



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

**BID SHEETS**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF PROCUREMENT OFFICER**

**February 21, 2024**

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

**NOTICE OF AWARD**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
3441	Procurement Assistant Permanent (Brenda McDonald)	Brenda  McDonald	February 21, 2024

Jacqueline Waddell  
Sr. Director – Services & Non-Capital Procurements  
Procurement Department  
LIRR Section

Posted 9:00 AM  
February 21, 2024

**THE LONG ISLAND RAIL ROAD**  
**SPECIAL PROJECTS/EAST SIDE ACCESS DEPT.**

**Bulletin No. 2024-03 (Re-Post)**

**TO ALL CLERICAL EMPLOYEES:**

The position of Secretary - Appointed (Permanent) is currently available in the Special Projects/East Side Access (SP/ESA) Department. All those interested in this position are requested to forward their resume to Delcenia Graham; email ([dgraham@lirr.org](mailto:dgraham@lirr.org)) send to (Mail Code 0523) by 5 p.m. on 3/1/2024.

**RESPONSIBILITIES:**

Provide secretarial and related administrative support for the Chief Program Officer - Special Projects/ESA and staff, including typing correspondence and filing, setting up a high-volume number of meetings for Executive Director/Directors/Project Managers and staff as required. Must have a thorough knowledge of grammar, punctuation, spelling and letter composition. Must handle telephone activity in a professional and courteous fashion including accepting and issuing messages. Must be adept at handling multiple personalities while keeping a professional demeanor. Must perform typing assignments consisting of memorandums, letters, minutes of meetings and miscellaneous forms. Will be required to assist with the preparation of presentations. Must be able to process project invoicing and maintain project logs. Will be required to keep accurate attendance records and maintain an up-to-date filing system. Candidate will keep inventory and order supplies for the department. Must be able to effectively coordinate and prioritize work; be efficient in determining correct routing of all incoming/outgoing correspondences; perform other clerical duties as well as assist the Manager - Administration with other central administration duties as assigned including but not limited to, sick/vacation/comp requests, building access requests, process travel forms, education expenses, employee training requests and business card order/ name plate orders; the ability to type 45 WPM. Must be proficient in Microsoft Suite (Word, Outlook, Excel, PowerPoint), BSC orders (Staples), PeopleSoft, and CTAMS.

Incumbent must be willing to assume responsibility and work with minimum supervision. Incumbent must be willing to cover the position of Manager - Administration to the Chief Program Officer - Special Projects/ESA when required. Strong oral and written communication skills will also be required.

**TOUR OF DUTY: 8:30 A.M. - 4:30 P.M.**

**LOCATION: 450 7<sup>th</sup> AVENUE, 20<sup>th</sup> FLOOR, NEW YORK, NY 10123**

**RELIEF DAYS: Saturday & Sunday**

**RATE OF PAY: \$39.90**

Posted: 2/21/2024

Kathryn Rodriguez

Director, LIRR-ESA/Special Projects



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. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 8

POSITION PERMANENT	CLERK RELIEF – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	Sun-Mon 6:30 a.m. to 2:30 p.m. Tue-Wed-Thu 2:30 p.m. to 10:30 p.m.
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-86      **Sequence:** 76

**Description:** USHER BULLETIN 2/86

Open: 02/07/2024 00:01      Close: 02/16/2024 17:00      Effective: 02/21/2024 00:01      Posted: 02/07/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From			
JAU3	USHERS	Permanent	JAMAICA	52150	DUNNE, JD	10 JAU4	US	JAM	

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

**Bulletin ID:** USBUL2-87

**Bulletin Seq:** 76

**Bulletin Description:** USHER BULLETIN 2/87

Open: 02/21/2024 00:01

Close: 03/01/2024 17:00

Effective: 03/06/2024 00:01

Posted: 02/21/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
JAU4	USHERS	Permanent	JAMAICA

Location JAMAICA

Report Time 730AM (TUES-FRI) 8AM(SAT)

Rest Days SUNDAY & MONDAY

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.

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:** TELBUL3-24    **Sequence:** 24

**Description:** TELEGRAPHERS BULLETIN 3-24

Open: 02/07/2024 00:01    Close: 02/16/2024 17:00    Effective: 02/21/2024 00:01    Posted: 02/05/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
PJCC	BLOCK OPERATOR	Temporary	JCC TOWER	59303	JOYNER, AJ	170	TX1004	BO	LIRR
PJCCA	BLOCK OPERATOR	Temporary	JCC TOWER	59705	LEWARS, DL	176	BO1053	BO	LIRR
BO1052	BLOCK OPERATOR	Temporary	LIRR-Extra List	60074	HARRIS, SH	193	TX1003	BO	LIRR
BO1055	BLOCK OPERATOR	Permanent	LIRR-Extra List	60067	RODRIGUEZ, RR	196	TX1001	BO	LIRR



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

**Bulletin ID:** TELBUL3-25

**Bulletin Seq:** 25

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-25

Open: 02/21/2024 00:01

Close: 03/01/2024 17:00

Effective: 03/06/2024 00:01

Posted: 02/20/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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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		

WL1	BLOCK OPERATOR	Temporary	LEAD
	Location LEAD TOWER		
	Report Time 601AM		
	Rest Days SUNDAY & MONDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		

MDSY21	TRAIN DIRECTOR	Permanent	MIDDAY STORAGE YARD
	Location MIDDAY STORAGE YARD		
	Report Time 230PM		
	Rest Days TUESDAY & WEDNESDAY		
	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.

