



Long Island Rail Road
Going your way

BID SHEETS

POSITION DESCRIPTION

Temporary Data Coordinator – Service Planning Data Support- Repost
Service Planning Department

APPOINTED One (1) Temporary Data Coordinator position has become available in the Service Planning Department. All those interested in this position are invited to submit a resume to Anthony Kingren, Senior Manager – Customer Service Strategies. mail code 1936 or to Akingre@lirr.org All resumes must be received by 5 PM, December 30, 2022. Please include the following information on your submittal: your employee number, railroad experience, and your current work location and phone number. Please note, if you have already applied to this position in the previous bid sheet there is no need to reapply.

Rate of Pay – \$40.284/HR

Location: JCC- 6th Floor

Tour: Monday – Friday, 7:30 am-3:30 pm

Rest Days: Saturday and Sunday

Position Classification – Non-Safety Sensitive

POSITION SUMMARY:

This position is responsible for maintaining TPSS/CTSS and GIRO computer system databases related to future strategies within the Service Planning Department. Additional databases include PLS and Mainframe (IDMS/Payroll and Safety). It is also responsible to coordinate data exchange within the Service Planning Department to assist in the development of timetable, equipment and crew schedules for future needs.

MAJOR RESPONSIBILITIES:

- Maintain information in TPSS/CTSS system and coordinate information consistent with crew and equipment manipulations in conjunction with TIMACS requirements
- Daily input of data in TPSS/CTSS, IDMS Mainframe and PLS
- Assist in query report generation and printing of timetable documents
- Assist in the review of future timetable, crew and equipment manipulation documents to ensure accuracy as required
- Input schedule revisions as directed
- Other related duties as assigned (this is a wide description and I believe could include setting up meetings etc)

MINIMUM REQUIREMENTS:

- Must have an understanding of the operations of the LIRR
- Must be familiar with timetable schedules, train routings, crew and equipment cycling and manpower utilizations
- Must have knowledge of computer applications and operations with the ability to coordinate activities of timetable, crew and equipment needs
- Must be able to demonstrate strong, effective communication skills

PREFERRED/DESIRABLE SKILLS/QUALIFICATIONS:

- Familiarity with Excel, Power Point, MS Word, Adobe
- Must have the ability to quickly and proficiently learn new computer applications as necessary

Must have attended LIRR Basic Rules Training (applicant may be granted 6 months to complete this requirement)

Charles M. McKiernan
Chief - Service Planning Officer
MTA Long Island Rail Road

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

December 21, 2022

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

*_**

AWARD BULLETIN NO. 1767

POSITION AWARDED TO THE FOLLOWING EFFECTIVE DECEMBER 13, 2022:

HEAD CLERK – CAR SHOP – J. Drayzen

*_**

AWARD BULLETIN NO. 1768

POSITION AWARDED TO THE FOLLOWING:

- | | |
|------------|----------------------------------|
| Job No. 30 | S. Etienne (effective 12/7/2022) |
| Job No. 32 | J. Pabon (effective 12/7/2022) |
| Job No. 8 | No Qualified Bids Received |
| Job No. 35 | No Qualified Bids Received |
| Job No. 28 | No Qualified Bids Received |
| Job No. 34 | No Qualified Bids Received |

*_**

BULLETIN NO. 1769

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – DECEMBER 30, 2022

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	\$41.316 PER HOUR
QUALIFICATIONS	MAINTAIN ALL RECORDS AND REPORTS RELATED TO MECHANICAL DEPARTMENT. HANDLE TIME CARDS, SICK FORMS, PERSONAL DAY FORMS, MAINTAIN FILES AND OTHER RELATED DUTIES. MUST BE A QUALIFIED AND RAPID TYPIST. CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED TRAINING PROGRAM.

JOB NO. 35

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 8
QUALIFICATIONS	SAME AS JOB NO. 8

JOB NO. 28

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 8
QUALIFICATIONS	SAME AS JOB NO. 8

JOB NO. 34

POSITION	PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION		HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY		10:30 PM to 6:30 AM
RELIEF DAYS		SUNDAY & MONDAY
RATE OF PAY		SAME AS JOB NO. 8
QUALIFICATIONS		SAME AS JOB NO. 8

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

THE LONG ISLAND RAIL ROAD
OFFICE OF THE CHIEF ENGINEER

Bulletin No. 526
Repost

The Office of the Chief Engineer is accepting resumes for the permanent position of Secretary - Engineering. Resumes for this position should be emailed to Stephanie Nutzul, Manager Resource Development and Operational Support, Engineering Department, Hillside Support Facility – 4th Floor, **no later than 5 P.M. Friday, December 30, 2022.**

POSITION: Secretary - Engineering (Appointed)

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

RATE OF PAY: \$39.889

TOUR OF DUTY: 7:30 A.M. – 3:30 P.M.

REST DAYS: Saturday and Sunday

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

Ed McGoldrick
Chief Engineer

Posted: December 21, 2022

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

December 21, 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>
3318	Warehouse Person-HSF Warehouse 15-Shop Floor Temporary (M. Boyd-West)	Keith Boykin	12/21/22
3319	Assistant Warehouse Person Permanent (J. Macedonia)	NO BIDS RECEIVED	
3320	Assistant Warehouse Person WH 15 SF -Permanent Fri & Sat Relief (D. Brown)	NO BIDS RECEIVED	
3321	Assistant Warehouse Person Permanent (C. Jahkhah)	NO BIDS RECEIVED	

Eric Florio

Acting Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
December 21, 2022

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3322**

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, December 30, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (S. Brisco) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 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
December 21, 2022

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3323**

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, December 30, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person - (K. Boykin) – Permanent
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: Various
REST DAYS: Various
RATE OF PAY: \$38.813 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
December 21, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3324**

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, December 30, 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 (3273, 3282, 3291, 3302, 3310, 3314 & 3319)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 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
December 21, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3325**

**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, December 30, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (D. Brown) – Permanent
RE-ADVERTISED (3304, 3311, 3315 & 3320)
LOCATION: Hillside Warehouse 15 Shop Floor
TOUR OF DUTY: 7:30AM – 3:30PM
REST DAYS: Friday & Saturday
RATE OF PAY: \$36.243 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
December 21, 2022

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3326**

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, December 30, 2022**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person - (C. Jahkhah) – Permanent
RE-ADVERTISED (3280, 3289, 3297, 3308, 3313, 3317 & 3321)
LOCATION: Hillside
TOUR OF DUTY: 7:30 am – 3:30 pm
REST DAYS: Saturday & Sunday
RATE OF PAY: \$36.243 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
December 21, 2022

LONG ISLAND RAILROAD

Bulletin 9-2022

We are accepting resumes for the position of Customer Service Representative. Please forward resumes to Gabrielle Aulicino, Director, Customer Contact Center, Mail Code 3140 by Friday, December 30, 2022, at 5:00 PM or email at gaulici@lirr.org.

POSITION: CSS - 102 Appointed
Customer Service Supervisor

LOCATION: Customer Service Center (HSF)

RATE OF PAY: 45.438

TOUR OF DUTY:

Fri -Tues 2:00 PM – 10:00 PM

RELIEF DAYS: Wed / Thursday

Listing of some specific duties and responsibilities:

- Responsibilities include accepting incoming calls, chats, and making outgoing calls as required to follow up on a customer matter, provide information on rules and regulations, rates, schedules, service status, station/facility information, trip planning, fare purchase options, and permit or other application/policy procedures for all MTA Agencies.
- Responsible for handling all calls and Chats related to Complaints/Inquiries/Policy Related Questions, Mail&Ride, Ticket Refunds, and Ticket Machines
- Responsible to document all calls using a Communication Database System
- Responsible to access various applications and some ad-hoc responsibilities may include replying to customers using social media to answer any questions via all LIRR Social Media platforms.
- Responsible for coaching and monitoring Reps.
- Responsible to fill open jobs when necessary
- Responsible to perform various telemarketing functions such as soliciting information by phone for surveys, mailing campaigns, etc.

QUALIFICATIONS:

- Must have excellent telephone etiquette with the ability to answer telephone inquiries from the public.
- Must be familiar with a Communication Database System as well as other various applications including but not limited to Lost & Found, Mail&Ride, Ticket Refunds, documentation of complaints, etc.
- Must be proficient in reading timetables and operating a computer in order to furnish information over the phone in a clear and pleasant manner under all conditions.
- Must be willing and able to wear a headset while researching and manipulating information from various systems and databases. Accept incoming calls and make outgoing calls as required to follow up on a customer matter.
- Have familiarity with all LIRR social media interfaces for TrainTime, Chat, Facebook, Twitter, etc.

