including, but not restricted to, the accurate transcription of Statement of Facts, Trials and Investigations, handling mail and maintaining office files, and reviewing and inputting SAFER Reports into the Efficiency Testing System (ETS). Must also have the ability to run reports from various LIRR databases and have a working knowledge of Excel and Word.

Edward McGoldrick
Chief Engineer

POSTED: September 7, 2022

THE LONG ISLAND RAIL ROAD
OFFICE OF THE ASST. DEPUTY CHIEF PROCUREMENT OFFICER

September 7, 2022

BULLETIN NO. 3300

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

Bids for the following **TEMPORARY** position in the Procurement Department will be accepted by the officer named below until 5:00 PM on **September 16, 2022**.

POSITION: Inquiry Clerk (T. Everett-Mitchell) - **TEMPORARY (Sept. 21, 2022 - October 25, 2022)**

LOCATION: Jamaica, NY (JCC)

TOUR OF DUTY: 8:00 AM - 4:00 PM or 7:30 AM- 3:30 PM

REST DAYS: Saturday and Sunday

RATE OF PAY: \$37.04 per hour

DUTIES: Formally tabulate vendor price quotations, maintain vendor records in PeopleSoft, set up blanket orders in PeopleSoft, maintain control logs and records; prepare/mail correspondence to vendors/company personnel and various other related administrative duties. This position is also responsible for records retention and maintenance of departmental files and documentation. Other related duties.

This position requires the utilization of a computer for various computer applications including the PeopleSoft and spreadsheet analyses (Excel, Word).

Douglas Bartels
Asst. Deputy Chief Procurement Officer
Procurement Department
Mail Code 0335

Posted: 9:00 AM


Under the contract effective July 26, 1982, the following must be included on LIRR bid application: Seniority date, current position held, and date awarded current position.



STATIONS DEPARTMENT
NOTICE NO. 2022-34

Date: August 17, 2022

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Subject: Holiday – Labor Day, Monday, September 5, 2022

TICKET AGENTS - The following positions WILL work:

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

TICKET CLERKS - The following positions WILL work:

C102 Penn	C126 MTH	C176 Penn	C802 Freeport	C913 Penn
C103 MTH	C127 Penn	C201 Woodside	C813 Babylon	C917 Penn
C104 Penn	C132 Atlantic	C313 Long Beach	C814 Babylon	C923 Jamaica
C106 Penn	C134 Atlantic	C331 Bethpage TVM	C821 HSF TVM	C924 Jamaica
C108 Penn	C136 Atlantic	C333 Beth Cashier	C823 HSF Cash	C952 Bethpage TVM
C114 Penn	C139 Jamaica Chf	C411 Pt. Wash	C901 Penn	C953 Bethpage TVM
C115 MTH	C140 Jamaica Chf	C412 Port Wash	C904 Penn	C998 Penn
C116 MTH	C143 Jamaica	C602 Huntington	C907 Atlantic	CT180 Jamaica
C118 Penn	C145 Jamaica	C702 Bethpage TVM	C910 Penn	TS2 Patchogue
C121 Penn	C152 Penn TVM	C704 Hicksville	C911 Penn	
	C161 Jamaica	C706 Hicksville	C912 MTH	

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

ARCH900 Freeport	JAC1	L302 Mineola	RSC2 Atlantic	V480 Ronkonkoma Yd (pm)
ATL102	JAM102	L307 Babylon	RSC3 Atlantic	V484 Northport (pm)
ATL103	JAM104	L308 Babylon Yd (pm)	RSC4 Atlantic	V485 Northport (pm)
ATL105	JAM108	L309 Hicksville	SL-01 Long Beach	V489 Woodside
ATL107	JAM109	L311 Huntington	SL-02 Babylon Yd	V490 Valley St. Yd (pm)
ATL109	JAM112	L312 Ronkonkoma	SV01 Westhampton	V491 Valley Stream Yd (pm)
ATL110	JAM118	L317 Great Neck	V450 Morris Pk	V495 Westhampton
H552 Port Wash	JAM119	L320 Port Washington	V453 Port Wash (pm)	VD100
H572 Northport	JAM120	L322 Ronkonkoma Yd	V454 Port Wash (pm)	V912 Morris Pk
HC551 Port Wash	JAM124	L403 Rockville Ctr.	V456 Garden City (pm)	V913 Babylon Yd
HC571 Northport	JAM130	L404 Wyandanch	V457 Garden City (pm)	V914 Ronkonkoma Yd
HMC112	JAM131	L901 Massapequa Pk	V460 Babylon Yd	V915 Ronkonkoma Yd
HMC124	JAM132	L903 Hicksville	V461 Babylon Yd	V919 Woodside
HZ-813		L904 Bayside	V477 Long Beach	WSC1
			V479 Ronkonkoma Yd (pm)	WSY101
				WSY 900

