



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

**BID SHEETS**

# THE LONG ISLAND RAIL ROAD

## ENGINEERING DEPARTMENT

### BULLETIN NO. 534

### REPOST

Resumes for the following Appointed Position in the Office of the Chief Engineer will be received by Lauren Saldivias – Manager – Engineering Payroll & Operational Support, emailed to: [lsaldiv@lirr.org](mailto:lsaldiv@lirr.org) until 5:00 PM on May 10, 2024.

**POSITION:** Payroll Information Clerk (Appointed)

**LOCATION:** Engineering  
Various Locations

**RATE OF PAY:** \$39.889

**TOUR OF DUTY:** 7:30 a.m. – 3:30 p.m.

**RELIEF DAYS:** Saturday and Sunday

**PRIMARY DUTIES:**

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

Edward McGoldrick  
Chief Engineer

**POSTED:** May 1, 2024

THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT

May 1, 2024

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

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**AWARD BULLETIN NO. 1799**

POSITION AWARDED TO THE FOLLOWING:

- Job No. 40 No Qualified Bids Received
- Job No. 30 No Qualified Bids Received
- Job No. 32 No Qualified Bids Received
- Job No. 41 No Qualified Bids Received
- Job No. 28 No Qualified Bids Received
- Job No. 34 No Qualified Bids Received
- Job No. 8 No Qualified Bids Received

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**BULLETIN NO. 1800**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – MAY 10, 2024

**Please note:** email option for bid sheet submission – [MofEBidSheets@lirr.org](mailto:MofEBidSheets@lirr.org) (LIRR MofE Bid Sheets)

**JOB NO. 40**

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	8:30 AM to 4:30 PM
RELIEF DAYS	MONDAY & TUESDAY
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. 30**

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	2:30 PM to 10:30 PM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

**JOB NO. 32**

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	2:30 PM to 10:30 PM
RELIEF DAYS	SUNDAY & MONDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

**JOB NO. 41**

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	4:30 PM to 12:30 AM
RELIEF DAYS	MONDAY & TUESDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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. 40
QUALIFICATIONS	SAME AS JOB NO. 40

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

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

**DATE: May 1, 2024**

**BULLETIN NO.: SD-9-2024**

**This bulletin will close at 5:00 PM on Friday, May 10, 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	(A900) Agent (Assigned D. Moran)
<b>Location:</b>	Jamaica Theatre		
<b>Tour of Duty:</b>	Sun/Mon – 10:00 PM – 6:00 AM Thu/Fri – 6:00 AM – 2:00 PM Sat – 2:00 PM – 10:00 PM		
<b>Rate of Pay:</b>	\$50.245		
<b>Rest Days:</b>	Tuesday / Wednesday		



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

**DATE: May 1, 2024**

**BULLETIN NO.: SD-9-2024 - REVISION**

**This bulletin will close at 5:00 PM on Friday, May 10, 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](mailto: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>	Permanent	(C307) Ticket Clerk - REVISION
<b>Location:</b>		Hempstead
<b>Tour of Duty:</b>		6:00 AM – 2:00 PM
<b>Rate of Pay:</b>		\$38.438
<b>Rest Days:</b>		Saturday/Sunday

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

**TICKET CLERK POSTINGS**

**C307**

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.

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

**TICKET CLERK POSTINGS**

**CG941**

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

Primary Duties for Information Clerk: Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables, and maintain an organized timetable room. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

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**CG921**

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

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**CG631, CG943**

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.

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

**C175**

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.

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

**STATION APPEARANCE MAINTAINER (SAM) POSTINGS**

**H503, H552**

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

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

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**L307**

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.

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

**GCM987**

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

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

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**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.