Posted: December 21, 2022

**THE LONG ISLAND RAIL ROAD
PUBLIC INFORMATION OFFICE
BULLETIN NO. 2022-07**

TO ALL CLERICAL EMPLOYEES:

APPOINTED One (1) Public Information Officer position has become available in the Public Information Office (PIO) in the MTA Office of the Customer. All those interested in this position are invited to submit a resume to Colleen Coffey, Manager – Public Information Office. mail code 1131 or to ccoffey@lirr.org All resumes must be received by **5 PM, December 30, 2022**. Please include the following information on your submittal: bulletin number, your employee number, railroad experience, and your current work location and phone extension. Thank you.

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

Responsibilities:

- Monitor LIRR Train service via the Movement Bureau, Customer Communication Coordinator (CCC), TIMACS, or any other source as instructed.
- Ensure public announcements concerning train service are made as needed and are progressive in nature -- in consultation with the Customer Communications Coordinator (CCC) and at the direction of the Director of Customer Information LIRR/MNR or their designee -- via all avenues of communication and media platforms as necessary, including but not limited to social media, customer e-Alerts and text messages, terminal message boards, digital screens, Service Status Box posts and Internet postings, public address announcements, AVPS updates (electronic signs at stations), and the MTA's Customer Engagement Center.
- Ensure Assistant Station Master (ASM) communications with Train Crews and Ushers is consistent with all PIO messaging.
- Handle calls to provide current, updated information to public traffic reporting services, the LIRR's Customer Service Center Supervisor, and the MTA Press Office. Make call-arounds to the media regarding special events at the LIRR, as needed.
- Maintain an accurate record of announcements and a written transfer log including a list of all current announcements required as well as any other information relative to Public Address and AVPS operations
- Make clear and concise announcements by microphone via the PA Console regarding train delays, cancellations, service disruptions, and short trains; and update AVPS signs at branch line stations.
- All other duties assigned, and review reports as assigned

Qualifications

- Prior customer service experience in a high-pressure environment
- Prior media relations experience preferably in an operations environment
- Superior written and oral communication skills
- Experience directly responding to customer complaints arising from service emergencies

- Demonstrate ability to read and understand timetables, reports about upcoming track maintenance, special events, holiday programs, etc.
- Superior multi-tasking skills
- Flexibility and adaptability skills with ability to work various hours (24/7) and various days, including holidays, weekends, and during inclement weather.
- Knowledge of LIRR system and customer communication needs a plus.
- Preferred Bachelor's degree in English, Communications, or Journalism; or directly related and demonstrated Journalism/News Media experience; and/or Transportation Operations experience.

Position: Public Information Officer
Location: JCC Building-6th Floor
Tour of Duty: various
Relief Days: various
Rate of Pay: \$43.71per hour

Posted: December 21, 2022

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: USBUL2-58 **Sequence:** 58

Description: USHER BULLETIN 2/58

Open: 12/07/2022 00:01 Close: 12/16/2022 17:00 Effective: 12/21/2022 00:01 Posted: 12/05/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
GCU1	USHERS	Permanent	GRAND CENTRAL TERMINAL	51675	SCIAULINO, P	13	NYU3	US	NYK
GCU2	USHERS	Permanent	GRAND CENTRAL TERMINAL	59884	PIARD, J				
GCU3	USHERS	Permanent	GRAND CENTRAL TERMINAL	59376	NANKOO, C				
RUH3	USHERS	Permanent	JAMAICA	53860	PETERSON, J	18	UX0012	US	LIRR
NYU3	USHERS	Temporary	NEW YORK		Withdrawn				
RUH7	USHERS	Permanent	RELIEF CREW		Readvertise				

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-59

Bulletin Seq: 58

Bulletin Description: USHER BULLETIN 2/59

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/21/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
NYU3	USHERS	Permanent	NEW YORK

Location NEW YORK

Report Time 11AM

Rest Days SATURDAY & SUNDAY

Rate Of Pay \$41.763 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.

*Candidates are required to have been active LIRR employees for a minimum of six months prior to the close date of this posting.

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

Bulletin Description: USHER BULLETIN 2/59

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/21/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH7	USHERS	Permanent	RELIEF CREW

Location GRAND CENTRAL TERMINAL

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \$41.763 HOURLY

SAT/SUN	GCU1 (7AM)
MON/TUES	GCU2 (3PM-SAT/3PM SUNDAY)
WED	GCU3 (11PM)

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.
 - *Candidates are required to have been active LIRR employees for a minimum of six months prior to the close date of this posting.

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

Bulletin Description: USHER BULLETIN 2/59

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/21/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
UX0012	USHERS	Permanent	LIRR-Extra List

Location VARIOUS
 Report Time VARIOUS
 Rest Days VARIOUS
 Rate Of Pay \$41.612 HOURLY & \$1.650 DIFFERENTIAL BASE RATE
 MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM

USHERS ARE EXPECTED TO BE COURTEOUS AT ALL TIMES

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

MUST WORK WELL WITH THE PUBLIC

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

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

PART 2 WRITTEN EXAM PASSING GRADE ON EXAM IS 75%

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

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

*Candidates are required to have been active LIRR employees for a minimum of six months prior to the close date of this posting.

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL2-95 **Sequence:** 95

Description: TELEGRAPHERS BULLETIN 2-95

Open: 12/07/2022 00:01 Close: 12/16/2022 17:00 Effective: 12/21/2022 00:01 Posted: 12/06/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
FT1	BLOCK OPERATOR	Permanent	BROOK	59301	DESANTIS, GD	178	BO1050	BO	LIRR
FT2	BLOCK OPERATOR	Permanent	BROOK	Readvertise					
FT3	BLOCK OPERATOR	Permanent	BROOK	Readvertise					
TR16	BLOCK OPERATOR	Permanent	BROOK	Readvertise					
JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER	Readvertise					
JTD12	TRAIN DIRECTOR	Permanent	JCC TOWER	28066	FIGUEROA, JE	8	JCHN22	TR	JCCT
JTD31*	TRAIN DIRECTOR	Temporary	JCC TOWER	29849	JAMES, AM	33	1-3	PC	PSCC
TR4	TRAIN DIRECTOR	Permanent	JCC TOWER	55566	FABLE, T	128	PX5005	PC	LIRR
TR9	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertise					
WL2	BLOCK OPERATOR	Permanent	LEAD	Readvertise					
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertise					
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertise					
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List	Readvertise					
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List	Readvertise					
MDSY11	TRAIN DIRECTOR	Temporary	MIDDAY STORAGE YARD	50721	GUERRE JR, R	36	1-1	PC	PSCC
MDSY21	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD	59303	JOYNER, AJ	180	BO1055	BO	LIRR
2-4	PSCC CONSOLE	Permanent	PENN STATION CENTRAL	56754	CEDANO, P	151	2-5	PC	PSCC
WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD	Readvertise					

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL2-96

Bulletin Seq: 96

Bulletin Description: TELEGRAPHERS BULLETIN 2-96

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1047	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1050	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1053	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1054	BLOCK OPERATOR	Temporary	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		

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

Bulletin Description: TELEGRAPHERS BULLETIN 2-96

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1057	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		

FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

FT3	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

JCCMT2	BLOCK OPERATOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

TR16	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: FT1; 601AM		
	MONDAY & TUESDAY: FT2: 201PM		
	WEDNESDAY: FT3: 1001PM		

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

Bulletin Description: TELEGRAPHERS BULLETIN 2-96

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
TR9	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time VARIOUS		
	Rest Days THURSDAY & FRIDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
	SATURDAY & SUNDAY: JCCMT1; 601AM		
	MONDAY & TUESDAY: JCCMT2; 201PM		
	WEDNESDAY: JCCMT3; 1001PM		

WL2	BLOCK OPERATOR	Permanent	LEAD
	Location LEAD TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

2-5	PSCC CONSOLE OPERATOR	Permanent	PENN STATION CENTRAL CONTROL
	Location PSCC		
	Report Time 3PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 DIFFERENTIAL		

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

Bulletin Description: TELEGRAPHERS BULLETIN 2-96

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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PX5005	PSCC CONSOLE OPERATOR	Permanent	LIRR-Extra List
	Location PSCC CENTRAL CONTROL		
	Report Time VARIOUS		
	Rest Days VARIOUS		
	Rate Of Pay \$57.736 HOURLY & \$2.151 DIFFERENTIAL		