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-53      **Sequence:** 53

**Description:** C/D BULLETIN 9-53

Open: 02/07/2024 00:01      Close: 02/16/2024 17:00      Effective: 02/21/2024 00:01      Posted: 02/05/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
PD1C	PAYROLL DISPATCHER	Permanent	JAMAICA	57082	GELORMINO, LG	34	DT4102 DT LIRR

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

**February 21, 2024**

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

**NOTICE OF AWARDS**

<b><u>BULLETIN #</u></b>	<b><u>POSITION</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>EFFECTIVE DATE</u></b>
3434	Stockman-Permanent	Kaleena Alves	2/21/24
3443	Warehouse Person Permanent (K. Alves) 3:30 pm – 11:30 pm	Paul Leary	2/21/24
3444	Warehouse Person Babylon Storeroom Permanent	Elizabeth Kilfoil	2/21/24
3445	Stores Truck Driver Permanent (J. Cruz-Pacheco)	NO BIDS RECEIVED	
3446	Stores Truck Driver Permanent (P. LaMariana)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
February 21, 2024

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3447**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, March 1, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (J. Cruz-Pacheco) – Permanent  
**RE-ADVERTISED (3445)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$37.906 per hour

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

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

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

POSTED: 9:00AM  
February 21, 2024

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3448**

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

Bids for the following position in the organization of Material Management & Distribution will be accepted by the Officer named below until the close of business on **Friday, March 1, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (P. LaMariana) – Permanent  
**RE-ADVERTISED (3438 & 3446)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 7:30 AM – 3:30 PM

**REST DAYS:** Saturday & Sunday

**RATE OF PAY:** \$37.906 per hour

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

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

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

POSTED: 9:00AM  
February 21, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3449**

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, March 1, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (S. Brisco) – Temporary  
**LOCATION:** West Side Yard 401 10<sup>th</sup> Ave., NY, NY 10001  
**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.

**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**  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
February 21, 2024

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**DATE: February 21, 2024**

**BULLETIN NO.: SD-4-2024**

**This bulletin will close at 5:00 PM on Friday, March 1, 2024**

It will be open to employees included in the consolidated system seniority roster for AGENT 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 **Stations Department – Crew Office, 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 do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

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<b>Position No.</b>	1	Temporary	(A110) Supervising Agent
<b>Location:</b>			Penn Station
<b>Tour of Duty:</b>			6:00AM – 2:00PM
<b>Rate of Pay:</b>			\$52.670
<b>Rest Days:</b>			Saturday / Sunday

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<b>Position No.</b>	2	Temporary	(AT-712) Agent
<b>Location:</b>			Ronkonkoma
<b>Tour of Duty:</b>			9:00AM – 5:00PM
<b>Rate of Pay:</b>			\$47.631
<b>Rest Days:</b>			Saturday / Sunday

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**Notice of Awards to Bulletin SD-3-2024**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	TEMPORARY	A251	A. BACCHUS	2/21/2024
2	PERMANENT	A603	ROB LIPTON	2/21/2024
3	PERMANENT	A900	RE-ADVERTISED	RE-ADVERTISED
4	PERMANENT	A901	RE-ADVERTISED	RE-ADVERTISED

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**DATE: February 21, 2024**

**BULLETIN NO.: SD-4-2024**

**This bulletin will close at 5:00 PM on Friday, March 1, 2024**

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 **Stations Department – Crew Office, 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 do not receive a response after 48 hours, please call the crew dispatcher's office to inquire.