AMBASSADORS – The following positions WILL work:

PENN

AMB 01
AMB 03
AMB 50
AMB 90
AMB 100
AMB 102

JAMAICA

AMB 06
AMB 08
AMB 91

ATLANTIC

AMB 11
AMB 14
AMB 92

LEAD FOREMAN/FOREMAN:

OFFICES CLOSED:

MESSENGER SERVICE:

TICKET SALES:

TICKET OFFICE HOURS:

TRAIN SERVICE:

**HSF WILL NOT work / Atlantic, Jamaica, and Island Foreman positions
WILL work**

General Offices, Medical, Lost and Found, Mail & Ride.

WILL NOT operate.

Senior/Off Peak Fares in effect all day.

Observed holiday hours as shown on the Ticket Sales Hours Card

Will operate on a weekend/holiday schedule.



Long Island Rail Road



**STATIONS DEPARTMENT
NOTICE NO. 2022-35**

Date: August 18, 2022

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*

Re: Instructions for Time Off to Vote in Primary Election, August 23, 2022

The New York State Primary Elections will be held on Tuesday, August 23, 2022 for all New York State registered voters. Polls open at 6:00 AM and close at 9:00 PM. Early voting is available August 21, 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 this criterion.

If you decide to vote on August 23, 2022 and meet the above-mentioned criterion, you must make this request through **your manager** no later than 5:00 p.m. on Friday, August 19, 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, August 23, 2022. You must make this request no later than 5:00 p.m. on Friday, August 19, 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, August 22, 2022, so the employee has enough time to make plans for voting.

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

If you see something, say something.



**STATIONS DEPARTMENT
NOTICE NO. 2022-36**

DATE: August 30, 2022
TO: All Stations Department Employees
FROM: Theresa Dorsey, Chief Stations Officer *TDorsey*
SUBJECT: Cool Weather Dress Code

With the return of cooler weather, all Stations Department employees are required to comply with the dress code effective **Tuesday, September 6, 2022**. As front-line employees, your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A neat and uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

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

Ticket Agents / Ticket Clerks

All ticket office employees will be required to wear their full uniform including tie and neck scarf. Ticket sellers may remove their jackets while selling and LIRR uniform sweaters may be worn at any time. As always, your blue agent or ticket clerk name tag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your name tag, contact your manager so that a replacement can be ordered. LIRR polo shirts are permitted while working bus programs, or other special events approved by your manager.

TSM Agents / Clerks / Cashiers

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

Lead Foreman/ Traveling Foremen / Station Appearance Maintainers (SAMs)

Foremen and SAMs are required to wear railroad issued uniforms. **Jeans and Leggings are not permitted.** Alternative uniform items with the LIRR logo that are purchased (i.e., sweatshirts) are permitted subject to manager approval. The LIRR logo needs to be visible at all times. **NOTE: Proper Personal Protective Equipment (PPE) is required while on duty.**

Customer Service Ambassadors

All ambassadors are required to wear their full uniform including name badge, vest and/or blazer, and tie or neck scarf. LIRR issued overcoat (weather permitting) is also required. The red ambassador sweaters are optional. If you need any uniform items, please contact your manager.

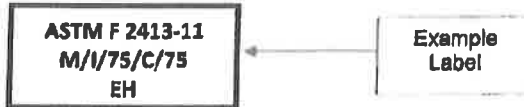
Should you have any questions about the dress code or footwear, please contact your manager.