JCHN22	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 SHIFT DIFFERENTIAL		

MDSY31	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD
	Location MIDDAY STORAGE YARD		
	Report Time 11PM-7AM		
	Rest Days WED & THURS		
	Rate Of Pay \$50.585 HOURLY \$1.952 DIFFERENTIAL		

TR12	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD
	Location MIDDAY STORAGE YARD		
	Report Time VARIOUS		
	Rest Days FRI & SAT		
	Rate Of Pay \$53.034 HOURLY; \$2.050 DIFFERENTIAL (SUN-TUES) \$50.585 HOURLY; \$1.952 DIFFERENTIAL (THURS) SUN & MON: MDSY11 7AM TUES & WED: MDSY21 3PM THURS: MDSY31 11PM		

WS21	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location WEST SIDE YARD		
	Report Time 3PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$53.034 HOURLY \$2.050 DIFFERENTIAL		

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

Bulletin ID: TELBUL2-96

Bulletin Seq: 96

Bulletin Description: TELEGRAPHERS BULLETIN 2-96

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
WS31	TRAIN DIRECTOR	Temporary	WEST SIDE YARD
	Location	WEST SIDE YARD	
	Report Time	11PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$50.585 HOURLY \$1.952 DIFFERENTIAL	

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-33 **Sequence:** 33

Description: C/D BULLETIN 9-33

Open: 12/07/2022 00:01 Close: 12/16/2022 17:00 Effective: 12/21/2022 00:01 Posted: 12/06/2022 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise		

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: CREW9-34

Bulletin Seq: 34

Bulletin Description: C/D BULLETIN 9-34

Open: 12/21/2022 00:01

Close: 12/30/2022 17:00

Effective: 01/04/2023 00:01

Posted: 12/20/2022 00:01

Asgn	Position	Perm Or Temp	Terminal
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DT4101	CREW DISP. TRNEE	Temporary	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay *\$33.245/\$40.530 HOURLY

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

APPLICANTS MAY BE SUBJECTED TO AN APTITUDE EXAM THAT HAS BEEN DEVELOPED BY THE HUMAN RESOURCES DEPARTMENT.

DURING THE COURSE OF THE TRAINING PROGRAM, 3 - 4 WRITTEN EXAMS WILL BE ADMINISTERED TO THE TRAINEE.

RATE OF PAY INCREASES TO \$40.530 AFTER TRAINEE HAS SUCCESSFULLY COMPLETED 3 MONTHS OF THE TRAINING PROGRAM. RATE INCREASE WILL BE RETROACTIVE TO THE INITIAL DAY IN THE TRAINING PROGRAM.

AS INFORMATION, 100% QUALIFIED CREW DISPATCHER RATE IS \$48.121

APPLICANTS FOR THIS POSITION MUST COMPLETE THE CREW DISPATCHER TRAINING PROGRAM "APPENDIX G-1" OF THE TCU CONTRACT.

TRAINEE SHALL BE BOUND BY THE PROVISIONS OF THIS AGREEMENT FOR A PERIOD OF 24 MONTHS FROM THE DAY TRAINING BEGINS UNLESS MUTUALLY AGREED TO BY THE CARRIER AND THE ORGANIZATION.

TRAINEES ASSIGNED HERETO WILL BE REQUIRED TO TRAIN ON ALL CREW DISPATCHING AND PAYROLL DISPATCHING ASSIGNMENTS IN ORDER TO BECOME CONVERSANT IN THE USE OF VARIOUS TIMETABLES, CREW BOOKS AND PAYROLL MANUALS, ETC. AND OBTAIN A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING EMPLOYEES UNDER THE JURISDICTION OF THE CREW MANAGEMENT SERVICES OFFICE.

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 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.

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

DATE: December 21, 2022

BULLETIN NO. SD-21-2022

This bulletin will close **at 5:00 PM on Friday, December 30, 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	Permanent	Agent (A709)
Location:		Ronkonkoma
Tour of Duty:		12:00pm – 8:00pm
Rate of Pay:		\$47.910
Rest Days:		Thursday/Friday

Position No. 2	Permanent	Agent (A900)
Location:		Jamaica Theater
Tour of Duty:		Sunday/Monday – 10:00pm – 6:00am Thursday/Friday – 6:00am – 2:00pm Saturday – 2:00pm – 10:00pm
Rate of Pay:		\$50.245
Rest Days:		Tuesday/Wednesday

Position No. 3 Permanent Agent (A901)

Location: Atlantic Terminal/Jamaica Theatre – SPV AGT

Tour of Duty: Wed/Thurs – ATL TERM – SPV AGT - 6:00am – 2:00pm
Friday – Agent – Jamaica Theatre – 2:00pm – 10:00pm
Sat/Sun – ATL TERM – SPV AGT - 2:00pm – 10:00pm

Rate of Pay: Wed/Thurs – ATL TERM – SPV AGT - \$52.670
Friday – Agent – Jamaica Theatre – \$50.245
Sat/Sun – ATL TERM – SPV AGT - \$52.670

Rest Days: Monday/Tuesday

Position No. 4 Permanent Agent (A985)

Location: Huntington/Ronkonkoma

Tour of Duty: Tues/Wed – Huntington – 12:00pm - 8:00pm
Thurs/Fri – Ronkonkoma – 12:00pm - 8:00pm
Saturday – Ronkonkoma – 8:00am - 4:00pm

Rate of Pay: \$46.231

Rest Days: Sunday/Monday

Position No. 5 Permanent Agent (AG911)

Location: Grand Central Madison - TSM

Tour of Duty: Wed/Thurs/Fri - 6:00am – 2:00pm
Saturday/Sunday – 2:00pm-10:00pm

Rate of Pay: \$50.245

Rest Days: Monday/Tuesday

Position No. 6 Permanent Agent (AG918)

Location: Grand Central Madison - SPVG AGT/TSM

Tour of Duty: Monday/Tuesday - SPVG AGT - 2:00pm – 10:00pm
Friday – TSM – 9:00am – 5:00pm
Saturday/Sunday – SPVG AGT - 6:00am – 2:00pm

Rate of Pay: Monday/Tuesday - SPVG AGT - \$52.670
Friday – TSM – \$50.245
Saturday/Sunday – SPVG AGT - \$52.670

Rest Days: Wednesday/Thursday

AWARDS TO BULLETIN SD-20-2022

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Permanent A403	T. Williams	12/21/22
POSITION NO. 2	Permanent A900	Re-Advertised	
POSITION NO. 3	Permanent A901	Re-Advertised	
POSITION NO. 4	Permanent A988	Jeffrey Carter	12/21/22
POSITION NO. 5	Permanent AG610	D. Chandler	Pending
POSITION NO. 6	Permanent AG918	Re-Advertised	

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

DATE: December 21, 2022

BULLETIN NO. SD-24-2022

This bulletin will close **at 5:00 PM on Friday, December 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
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$37.226
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. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. 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 (C132)
Location:		Atlantic Avenue
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$38.674
Rest Days:		Thursday/Friday

Primary Duties for Ticket Clerk: Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Primary Duties for Information Clerk: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, 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. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. 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	Cashier (C333)
Location:		Bethpage Facility
Tour of Duty:		10:30am – 6:30pm
Rate of Pay:		\$44.389
Rest Days:		Saturday/Sunday

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. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. 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. Will be required to work as directed.

Position No. 4	Temporary	Ticket Clerk (CT185)
Location:		Mineola
Tour of Duty:		5:35am – 1:35pm
Rate of Pay:		\$38.287
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. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver’s license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 5	Permanent	Ticket Clerk (C146)
Location:		Jamaica
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$40.052
Rest Days:		Monday/Tuesday

Primary Duties: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables and maintain an organized timetable room. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. 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 (C201)
Location:		Woodside
Tour of Duty:		1:00pm – 9:00pm
Rate of Pay:		\$37.368
Rest Days:		Saturday/Sunday

Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 7 Permanent Ticket Clerk (C602)

Location: Huntington

Tour of Duty: 6:00am – 2:00pm

Rate of Pay: \$38.008

Rest Days: Saturday/Sunday

Must be qualified in the sale and accounting of tickets and related duties as outlined in the Instructions to Agents and Ticket Clerk Manual. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver’s license. Must possess the ability to exercise good judgment and efficiently perform assigned duties. Will be required to work as directed.