**PRIMARY DUTIES WILL BE LISTED AFTER THE JOB POSTINGS**

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<b>Position No.</b>	1	Temporary	(C201) Ticket Clerk
<b>Location:</b>			Woodside
<b>Tour of Duty:</b>			1:00PM – 9:00PM
<b>Rate of Pay:</b>			\$37.368
<b>Rest Days:</b>			Saturday / Sunday

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<b>Position No.</b>	2	Permanent	(C911) Ticket Clerk
<b>Location:</b>			Penn Station
<b>Tour of Duty:</b>			Mon / Tues - 10:30PM – 6:30AM Fri - 3:15PM – 11:15PM Sat / Sun - 2:00PM – 10:00PM
<b>Rate of Pay:</b>			\$40.052
<b>Rest Days:</b>			Wednesday / Thursday

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

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<b>Position No.</b>	6	Temporary	(V917) Station Appearance Maintainer
<b>Location:</b>	Valley Stream Yard / Garden City		
<b>Tour of Duty:</b>	Tue / Wed – Valley Stream Yard – 6:00AM – 2:00PM Thu / Fri / Sat – Garden City Station – 6:00AM – 2:00PM		
<b>Rate of Pay:</b>	\$34.214		
<b>Rest Days:</b>	Sunday / Monday		

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<b>Position No.</b>	7	Permanent	(GCM670) Station Appearance Maintainer
<b>Location:</b>	Grand Central Madison		
<b>Tour of Duty:</b>	2:00PM – 10:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Thursday / Friday		

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<b>Position No.</b>	8	Permanent	(H523) Heavy Duty Station Appearance Maintainer
<b>Location:</b>	Port Washington / Valley YD / Divide		
<b>Tour of Duty:</b>	6:00AM – 2:00PM		
<b>Rate of Pay:</b>	\$34.364		
<b>Rest Days:</b>	Saturday / Sunday		

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<b>Position No.</b>	9	Permanent	(H552) HD SAM / HD Chief Station Appearance Maintainer
<b>Location:</b>	Port Washington / Valley YD / Divide		
<b>Tour of Duty:</b>	Sun / Mon / Tue – HD SAM – 6:00AM – 2:00PM Fri / Sat – HD Chief SAM – 6:00AM – 2:00PM		
<b>Rate of Pay:</b>	Sun / Mon / Tue - \$34.364 Fri / Sat - \$37.914		
<b>Rest Days:</b>	Wednesday / Thursday		

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

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<b>Position No.</b>	10	Permanent	(JAM102) Station Appearance Maintainer
<b>Location:</b>	Jamaica		
<b>Tour of Duty:</b>	6:00AM – 2:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Saturday / Sunday		

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<b>Position No.</b>	11	Permanent	(JAM122) Station Appearance Maintainer
<b>Location:</b>	Jamaica		
<b>Tour of Duty:</b>	4:00PM – 12:00AM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Tuesday / Wednesday		

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<b>Position No.</b>	12	Permanent	(L902) Station Appearance Maintainer
<b>Location:</b>	Rockville Centre / Seaford / Bellmore / Freeport		
<b>Tour of Duty:</b>	Wed – Rockville Centre – 5:00AM – 1:00PM Thu – Seaford – 5:00AM – 1:00PM Fri / Sat – Bellmore – 5:00AM – 1:00PM Sun – Freeport – 5:00AM – 1:00PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Monday / Tuesday		

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<b>Position No.</b>	13	Permanent	(MP102) Station Appearance Maintainer
<b>Location:</b>	Morris Park Bldg #17		
<b>Tour of Duty:</b>	7:15AM – 3:15PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Saturday / Sunday		

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

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<b>Position No.</b>	14 Permanent	(RSC1) Station Appearance Maintainer / Chief SAM
<b>Location:</b>		Jamaica
<b>Tour of Duty:</b>		Wed / Thu / Fri – SAM - 4:00PM – 12:00AM Sat / Sun – Chief SAM – 4:00PM – 12:00AM
<b>Rate of Pay:</b>		Wed / Thu / Fri - \$33.194 Sat / Sun - \$37.914
<b>Rest Days:</b>		Monday / Tuesday

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**TICKET CLERK POSTINGS**

**C201, C911, C912**

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.

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**STATION APPEARANCE MAINTAINER (SAM) POSTINGS**

**MP102, L902, V917**

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.



**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**H552, H523**

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. 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.

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**JAM102, JAM122**

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.

**RSC1**

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**SSM8**

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**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

**Notice of Awards to Bulletin SD-3-2024**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	TEMPORARY	CG631	S.BRISCO	2/28/2024
2	TEMPORARY	CT202	K.COSTELLO	2/21/2024
3	PERMANENT	C129	A. JAMES	2/21/2024
4	TEMPORARY	GCM673	RE-ADVERTISED	RE-ADVERTISED
5	TEMPORARY	SSM8A	RE-ADVERTISED	RE-ADVERTISED
6	TEMPORARY	V459	E.TECXIDOR	2/21/2024
7	PERMANENT	ARCH900	JOSHA WILLIAMS	2/21/2024
8	PERMANENT	GCM685	B.VODOPIJA	2/21/2024
9	PERMANENT	H552	ASSIGNED D.MADEAM	RE-ADVERTISED
10	PERMANENT	H562	A.CRIBBS	2/21/2024
11	PERMANENT	HGM650	J.GRANT	2/21/2024
12	PERMANENT	JAM113	J.CEDENO	2/21/2024
13	PERMANENT	JAM116	K. SINGH	2/21/2024
14	PERMANENT	RSC1	RE-ADVERTISED	RE-ADVERTISED
15	PERMANENT	SSM4A	R.SANTAELLA	2/21/2024
16	PERMANENT	VH478	K.FORT	2/28/2024