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

**V915**

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

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

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

**Notice of Awards to Bulletin**

**SD-08-2024**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	Temporary	CG634	S. Fleming	05/01/2024
2	Permanent	C916	J. Britto	Pending
3	Permanent	C106	S. Brisco	05/01/2024
4	Permanent	CG633	S. Young	05/01/2024
5	Permanent	C121	H. Dowl	05/01/2024
6	Temporary	GCM671	S. Baskin	05/01/2024
7	Temporary	GCM988	E. Otunta	05/01/2024
8	Permanent	L316	Withdrawn	
9	Permanent	H552	RE-ADVERTISED	
10	Permanent	H503	RE-ADVERTISED	
11	Permanent	GCM661	N. Rodriguez	05/01/2024
12	Permanent	RSC1	H. Sanna (A)	05/01/2024
13	Permanent	V482	L. Agostino	05/01/2024
14	Permanent	JAM131	S. Birmingham	05/01/2024
15	Permanent	JAM122	RE-ADVERTISED	05/01/2024
16	Permanent	GCM673	T. Messina	05/01/2024
17	Permanent	V910	James Sexton	05/01/2024

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

Date: May 1, 2024

**TO ALL CLERICAL EMPLOYEES:**

We will be accepting resumes for the **PERMANENT APPOINTED** position of Secretary to the Director of Terminal Operations – Manhattan. Interested applicants must forward their resumes to Steve Terracciano at [sterrac@lirr.org](mailto:sterrac@lirr.org) by **5:00 PM on Friday, May 10, 2024**. The email subject line must indicate “Submission for Secretary to the Director of Terminal Operations – Manhattan”.

Position:	Permanent	Secretary - Exception 4 (P402)
Location:	Penn Station ( <i>may also work in Grand Central Madison, Bayshore, Hillside, and Bethpage Facility</i> )	
Tour of Duty:	8:00 AM – 4:00 PM	
Rate of Pay:	\$41.462	
Relief Days:	Saturday/Sunday	

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Primary Duties:

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

May 1, 2024

**TO ALL CLERICAL EMPLOYEES:**

Resumes for the following PERMANENT position in the Lost and Found Office are being accepted via email by Steve Terracciano at [sterrac@lirr.org](mailto:sterrac@lirr.org). In the subject line include your name, IBM# and "resume." This bulletin will close **at 5:00 PM on Friday, May 10, 2024.**

POSITION:	Permanent	Asset Disposition Clerk (Exception 4)
LOCATION:		LIRR Penn Station Lost and Found Office
RATE OF PAY:		\$41.887 per hour
TOUR OF DUTY:		12:00 PM - 8:00 PM
RELIEF DAYS:		Saturday and Sunday

**Summary:**

Responsible for the disposition of items in the possession of the Lost & Found Department through various methods. Responsible for processing field manifests and entering those items into the Lost & Found database with complete accurate descriptions. Process and maintain the physical inventory of the Lost & Found office in a neat and organized manner and properly account for disposition. Responsible for running and completing reports to identify potential owners as well as retention limits of items in inventory. Must be proficient in all the Lost & Found clerk responsibilities. Must possess and maintain a customer service, customer friendly attitude to help individuals who may be stressed, anxious and upset about losing their property.

**Responsibilities:**

Include but are not limited to:

- Able to work unsupervised and able to meet quotas involving the number of items entered into or removed from the Lost & Found database.
- Must be able to work unsupervised and complete reporting tasks.
- Must possess strong organizational skills and be detail oriented.
- Must check manifests and shipments of lost items sent from outlying stations and drop boxes when they arrive at Penn Station's Lost & Found office to be sure the manifests accurately describe the contents.
- Must be able to prepare monthly and weekly lists of items that were found, returned and disposed.
- Able to update the Lost and Found database to ensure accurate article descriptions and contact information whenever applicable.
- Able to perform all aspects of the Lost and Found process from item retrieval to return to owner or disposition as well as the customer side of the process (item inquiry).
- Must answer phones in a professional, courteous, customer friendly manner and make calls to customers regarding their lost items.
- Must understand basic LIRR train movement to assist in locating items left on trains or retrieved in train yards.
- Perform excellent customer service when handling inquiries at the window or on the phone.

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

**Asset Disposition Clerk Continued**

- Upon completion of training must exhibit a knowledge of NYS Property Laws as they pertain to Item Retention Periods, Disposition, rules governing Finders, and an understanding of the Lost & Found Corporate Policy & Procedure.
- Must be aware of and be able to populate all reports of the Lost & Found Department.
- Interact with Stations Department personnel and other LIRR departments to ensure a timely collection of items found on trains and at stations.
- Must be able to work at a computer for extended periods of time
- Work as directed by the LIRR Stations Department management team.