Position No. 8 Permanent Ticket Clerk (CG628)

Location: Grand Central Madison - INFO

Tour of Duty: 5:30pm – 1:30am

Rate of Pay: \$37.226

Rest Days: Monday/Tuesday

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. Passing a pre-screening assessment (i.e., physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver’s license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

Position No. 9	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 10	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 11	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 12	Temporary	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 13 Permanent Ambassador

Location: Various

Tour of Duty: Various

Rate of Pay: \$35.680

Rest Days: Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 14	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week, however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 15	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 16	Permanent	Ambassador
Location:		Various
Tour of Duty:		Various
Rate of Pay:		\$35.680
Rest Days:		Various

Primary Duties: Applicant will be required to work split shifts (two four hour shifts in any given twelve-hour period) at various locations which include but not limited to Penn Station, Jamaica Station, Atlantic Terminal, Grand Central Madison, and Citifield. Required to work singly or part of a team to provide outstanding customer service to MTA/LIRR customers utilizing technological devices and printed materials. Applicant must be customer orientated and be capable of effectively and courteously relating information to customers. Will be required to assist customers with directions pertaining to travel throughout the MTA/LIRR's four main terminals, eleven branches, major connection points and stations, in addition to Ticket Selling Machine usage. Must be able to provide direction to mass transit systems, local points of interest, landmarks, elevators/escalators, station exits and ticket selling windows. Required to assist customers with limited mobility to exits, platforms, bus stops, cab stands, and other mass transit points. Will be required to work indoors/outdoors and in all types of weather conditions. Incumbent may receive an annual, non-pensionable stipend in an amount not less than \$500 and no greater than \$1900 by December 15 each year. A weekly schedule will be provided each Monday for the following week; however, this schedule is subject to change. Must possess the ability to exercise good judgment and perform all other related duties as assigned and work as directed.

Position No. 17	Temporary	Station Appearance Maintainer (H523)
Location:		Port Washington/Valley Yd/Divide – HD SAM
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$34.364
Rest Days:		Saturday/Sunday

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

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

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

Position No. 18	Permanent	Station Appearance Maintainer (ARCH900)
Location:	Freeport/Arch St. Facility/Northport	
Tour of Duty:	Monday – Freeport - 5:00am – 1:00pm Thursday/Friday – Arch St. – 6:00am – 2:00pm Saturday/Sunday – Northport – 6:00am – 2:00pm	
Rate of Pay:	Monday – Freeport - \$33.194 Thursday/Friday – Arch St. – \$33.194 Saturday/Sunday – Northport – \$34.214	
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. 19	Permanent	Station Appearance Maintainer (GCM669)
Location:		Grand Central Madison
Tour of Duty:		2:00pm – 10:00pm
Rate of Pay:		\$33.194
Rest Days:		Tuesday/Wednesday

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

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

Position No. 20	Permanent	Station Appearance Maintainer (GCM674)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Sunday/Monday

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

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

Position No. 21	Permanent	Station Appearance Maintainer (GCM675)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Tuesday/Wednesday

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

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

Position No. 22	Permanent	Station Appearance Maintainer (GCM676)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
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. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

Position No. 23	Permanent	Station Appearance Maintainer (GCM677)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
Rest Days:		Wednesday/Thursday

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

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

Position No. 24 Permanent Station Appearance Maintainer (GCM985)

Location: Grand Central Madison – SAM/Chief SAM

Tour of Duty: Wed/Thurs/Fri – SAM - 2:00pm – 10:00pm
Saturday/Sunday – Chief SAM - 2:00pm – 10:00pm

Rate of Pay: Wed/Thurs/Fri – SAM - \$33.194
Saturday/Sunday – Chief SAM - \$37.914

Rest Days: Monday/Tuesday

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

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

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

Position No. 25	Permanent	Station Appearance Maintainer (GCM986)
Location:		Grand Central Madison
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$33.194
Rest Days:		Tuesday/Wednesday

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

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

Position No. 26	Permanent	Station Appearance Maintainer (GCM987)
Location:		Grand Central Madison
Tour of Duty:		6:00am – 2:00pm
Rate of Pay:		\$33.194
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. Required to receive deliveries and to move furniture from one location to another within the complex. Will be required to set up as requested: Conference rooms, cafeteria, classrooms, etc. This will include the moving of chairs, tables, partitions and temporary walls for scheduled staff meetings or different departments. Station Cleaner/Laborer must be available as directed for emergency and safety related problems and to maintain bathrooms and heavily used areas.

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

Position No. 27	Permanent	Station Appearance Maintainer (GCM989)
Location:		Grand Central Madison
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$33.194
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.

Position No. 28	Permanent	Station Appearance Maintainer (GCM990)
Location:		Grand Central Madison
Tour of Duty:		Mon/Tues/Wed/Thurs 10:00pm – 6:00am Sunday 2:00pm – 10:00pm
Rate of Pay:		\$33.194
Rest Days:		Friday/Saturday

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

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

Position No. 29	Permanent	Station Appearance Maintainer (HGM650)
Location:		Grand Central Madison – HD SAM
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Sunday/Monday

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

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

Position No. 30	Permanent	Station Appearance Maintainer (HGM651)
Location:		Grand Central Madison – HD SAM
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Thursday/Friday

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

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

Position No. 31	Permanent	Station Appearance Maintainer (HGM955)
Location:		Grand Central Madison – HD SAM
Tour of Duty:		10:00pm – 6:00am
Rate of Pay:		\$34.515
Rest Days:		Tuesday/Wednesday

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

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

Position No. 32 Permanent Station Appearance Maintainer (V450)

Location: Morris Park

Tour of Duty: 6:15am – 2:15pm

Rate of Pay: \$34.214

Rest Days: Saturday/Sunday

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

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

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

AWARDS TO BULLETIN SD-23-2022

<u>JOB #</u>		<u>NAME</u>	<u>AWARD DATE</u>
POSITION NO. 1	Temporary C127	M. Sgambati	Pending
POSITION NO. 2	Temporary C980	Denise Smith	12/21/222
POSITION NO. 3	Permanent C134	H. Anderson	Pending
POSITION NO. 4	Permanent C814	W. Amore	12/21/22
POSITION NO. 5	Permanent CG628	Re-Advertised	
POSITION NO. 6	Permanent CG634	Withdrawn	
POSITION NO. 7	Temporary AMB	Re-Advertised	
POSITION NO. 8	Temporary AMB	Re-Advertised	
POSITION NO. 9	Temporary AMB	Re-Advertised	
POSITION NO. 10	Temporary AMB	Re-Advertised	
POSITION NO. 11	Permanent AMB	Re-Advertised	
POSITION NO. 12	Permanent AMB	Re-Advertised	
POSITION NO. 13	Permanent AMB	Re-Advertised	
POSITION NO. 14	Permanent AMB	Re-Advertised	
POSITION NO. 15	Temporary CD-502	Withdrawn	
POSITION NO. 16	Temporary CD Trainee	T. D'Angelis	12/28/22
POSITION NO. 17	Permanent P208	D. Patterson	Pending
POSITION NO. 18	Temporary ARZ860	Withdrawn	
POSITION NO. 19	Temporary ATL109	Withdrawn	
POSITION NO. 20	Temporary ATZ814	Withdrawn	
POSITION NO. 21	Temporary ATZ815	Withdrawn	
POSITION NO. 22	Temporary HMZ842	Withdrawn	
POSITION NO. 23	Temporary HZ813	Withdrawn	
POSITION NO. 24	Temporary JAM119	Withdrawn	
POSITION NO. 25	Temporary JMZ831	Withdrawn	

POSITION NO. 26	Permanent ARCH900	Re-Advertised	
POSITION NO. 27	Permanent GCM669	Re-Advertised	
POSITION NO. 28	Permanent GCM672	Re-Advertised	
POSITION NO. 29	Permanent GCM674	Re-Advertised	
POSITION NO. 30	Permanent GCM675	Re-Advertised	
POSITION NO. 31	Permanent GCM676	Re-Advertised	
POSITION NO. 32	Permanent GCM677	Re-Advertised	
POSITION NO. 33	Permanent GCM985	Re-Advertised	
POSITION NO. 34	Permanent GCM986	Re-Advertised	
POSITION NO. 35	Permanent GCM987	Re-Advertised	
POSITION NO. 36	Permanent GCM989	Re-Advertised	
POSITION NO. 37	Permanent GCM990	Re-Advertised	
POSITION NO. 38	Permanent HGM650	Re-Advertised	
POSITION NO. 39	Permanent HGM651	Re-Advertised	
POSITION NO. 40	Permanent HGM955	Re-Advertised	
POSITION NO. 41	Permanent JAM104	M. Hollins	12/21/22
POSITION NO. 42	Permanent L321	J. Lawes	12/21/22
POSITION NO. 43	Permanent L904	Jennifer Urban	12/21/22
POSITION NO. 44	Permanent WSY900	J. Patterson	12/21/22

Rosina Morales – Manager Stations Services Support
Posted: December 21, 2022

**STATIONS DEPARTMENT
NOTICE NO. 2022-51**

Date: December 9, 2022

To: All Stations Department Employees

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

Subject: **Grand Central Madison Information- Part II**

Grand Central Madison (GCM) is very close to opening. Although we don't have an exact opening date yet there are a lot of moving pieces to update everyone on.