**THE LONG ISLAND RAILROAD  
OFFICE OF THE CHIEF STATIONS OFFICER  
STATIONS DEPARTMENT**

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

Date: February 21, 2024

**TO ALL CLERICAL EMPLOYEES:**

We will be accepting resumes for the **PERMANENT APPOINTED** position of Automated Ticket Sales (ATS) Support Clerk. Interested applicants must forward their resumes to Charlie Garbowski at [cgarbow@lirr.org](mailto:cgarbow@lirr.org) by **5:00 PM on Friday, March 1, 2024**. The email subject line must indicate "Submission for ATS Support Clerk".

Position:	Permanent	Automated Ticket Sales Support Clerk ( <i>P405</i> )
Location:		Jamaica ( <i>may also work in Penn Station, Bayshore, Hillside, and Bethpage Facility</i> )
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		\$43.234
Relief Days:		Saturday/Sunday

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Primary Duties:

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

**THE LONG ISLAND RAILROAD**  
**OFFICE OF THE CHIEF STATIONS OFFICER**  
**STATIONS DEPARTMENT**

- Petty Cash Custodian - Responsible for preparing documentation to distribute petty cash to Stations Department personnel through petty cash fund as per Company policy. Prepare reports to Accounts Payable for management approval to reimburse the Petty Cash Fund.
- When required, assist TVM Claims Office personnel with customer claims, customer telephone calls, and inquiries regarding customer refunds.
- Coordinate annual CSS Recertification User applications to audit proper access.
- Monitor and record vital information for all department contracts. Assist with payables and processing of all department invoices.
- Knowledge of the TCU Collective bargaining agreements is imperative.
- Must have strong background with PeopleSoft and Kronos.
- Must have a thorough knowledge of grammar, punctuation, spelling, letter composition, and proficient in proofreading.
- Must be a qualified typist and proficient on a personal computer utilizing Microsoft Office applications as well as Maximo (Ticket Selling Machine Error Repair Reports)
- A minimum of five years of Long Island Railroad experience required.



## STATIONS DEPARTMENT NOTICE NO. 2024-08

Date: February 12, 2024  
To: All Agents and Ticket Clerks  
From: Theresa Dorsey, Chief Stations Officer *T Dorsey*  
Subject: Daylight Saving Time begins – Sunday, March 10, 2024 at 2:00 AM

With the change from Eastern Standard Time to Daylight Saving Time, all clocks must be advanced one hour effective 2 A.M., on Sunday, March 10, 2024.

Ticket agents and chief ticket clerks should inspect all clocks at stations/terminals under their jurisdiction and ensure that they are changed accordingly. This would be a great opportunity to replace battery-operated clocks.


Any TDI clocks not advanced after the time change should be covered if possible. If you are aware of any clocks in your station that are not changed, please call your supervisor.

\* \* \*

"All employees are reminded to be watchful for suspicious activity, behavior, and packages."



## NOTICE NO. 2024-09

Date: February 12, 2024  
To: All Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer   
Subject: Updated COVID-19 Guidance

Please be advised of the recently updated COVID-19 Guidance.

### New Guidance Summary:

- Employees must continue to report their own COVID-19 positive test result to OHS (COVID Hotline) as per the attached MTA guidance flowchart dated 8/23/2022. Positive results can be reported by calling 646-252-1010 or via the link <https://mtacovidportalprd.nymta.info/COVID19SelfService/>.
- If losing any time due to your own positive COVID-19 result, you **MUST** contact Crew to report that you will be out sick per standard Department procedure (you do not have to indicate that this is COVID related).
- Time lost due to a positive COVID-19 result will generate points under the LIRR's Absence Control Policy unless a valid SLA-28 form is submitted. *An SLA-28 form must be submitted within 36 hours of returning to work.*
  - Failure to return a valid SLA-28 will generate additional points for not submitting the form for a 3+ day occurrence.
- The day prior to your return you **MUST** contact crew **before 11:00 AM to okay yourself back**. You will not automatically be placed back in service.
- COVID-19 Paid Sick Leave remains in effect for eligible employees until further notice. See the attached COVID-19 Guidance Memorandum attachment for details and how to apply.
- Effective January 1, 2024 the Vaccination Leave (4 hours of time off during work hours) and the Vaccination pay (2 hours pay for represented operating employees) *have both expired*. Any time lost for vaccination or resulting symptoms must be applied to employee leave accruals.