Attachment

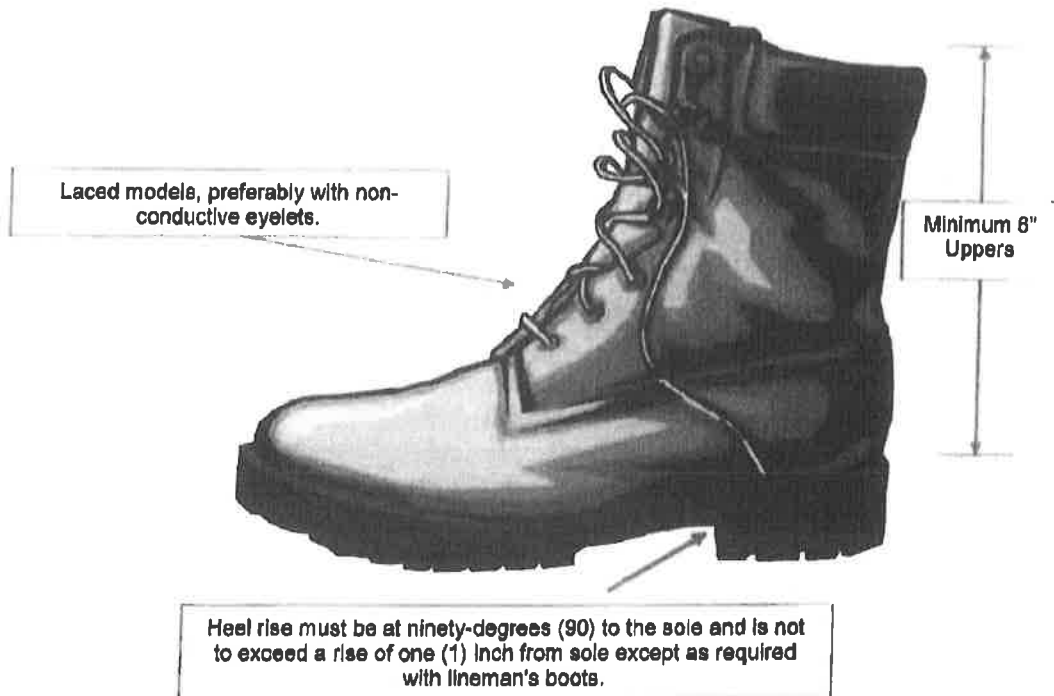
"Customer Service: Professionalism, Courtesy, Support"

LIRR Specific Requirements for Safety Footwear

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



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





STATIONS DEPARTMENT
NOTICE NO. 2022- 37

Date: September 7, 2022

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer

Subject: Payroll Restoration Update – Kronos Outage Period (12/08/2021-3/08/2022)

All reconciliation from December 8, 2021, through March 8, 2022, will be completed on September 9, 2022. Below is the original timeline sent out, if you are missing any pay for these timelines in the associated check, complete the attached form and send it to: LIRRSTATIONSDEPTFORMS@lirr.org along with any backup documentation.

We also will be able to begin correcting any pay discrepancies that occurred from March 10, 2022, through current. Our goal is to complete all corrections by November 15, 2022, which means all shortages will be in your check no later than November 23, 2022. If you are still missing pay by this time please complete the attached form and send it to LIRRSTATIONSDEPTFORMS@lirr.org along with any backup documentation. This will ensure all payments are made before the end of 2022.

Original schedule:

Table with 4 columns: WK #, FROM, TO, WOULD BE IN THIS CHECK DATE. Rows list weeks 49 through 9 with corresponding date ranges and check dates.

Historical Edit Request

Stations Department

Complete one sheet for each date.
Return the completed form to LIRRSTATIONSDEPTFORMS@lirr.org along with backup documentation

Employee Information: (As of Date Shorted/Overpaid)

Employee Name: _____ LIRR ID: _____ Job #: _____

Date Shorted/Overpaid:

Reason for Historical Edit:

Shorted Overtime (List Amount & Times) _____
 o Signed timeslip or copy of the boards must be included

Overpaid Overtime (List Amount & Times) _____

Paid Incorrect Rate
 o Job Number Worked: _____

 o Job Number Owned: _____

Other: _____

Employee Signature: _____ Date: _____

To be completed by Chief Clerk

Date Received: _____ PW# _____ Adjustment Necessary? Yes No

Amount Adjusted: \$ _____ Date Processed: _____ Pay Week Processed: _____

Initials: _____