Personnel Updates:

- Assistant Terminal Manager, Barbara Sanchez along with Lead Foremen, John Romanewicz, and the GCM Traveling Foremen team (Brittney Salisbury, Justin Schwartz, Angelo Tierno, and Tom Lynch) have been working hard in the terminal to set up the cleaning operation for the Station Appearance Maintainers to have an easy transition into their new positions for cleaning such a beautiful terminal.
- Terminal Manager, Jen Uihlein has been leading various training exercises for the Customer Service Ambassadors, Ticket Clerks and Agents to get them all familiar with the location.
- Assistant Terminal Manager, Nadia Pinheiro along with Unassigned Agent, Keith Murphy has been working on the customer service and ticket office operations to make sure everything is ready for when we open for customers.

Points Of Interest:

- Jen Uihlein has partnered with another MTA manager to formulate a wonderful and extremely helpful informational map/brochure for the Grand Central Madison Terminal. It will be printed and sent out for everyone to use to assist our customers; an electronic version of it has been attached to this notice.
- Assistant Terminal Manager, Jen Lusena has been interpreting the new train service plan for all our customer facing employees to understand and communicate to the customers. There will be virtual training sessions for our ticket sellers, agents and ambassadors so all are familiar with the changes in train service on the various branches. When those are set up employees will be contacted with information on when and how to log in virtually.
- If you get questions from customers about the opening date please be as courteous as possible when responding. You can tell them that we are working hard to get the area open as soon as possible and we are just as excited as they are to get into the new space.

Notice No. 2022-51-Grand Central Madison Terminal Information – Part II

- Please be patient and kind to all the customers while they present their questions to you, this is new and exciting for everyone and they are just trying to get information.
- Trip Planner- the MTA has an online trip planner for everyone to use to start planning their trips to GCM- gcmtrips.mta.info. Please share this with your customers and check it out for yourselves.
- The Train Time app is a very helpful tool for all to use, it will have the GCM train service loaded into it once we open the terminal. This is now the application all customers can use to purchase their tickets as well. The etix app is defunct.

All questions should be presented to your managers so they can assist with all concerns, managers please feel free to email Directors and GCM management team any questions you get that you don't have the answers for.

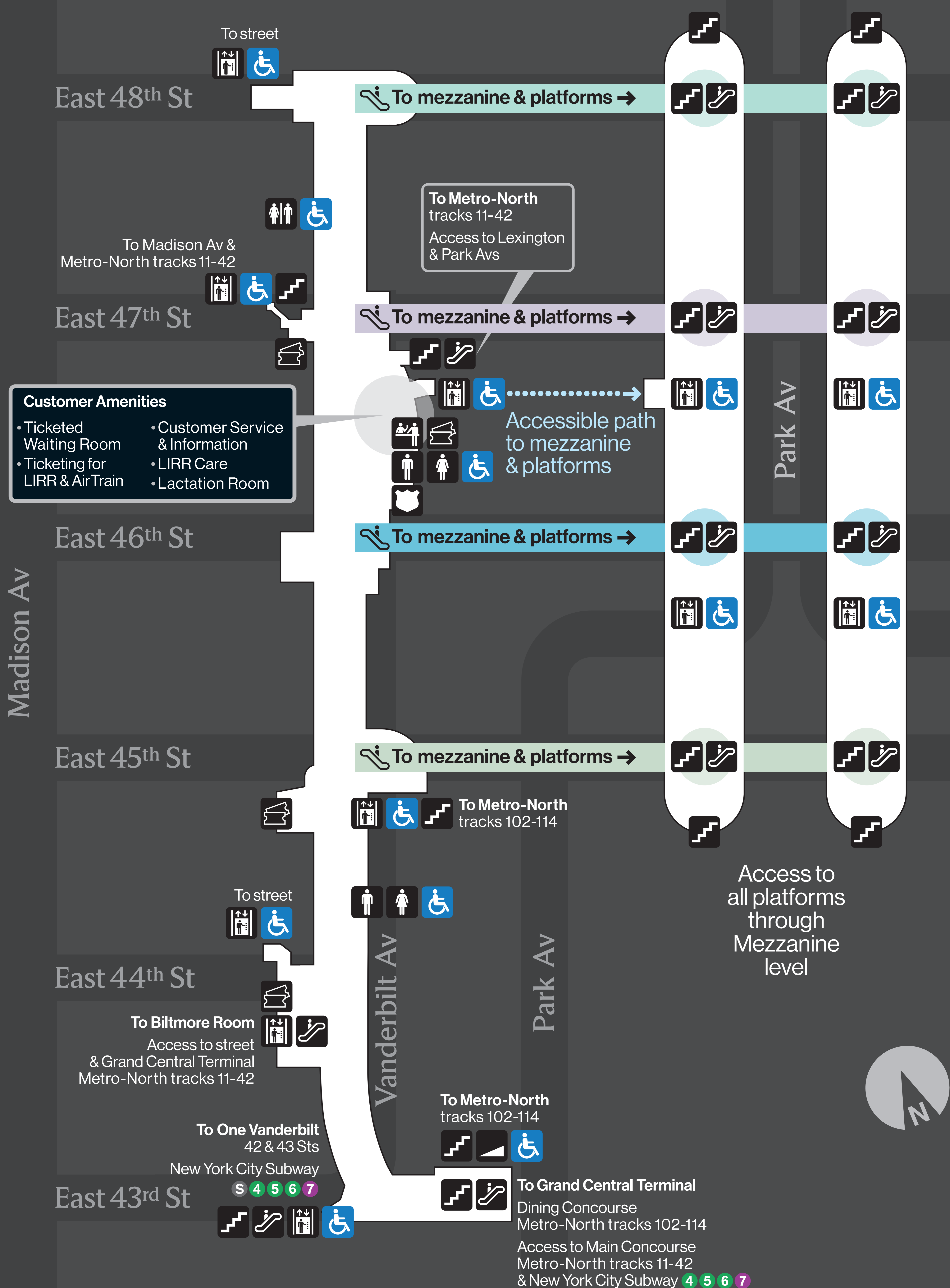
Attachment: GCM Map – 2 sided

Call in all safety issues to the help desk and block off the unsafe area if necessary