Attachments: Memorandum – COVID-19 Guidance  
COVID Exposure Flowchart 22-0823



# Memorandum



## Long Island Rail Road

Date: February 5, 2024

To: Distribution

From: Kim M. Hanley- Acting Director Employee Services- HRBP LIRR *Kim Hanley*

Re: COVID-19 Guidance

This is a reminder to all LIRR employees how to handle a positive COVID-19 result as directed in the MTA's guidance flowchart (Attached; dated 8/23/22). Positive results must still be called in to the MTA's COVID Hotline (646-252-1010) or via the link [COVID-19 self-service portal](#).

- If an employee is losing any time due to a positive COVID-19 result, the employee is responsible for calling out sick per his/her department's standard procedure.
  - The employee is not required to inform the department that the absence is due to a positive COVID-19 result.
- If the time lost due to a positive COVID-19 result meets the standard for which submission of an SLA-28 is required, an employee must submit this per the provisions of his/her collective bargaining agreement. Any time lost due to a positive COVID-19 result may generate points under the LIRR's Absence Control Policy.

Covid-19 Paid Sick Leave remains in effect for eligible employees until further notice. Employees may be eligible to have the time that they are out due to a positive COVID-19 test result (up to 10 paid days in a 14 calendar day period) covered by NYS COVID-19 Paid Sick Leave. NYSCPSL allows for up to three qualifying periods of isolation since the inception of the leave. To be eligible employees must have not exhausted the three qualifying periods of leave allowed and are required to report the positive test result to the MTA hotline at the time of the test result as indicated above.

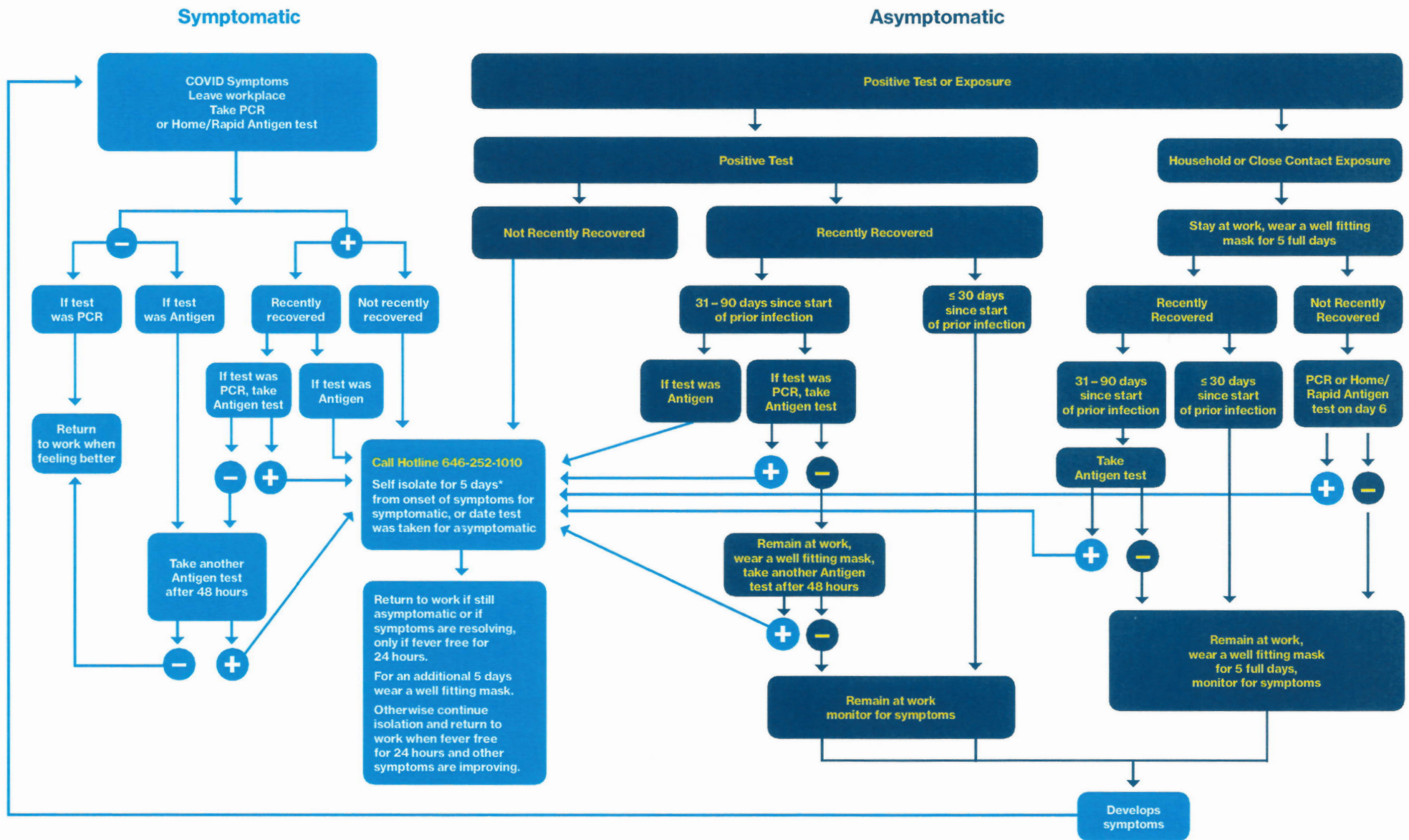
- To apply for this, employees must submit a completed copy of the NYS DOH Affirmation of Isolation form [NYS DOH Affirmation of Isolation](#). If the positive test result is from a home test, they must submit a completed copy of the MTA At-Home COVID-19 Positive Test Affirmation [COVID Positive Test Affirmation](#). Employees should be sure to include their name and LIRR/BSC numbers in the body of their email and submit the applicable form to [FMLA@lirr.org](mailto:FMLA@lirr.org). Covid information may also be obtained on the MTA Today page [COVID-19](#).