**Qualifications:**

- Must be able to demonstrate problem solving, a proficiency in written and oral communication and a high degree of interpersonal skills.
- Knowledge and proficiency with personal computers, I-pads, and I-Phones.
- Even-tempered personality with an ability to maintain a helpful, calm customer service demeanor during face-to-face interactions, as well as on the phone and in emails.
- Must possess a high degree of Professionalism and Integrity
- Able to lift 50 pounds and to step up on train ladders to board train cars in the yard.
- Must be a Qualified Ticket Seller.
- Experience with all Microsoft Applications is preferred.

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** USBUL2-91      **Sequence:** 91

**Description:** USHER BULLETIN 2/91

Open: 04/17/2024 00:01      Close: 04/26/2024 17:00      Effective: 05/01/2024 00:01      Posted: 04/13/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
UX0010	USHERS	Temporary	LIRR-Extra List	59188	LAL, A	

# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

**Bulletin ID:** TELBUL3-31      **Sequence:** 31

**Description:** TELEGRAPHERS BULLETIN 3-31

Open: 04/17/2024 00:01      Close: 04/26/2024 17:00      Effective: 05/01/2024 00:01      Posted: 04/13/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From		
FT2	BLOCK OPERATOR	Permanent	BROOK		Readvertise				
TR16	BLOCK OPERATOR	Temporary	BROOK	60065	ROETHOF, TR	202	TX1003	BO	LIRR
JCBJ22	TRAIN DIRECTOR	Permanent	JCC TOWER	59474	MILLER, SM	183	BO1059	BO	LIRR
JTD21	TRAIN DIRECTOR	Permanent	JCC TOWER	52283	TAVARES, D	52	JTD22	TR	JCCT
TR8	TRAIN DIRECTOR	Permanent	JCC TOWER	58607	DOWD, J	148	JCCV2	TR	JCCT
BO1051	BLOCK OPERATOR	Temporary	LIRR-Extra List	59701	GRALA, JG	174	TX1004	BO	LIRR
BO1057	BLOCK OPERATOR	Temporary	LIRR-Extra List	59907	THOMAS, DT	192	JCCQN3	TR	JCCT

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

**Bulletin ID:** TELBUL3-32

**Bulletin Seq:** 32

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-32

Open: 05/01/2024 00:01

Close: 05/10/2024 17:00

Effective: 05/15/2024 00:01

Posted: 04/30/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days FRIDAY & SATURDAY		
	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		
JCCQN3	TRAIN DIRECTOR	Temporary	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$52.400 HOURLY \$2.025 DIFFERENTIAL		
JCCV2	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$53.824 HOURLY \$2.081 DIFFERENTIAL		
JTD22	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 2PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$58.878 HOURLY \$2.335 DIFFERENTIAL		

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

**Bulletin ID:** TELBUL3-32

**Bulletin Seq:** 32

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-32

Open: 05/01/2024 00:01

Close: 05/10/2024 17:00

Effective: 05/15/2024 00:01

Posted: 04/30/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
TR11	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON
	Location	GRAND CENTRAL MADISON VARIOUS	
	Report Time	THURSDAY & FRIDAY	
	Rest Days	\$55.157 HOURLY	
	Rate Of Pay	\$2.040 DIFFERENTIAL	
		SATURDAY/SUNDAY: GCM12 630AM	MONDAY/TUESDAY: GCM22 230PM
		WEDNESDAY: GCM31 1030PM	

TR4	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location	VARIOUS	
	Report Time	VARIOUS	
	Rest Days	THURSDAY & FRIDAY	
	Rate Of Pay	VARIOUS	
		SATURDAY-TUESDAY: JTD23-JCC TOWER 2PM; \$58.878 HOURLY; \$2.335 DIFFERENTIAL	
		WEDNESDAY: WL3-LEAD TOWER 1001PM; \$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.