Grand Central Madison

Madison Concourse

Mezzanine

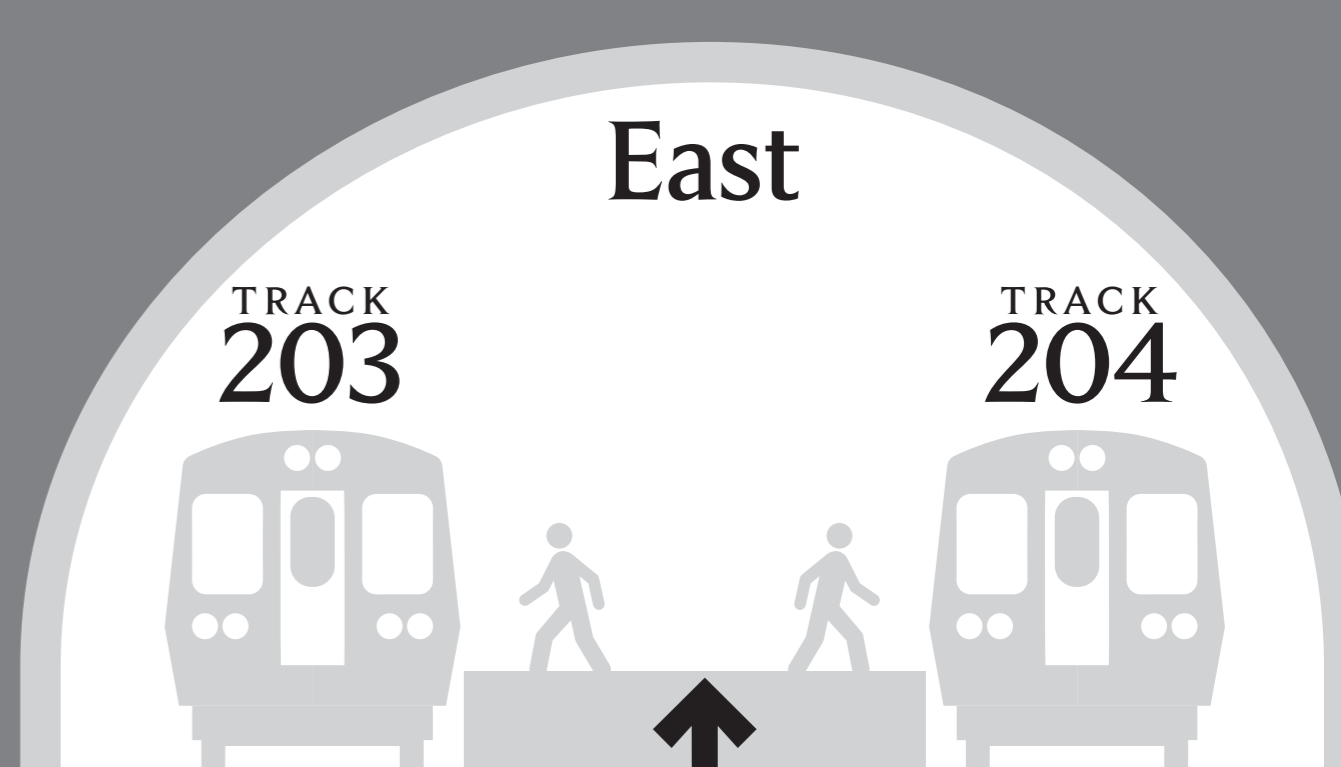
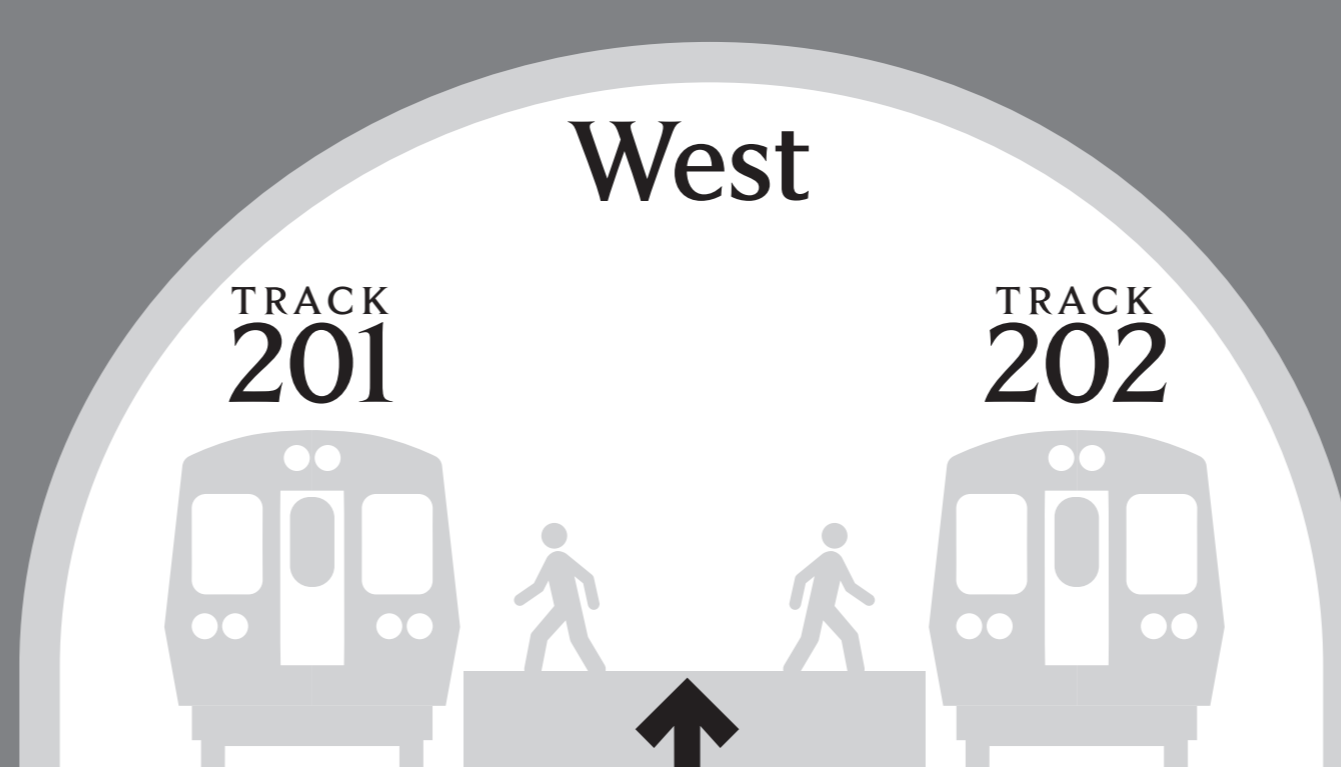


Madison Concourse

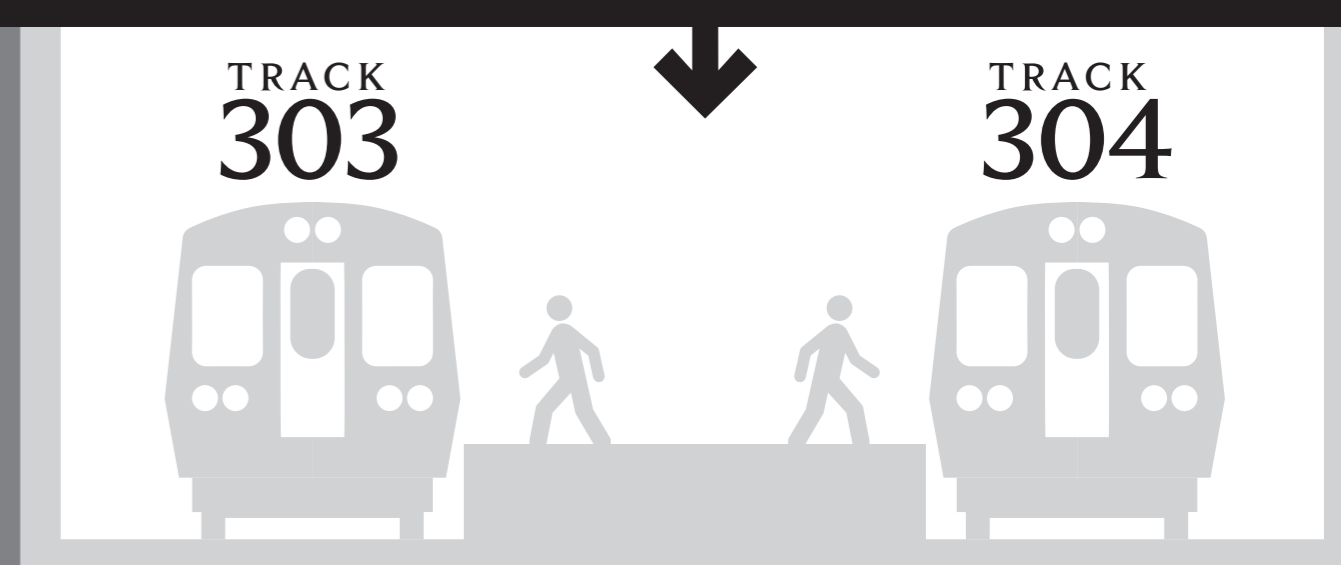
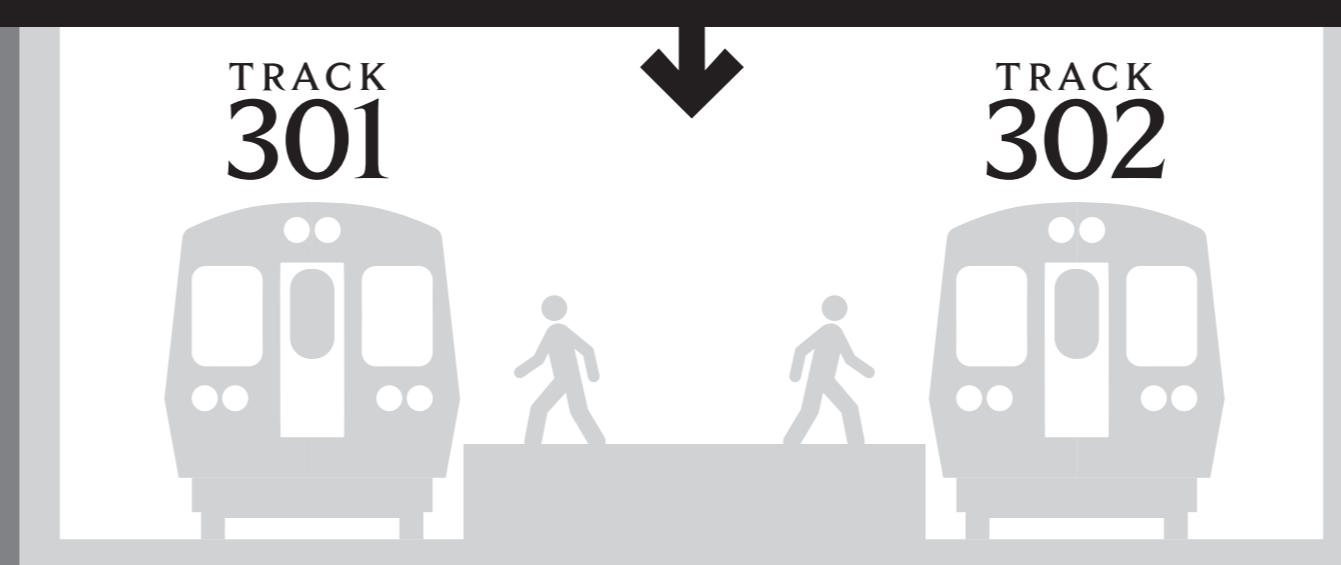