### **Covid-19 Vaccination Leave/Pay**

Effective January 1, 2024 the Vaccination Leave (4 hours of time off during work hours) and the Vaccination pay (2 hours pay for represented operating employees) have both expired and are no longer available for use or compensation. Any time lost for the vaccination or resulting symptoms must be applied to the employees leave accruals.

Thank you for your prompt attention in this matter.

# Employee COVID Exposure, Symptoms, or Positive Test Guidance



**Notes:**

- **Recently Recovered:** Positive test within past 90 days and recovered
- **Close Contact Exposure:** Within 6 feet for at least 10 minutes
- **Household Exposure:** Sharing a residence or sleeping area for more than 24 hours.
- **Monitor:** Check temperature every 12 hours, mask at all times.

- **Isolate:** Stay home, stay in a separate room from others. Use a separate bathroom if possible.
- **Well Fitting Mask:** KN95/N95 or cloth, if using cloth mask, one mask must be tight fitting disposable.
- Travel restrictions and requirements change frequently. Please check NYS, CDC, and airline guidance for the most current information.


• This guidance is subject to change based on OHS assessment or isolation orders.

\* 10 days for immunocompromised employees based on documentation provided when contacted by OHS.

Based on supervisory approval, Employees who are able to Telework based on their job duties, can do so during isolation periods.



## NOTICE NO. 2024-10

Date: February 15, 2024  
To: All Stations' Department Employees  
From: Theresa Dorsey, Chief Stations Officer   
Re: Safety, Accident Reporting and Vehicle Usage (idling) Reminders

There are New York State and City laws regarding idling of vehicles.

You cannot allow a vehicle to idle for more than three minutes in New York City areas and five minutes everywhere else in NY State (this includes warming up a vehicle in the cold). Sitting in traffic or at a light is not considered idling.

All LIRR vehicles have a GPS system that records idling times and alerts management when vehicles are idling too long. Please keep this in mind when driving an LIRR vehicle.

As a matter of safety and precaution avoid harsh acceleration and braking while driving, this information gets recorded by the GPS system as well.

All accidents must be reported to your supervisor as soon as possible within 24 hours of the event. Even if there are no injuries or excessive damage to vehicles you must make the report. Take pictures of the vehicles and anything else that was involved (ex. poles, signs, bollards). This helps with the reporting and any future claims.

All work vehicles must be inspected at the start of each tour. The driver is responsible for completing the Pre-Trip Inspection Form (TC-01) and must list any damage. Additionally, you must notify your direct supervisor if damage is found.

When driving an LIRR vehicle everyone is required to swipe into the vehicle. if you do not have a pass or the pass is not working properly you must notify your supervisor, they will give you guidance for the situation.

Immediately advise your supervisor of any changes to your driver license status. Supervisors are to report these changes to Charlie Garbowski at [cgarbow@lirr.org](mailto:cgarbow@lirr.org).

Attachment: Notice of Chief Engineer # CE-2024-01

\*Reporting all accidents is required for all employees

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**ENGINEERING DEPARTMENT  
OFFICE OF THE CHIEF ENGINEER  
NOTICE NO. CE-2024-01**

**DATE:** February 13, 2024

**TO:** All LIRR Employees

**SUBJECT:** Vehicle Operations - Departmental & Employee Responsibilities

To further enhance the LIRR's commitment to reduce vehicle idling, improve employee driving behaviors and enhance driver oversight, please re-familiarize yourself with **ENG-008 Vehicle Operations Policy and related Policies & Procedures** posted on the Intranet under the LIRR Policy Portal, which outlines responsibilities for employees within each department, including departmental coordinators, at the LIRR. Please pay specific attention to the following:

**Vehicle Idling:**

All LIRR Employees are required to comply with NYS and NYC Vehicle Idle Laws:

- NYS – No more than 5 minutes of consecutive idling
- NYC – No more than 3 minutes of consecutive idling

**Driver Responsibilities:**

- Comply with NYC and NYS Vehicle Idle Laws and associated LIRR Policies and Procedures.
- Properly “swipe-in” to all LIRR vehicles and equipment using your employee pass.
- Fill out, retain, and submit the most current version of TC-01 Vehicle Pre-Trip Inspection Form.
- Immediately self-report any changes to driver's license status to Supervision.