Mezzanine
Access to all platforms through this level

Upper level tracks



Lower level tracks



Grand Central Madison



Station Guide

For wayfinding, ticketing, services & platform locations

Learn more about Grand Central Madison



new.mta.info/grandcentralmadison

Station Layout

Consisting of four platforms and eight tracks deep below Park Avenue, Grand Central Madison is the most transformative change to Long Island Rail Road service in a century.

Grand Central Madison has four levels: Madison Concourse, the Mezzanine, and the Upper and Lower Platforms.

The new concourse's design complements the classic architecture of historic Grand Central Terminal.

Customers can find their way through Madison Concourse with the help of unique color-coded finishes found in the terrazzo inlay flooring, glass wall tiles, and down lighting, inspired by different natural elements: grass, sky, twilight, and ocean.

Grand Central Madison operational hours: 5:15 a.m. to 2:00 a.m. daily.

Restrooms
Restrooms are available:
• Between 44th and 45th Streets
• By the LIRR Ticket Office near 46th Street
• 47th Street (single-occupancy unisex restroom)
• LIRR Ticketed Waiting Room at 47th Street (family restroom)

Accommodations or Nursing Mothers
There is a Lactation Room inside the Ticketed Waiting Room area to provide a private space for breastfeeding mothers to nurse or pump.

Waiting Room
The Ticketed Waiting Room is equipped with seating, USB charging stations, and Wi-Fi access.

LIRR Care Program
If you are a person with a disability and you need help getting on or off the train, or within Grand Central Madison, our LIRR Ambassadors are here for you. Assistance can be requested in advance by calling 718-547-7227. Customers can request same-day LIRR Care service on a first come, first served basis from our Customer Service Office (located within the LIRR Ticketed Waiting Room).

Restrooms
At the Customer Service Office, located inside the Waiting Room, you can get travel information from a customer service representative, report or retrieve a lost item, and meet with an LIRR Care Ambassador.

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Customer Amenities

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LIRR Care

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Ticket Sales

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Accessing & Navigating the Station

Restrooms
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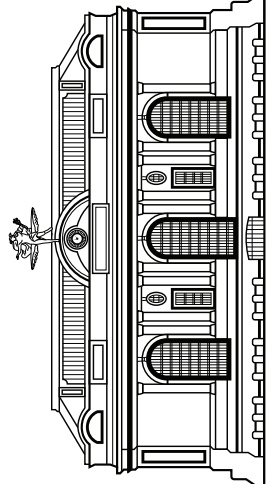
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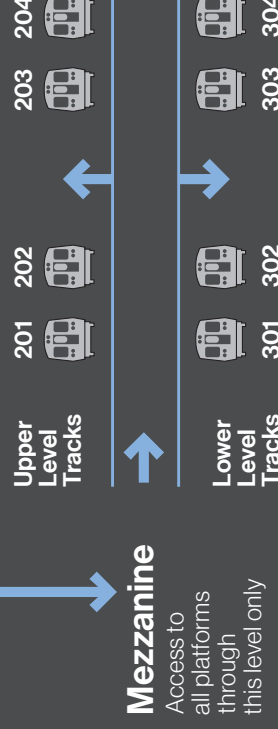
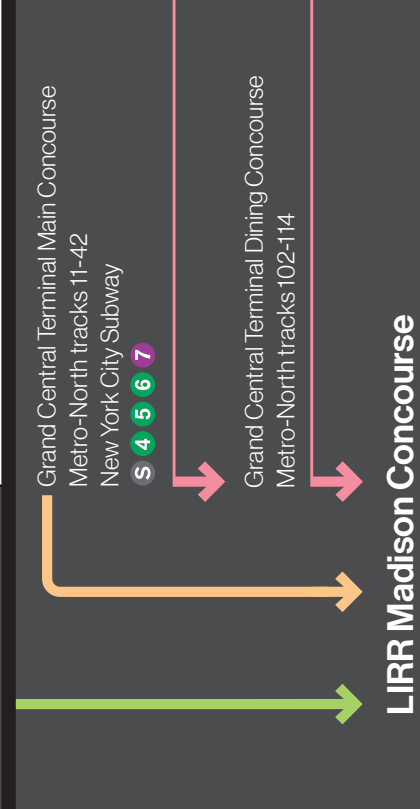
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Street Level

Grand Central
New York City Subway
S 4 5 6 7



(Below left to right) Artist: **Kiki Smith**
The Sound, The Presence, The Water's Way, and The Spring, (2022)

(Below) Artist: **Yayoi Kusama**
A Message of Love, Directly from My Heart unto the Universe (2022)



**STATIONS DEPARTMENT
NOTICE NO. 2022- 52**

Date: December 14, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: Job Briefings for Situational Awareness and Safety

Situational Awareness – the perception of the elements in the environment, comprehension of the situation, and projection of future status.

Due to the heightened level of lawlessness in New York and the Bail Reform Act there are more aggressive and dangerous criminals out on the streets and on our property. More employees are getting attacked now than have been in the past, we need to ensure they are aware that they need to be always on alert. This includes in their daily lives when not working.

At all stations, for all tours, our supervisors must include reminders to our staff to be vigilant about what’s going on in their surroundings in their daily job briefings. “Supervisors” includes agents (in all areas), ticket office chiefs and foremen.

Managers should discuss the need to be aware with their supervisors on a regular basis as well as the staff they encounter daily. A quick conversation is all it takes to make sure everyone is paying attention.

The traveling agents should be having these discussions with their clerks as they travel around, all supervisors can remind all employees even if they don’t technically report to them. Employees can remind fellow employees to be vigilant, so everyone is kept safe.

Talking Points for Supervisors during Job Briefings:

- Watch for changes in your surroundings- As you go about your day notice your “regulars” and their behaviors if anything seems out of the ordinary get to a safe place and assess from a distance if possible. Notify your supervisor of your concerns.
- Know your “problematic regulars” and stay away from them, don’t antagonize, or engage with them.
- Call the police to report altercations and threats if received. Go to the precinct to make a report of those threats or altercations. Call your manager or any manager to report the incident.
- Suspicious packages should always be reported. Don’t open them yourself, report it to your supervisor.

- While on duty you are not to be chatting or texting with friends or family on your cell phone, listening/watching videos, engaging in social media or playing games, all these activities take your attention away from your safety and the safety of your co-workers (plus they violate policies).
- Be vigilant and always pay attention to your surroundings.
- Pass on this safety message to everyone you work with. Your safety and the safety of your co-workers and customers is of the utmost importance.
- Stations Department Notice 2022-28 is attached which details what you should do if you feel threatened.
- MTAPD number – 718-361-2201

SITUATIONAL AWARENESS - PASS IT ON FOR SAFETY

REVISED 12/15/22
STATIONS DEPARTMENT
NOTICE NO. 2022-53

Date: December 15, 2022
 To: All Stations Department Employees
 From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
 Subject: **Holiday – Christmas Day, Sunday, December 25, 2022**

***Grand Central Madison jobs will be posted on a separate notice**

TICKET AGENTS - The following positions **WILL** work:

Job #	Location	Job #	Location	Job #	Location
A102	HSF TVM	A602	HUNTINGTON	A974	BETH TVM
A105	PENN TVM	A603	HUNTINGTON	A984	BETH TVM
A111	PENN	A703	HICKSVILLE	A988	PENN
A250	JAMAICA THEATRE	A708	RONKONKOMA		
A251	JAMAICA THEATRE	A709	RONKONKOMA		
A403	BROADWAY	A900	JAMAICA THEATRE		
A505	ATLANTIC	A901	ATLANTIC		

TICKET CLERKS - The following positions **WILL** work:

Job #	Location	Job #	Location	Job #	Location	Job #	Location
C102	PENN	C132	ATLANTIC	C814	BABYLON	C960	WOODSIDE
C104	PENN	C136	ATLANTIC	C822	HSF TVM	C963	HICKSVILLE
C106	PENN	C139	JAM CHIEF	C901	PENN	C994	BETH TVM
C116	PENN TH	C141	JAMAICA	C904	PENN	C998	PENN TH
C118	PENN	C145	JAMAICA	C906	PENN	CT982	PENN
C119	PENN	C146	JAMAICA	C911	PENN		
C121	PENN	C152	PENN TVM	C912	PENN TH		
C124	PENN	C176	PENN TH	C922	JAM CHF		
C125	PENN TH	C411	PORT WASH	C923	JAMAICA		
C126	PENN TH	C706	HICKSVILLE	C926	ATLANTIC		
C127	PENN	C813	BABYLON	C953	BETH TVM		

STATION APPEARANCE MAINTAINERS - The following positions **WILL** work:

Job #	Location	Job #	Location	Job #	Location
ATL101	ATLANTIC	HC551	Pt Wash	RSC4	ATLANTIC
ATL102	ATLANTIC	H552	Pt Wash	V464	RONKONKOMA
ATL103	ATLANTIC	H553	Pt Wash	V914	BABYLON
ATL104	ATLANTIC	H572	NORTHPORT	V919	WOODSIDE
ATL105	ATLANTIC	H573	NORTHPORT	WSY900	WSY
ATL106	ATLANTIC	L311	HUNTINGTON		
ATL107	ATLANTIC	L320	PORT WASH		
JAM103	JAMAICA	L903	HICKSVILLE		
JAM104	JAMAICA	L912	RONKONKOMA		
JAM112	JAMAICA	RSC1	JAMAICA		
JAM118	JAMAICA	HMC118	HILLSIDE		
JAM121	JAMAICA	HMC124	HILLSIDE		
JAM122	JAMAICA	HMC125	HILLSIDE		
JCR2	JAMAICA				

AMBASSADORS – The following positions **WILL** work:

ALL REGULARLY SCHEDULED JOBS WILL WORK

LEAD FOREMAN/FOREMAN:	JAM/ATL, HSF, MDSY will not work Island Foreman positions refer to weekly Island Foremen schedule.
OFFICES CLOSED:	General Offices, Medical, Lost and Found, Mail & Ride.
MESSENGER SERVICE:	WILL NOT operate.
TICKET SALES:	Off-Peak tickets valid on all trains.
TICKET OFFICE HOURS:	Open Ticket Offices follow the weekend schedule as shown on the Ticket Sales Hours Card
TRAIN SERVICE:	Will operate on a weekend/holiday schedule.



STATIONS DEPARTMENT
NOTICE NO. 2022-54

Date: December 15, 2022
To: All Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer
Subject: Holiday - Observed - Christmas Day, Monday, December 26, 2022 T. Dorsey

*Grand Central Madison jobs will be posted on a separate notice

TICKET AGENTS - The following positions WILL work:

Table with 4 columns of Job # and Location for Ticket Agents. Includes locations like HSF TVM, PENN TVM, VALLEY ST, LONG BEACH, etc.

TICKET CLERKS - The following positions WILL work:

Table with 5 columns of Job # and Location for Ticket Clerks. Includes locations like PENN, JAM CHF, BETH CSHR, BABYLON, etc.

STATION APPEARANCE MAINTAINERS - The following positions WILL work:

Job #	Location
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL106	ATLANTIC
ATL107	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
H523	VALLEY YD
H532	BAB YD
H543	RONKONKOMA
H552	PORT WASH
H572	NORTHPORT
HC541	RONKONKOMA
HC521	VALLEY YD
HC531	BAB YD
HC551	PORT WASH
HC571	NORTHPORT
HMC112	HILLSIDE
HMC124	HILLSIDE
HMC125	HILLSIDE
JAC1	JAMAICA
JAM102	JAMAICA
JAM103	JAMAICA
JAM104	JAMAICA

Job #	Location
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM118	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM121	JAMAICA
JAM122	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
L302	MINEOLA
L307	BABYLON
L308	BABYLON YD
L309	HICKSVILLE
L311	HUNTINGTON
L312	RONKONKOM
L317	GREAT NECK
L319	HEMPSTEAD
L320	PT WASH
L321	LYNBROOK
L322	RONK YD
L400	COPIAGUE

Job #	Location
L401	BELLMORE
L402	SEAFORD
L403	RVC
L404	WYANDANCH
L901	MASS PK
L903	HICKSVILLE
L904	BAYSIDE
L905	BAB YD
L906	MINEOLA
MDY201	MIDDAY ST YD
MDY203	MIDDAY ST YD
MDY901	MIDDAY ST YD
RSC2	ATLANTIC
RSC3	ATLANTIC
RSC4	ATLANTIC
V450	MORRIS PK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CITY
V457	GARDEN CITY
V459	VALLEY STR
V460	BAB YD
V461	BAB YD
V466	NORTHPORT
V467	COLD SPRING HBR

Job #	Location
V471	GARDEN CITY
V472	GARDEN CITY
V477	LONG BEACH
V479	RONK YD
V480	RONK YD
V484	NORTHPORT
V485	NORTHPORT
V489	WOODSIDE
V490	VS YD
V491	VS YD
V492	QUEENS VG
V494	ROSLYN
V495	WESTHAMPTO
V910	GARDEN CTY
V912	MORRIS PK
V913	BAB YD
V914	RONK YD
V915	RONK YD
V919	WOODSIDE
V920	QUEENS VG
VD100	ATLANTIC
WSY10	WSY
WSY90	WSY
WSC1	WSY

AMBASSADORS – The following positions WILL work:

ALL REGULARLY SCHEDULED JOBS WILL WORK

LEAD FOREMAN/FOREMAN:

HSF **WILL NOT** work. Atlantic, Jamaica **WILL** Work.

OFFICES CLOSED:

Island Foreman positions refer to weekly Island Foremen schedule.

MESSENGER SERVICE:

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

TICKET SALES:

WILL NOT operate.

TICKET OFFICE HOURS:

Off-Peak tickets valid on all trains.

TRAIN SERVICE:

Open Ticket Offices follow the weekday schedule as shown on the Ticket Sales Hours Card

Will operate on a weekday schedule.

STATIONS DEPARTMENT

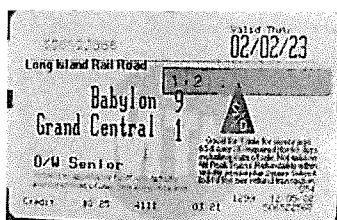
NOTICE NO. 2022-55

Date: December 16, 2022
To: Stations Department Employees
From: Theresa Dorsey, Chief Stations Officer *T. Dorsey*
Subject: Grand Central tickets available at TVMs and TOMs effective 12/19/22

Although the actual opening date for our new Grand Central Madison station has not yet been established, our ticket vending machines (TVM) and ticket office machines (TOM) will be able to sell tickets to Grand Central effective 12/19/22 in advance of the actual opening date. ALTHOUGH AVAILABLE, DO NOT SELL THIS TICKET UNTIL TRAIN SERVICE HAS STARTED. YOU WILL BE NOTIFIED WHEN PERMITTED TO SELL.

If a customer informs you, they have purchased a Grand Central Madison ticket in error you can advise them it is good to any Zone One (1) station OR after you verify it is **unused**, you can exchange it for the Zone One (1) station of their choice using our normal exchange procedures.

Although available on your TOM, at this time the “**COMBO**” ticket will not be sold to customers. It is not a valid ticket so please ensure you do not sell it to anyone even if asked. More information on the “**COMBO**” ticket will be available soon.



Any questions please refer to any Stations Dept. Manager.