**Departmental Coordinator(s)**

Each Department Head is required to designate Coordinator(s) who have several responsibilities which include:

- Promote compliance with vehicle idle laws & related LIRR Policies & Procedures.
- Maintain access to the current AVL system for appropriate oversight and alerts.
- Utilize current AVL system to run various reports available as required by the Department Head to ensure compliance with vehicle idling, driver swipes, etc..

Please be advised that, in conjunction with recent audit reviews and recommendations, these Policies and Procedures and the requirements within are currently under review and revision and will be formally distributed when finalized. Until such time, please be advised that the current posted Policies and Procedure are in effect and must be adhered to.

If you have any questions, please reach out to appropriate Supervision within your department. Thank you for your anticipated mandatory cooperation in these matters.

Edward McGoldrick  
Chief Engineer



## NOTICE NO. 2024-11

Date: February 15, 2024  
To: All TCU Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer  
Subject: **2023 NY State Mandated Computer Based Training**

Per an agreement between the Carrier and TCU, TCU employees are required to complete the 2023 NY State mandated courses by the extended deadline of April 15, 2024. The training is computer-based on the MTA portal "My Learning."

Employees must complete all required courses outside of their tour of duty online. The course must be completed by the deadline to receive six (6) hours of straight time pay.

Once the courses are complete you will automatically receive the six (6) hours of pay in your paycheck- you do not have to request it or enter anything in the timecard.

Upon completion of each course, you must check the completion status on the home page of "My Learning". All required courses listed below must note "completed", any courses that are noted "in progress" or "incomplete" by April 15, 2024 will result in non-compliance and non-payment of the six (6) hours.

The courses are as follows:

1. NYS Right to Know
2. NYS Internal Controls
3. Prevention of Workplace Violence
4. Information and Cyber Security Awareness (OER)
5. MTA Accessibility and Customer Service
6. Equal Employment Opportunity: Rights & responsibilities (EEO)

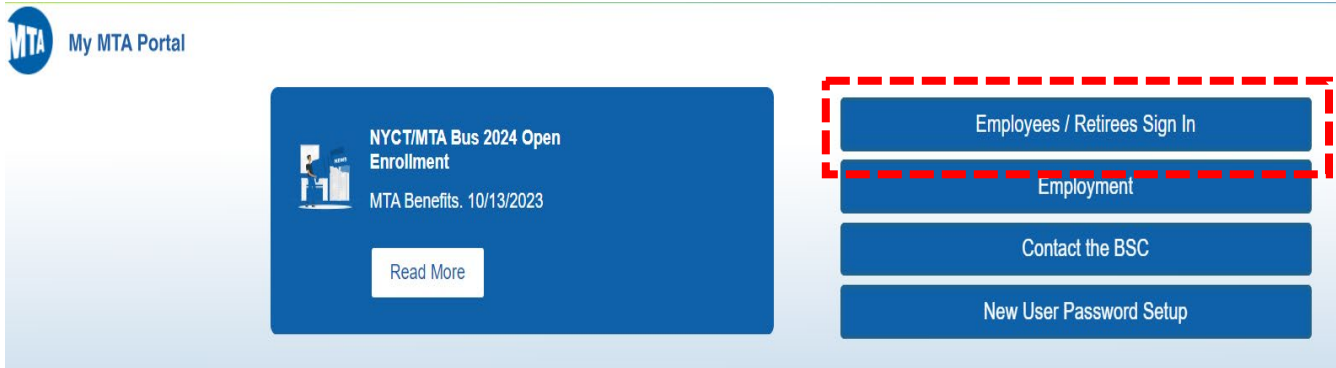
Courses listed above as numbers 1 through 5 are available on the BSC website. The EEO course, listed as number 6 above, is being converted from the "live" format of original presentation and will be available on the BSC website to be taken by employees at their convenience like the others.

Attachment: Job Aid for MTA Portal

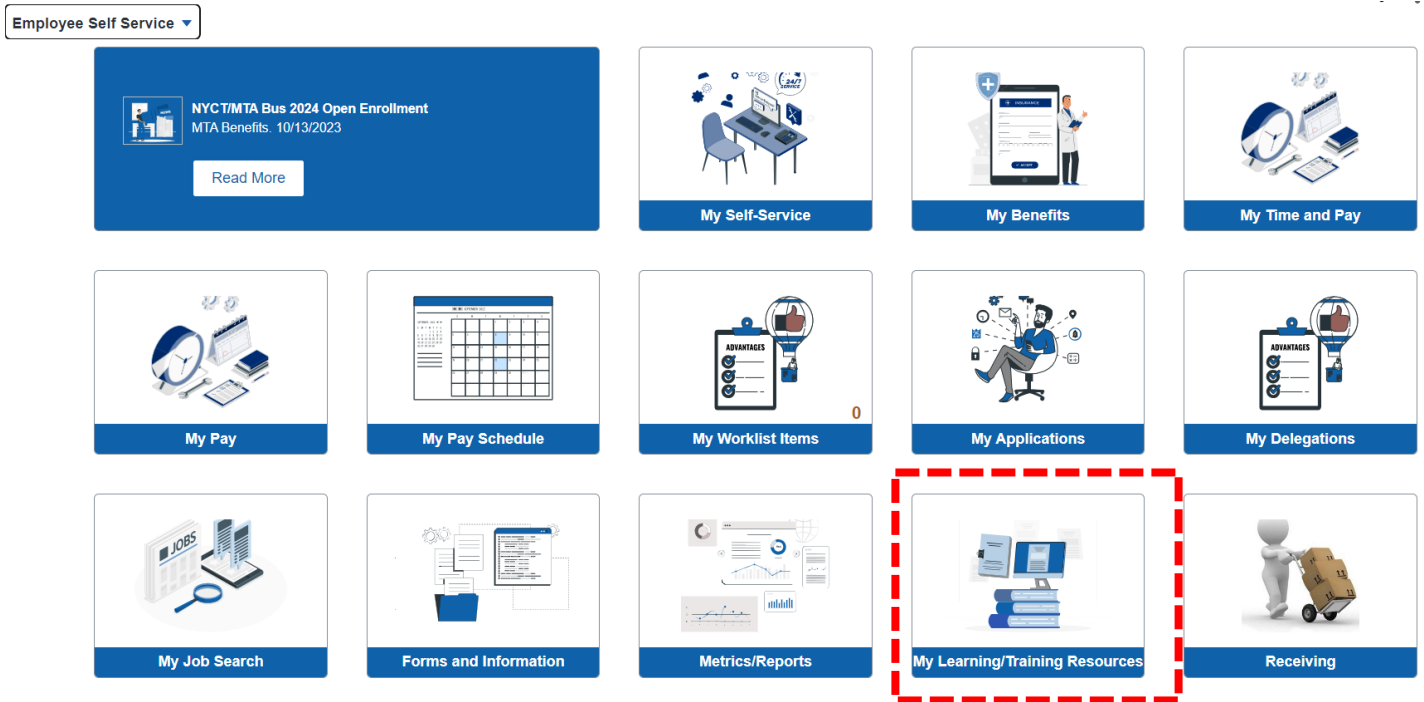
# 2023 State Mandated Training Job Aid

**\*Note** - Please note you must use a Windows or Apple Computer. Training is not accessible using smartphones, tablets, or Chromebooks.

1. Go to [www.mymta.info](http://www.mymta.info) and login by clicking the Employees sign in button.



2. After logging in, click on **My Learning/Training Resources**



3. You should see the 6 courses below:

1. NYS Right to Know
2. NYS Internal Controls
3. Prevention of Workplace Violence
4. Information and Cyber Security Awareness (OER)
5. MTA Accessibility and Customer Service (ADA)
6. Equal Employment Opportunity and Workplace Discrimination Prevention (EEOOWDP)

4. Courses not shown with a status of “Completed” have not been successfully completed and will appear with a round Launch button on the right. Click on the Launch button to start or re-launch a course.

### My Learning



Title	Type	Status	Date	Launch
Equal Employment Opportunity and Workplace Discrimination Prevention (EEOOWDP)	Web Based	Enrolled	02/02/2024	
MTA Accessibility and Customer Service (ADA)	Web Based	Completed	08/14/2023	
NYS Internal Controls	Web Based	Completed	07/26/2023	
Prevention of Workplace Violence	Web Based	Completed	07/26/2023	
Information and Cyber Security Awareness (OER)	Web Based	Completed	07/26/2023	
NYS Right to Know	Web Based	Completed	07/26/2023	

Courses can be done in any order, and do not have to be completed all at once. You can start and resume courses anytime. Courses with a status of “Enrolled” have not been started, and partially completed courses will be labeled “In Progress.”

Once you fully complete a course, the status will show “Completed.” If you do not see a completed status your completion was not successfully recorded, and you should re-launch the course to see if there is something you forgot to acknowledge or answer.

For technical assistance, please contact the MTA IT Help Desk at 646-252-8888.