**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-58      **Sequence:** 58

**Description:** C/D BULLETIN 9-58

Open: 04/17/2024 00:01      Close: 04/26/2024 17:00      Effective: 05/01/2024 00:01      Posted: 04/13/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List		Readvertise	
CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List		Readvertise	
DT4102	CREW DISP. TRNEE	Permanent	LIRR-Extra List	58093	ASHMEADE-RAY, K	

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

**Bulletin ID:** CREW9-59

**Bulletin Seq:** 59

**Bulletin Description:** C/D BULLETIN 9-59

Open: 05/01/2024 00:01

Close: 05/10/2024 17:00

Effective: 05/15/2024 00:01

Posted: 04/30/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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CD1E	CREW DISPATCHER	Permanent	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 759AM

Rest Days SUNDAY & MONDAY

Rate Of Pay \$48.121 HOURLY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTS, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICE.

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 HOURLY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

CX4006	CREW DISPATCHER	Temporary	LIRR-Extra List
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)

Report Time VARIOUS

Rest Days VARIOUS

Rate Of Pay \$48.121 HOURLY & \$1.896 DIFFERENTIAL

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE A THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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

# **REVISED**

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

**May 1, 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>
3460	Stores Truck Driver Permanent (P. LaMariana)	NO BIDS RECEIVED	
3461	Warehouse Person-HSF Warehouse 15-Shop Floor Temporary (K. Boykin)	WITHDRAWN	
3462	Assistant Warehouse Person Permanent (D. Mason)	NO BIDS RECEIVED	
3463	Assistant Warehouse Person WH 15 SF – Temporary Sun & Mon Relief (C. Shy)	WITHDRAWN	
3464	Warehouse Person Permanent (P. Rivera)	Keith Boykin	5/1/24

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

POSTED: 9:00 AM  
May 1, 2024

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3465**

**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, May 10, 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, 3448, 3451, 3454, 3457 & 3460)**

**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  
May 1, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3466**

**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, May 10, 2024**. 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:** 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**  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
May 1, 2024

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3467**

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, May 10, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person - (D. Mason) – Permanent  
**RE-ADVERTISED (3459 & 3462)**

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

POSTED: 9:00 AM  
May 1, 2024

# **WITHDRAWN**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3468**

**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, May 10, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person – (B. Balogh) – Temporary  
**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**  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
May 1, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3469**

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, May 10, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person – (A. Medina) – Temporary  
**LOCATION:** Morris Park / Richmond Hill  
**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**  
Assistant Deputy Chief Stores Officer  
MTA Material Management & Distribution

POSTED: 9:00 AM  
May 1, 2024



**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3470**

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, May 10, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (S. Brisco) – Permanent  
**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  
May 1, 2024

**NOTICE NO. 2024-20E**

**Date:** April 11, 2024  
**To:** All Stations Department Employees  
**From:** Theresa Dorsey, Chief Stations Officer *T. Dorsey*

**Subject: Warm Weather Dress Code – Memorial Day through Labor Day**

Effective May 27, 2024, and with the beginning of the warm weather season, *from Memorial Day through Labor Day*, all Stations Department employees are required to comply with the following dress code:

**Ticket Agents / Ticket Clerks**

Ticket office employee dress code is modified so that wearing the uniform tie or scarf is optional. As always, your nametag must be worn or prominently displayed at the ticket window so that customers can see it. If you lose or misplace your nametag, please contact your leader/manager so that a replacement can be ordered. Polo shirts can ONLY be worn outside during busing or special event programs.

**TSM Agents / Clerks / Cashiers**

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

**Foremen/Assistant Foremen / Station Appearance Maintainers (SAM)**

All cleaning operation staff are required to wear railroad issued uniforms. We do allow self-purchased short sleeve T-shirts or polo shirts featuring the Long Island Rail Road logo, not issued by the Railroad, as long as your leader/manager or foreman approves. Foremen/ Asst. Foremen and SAMs are also representatives of the Long Island Rail Road and should be recognizable as LIRR employees. You should project a neat and clean appearance to our customers. For example, shirts must be tucked into pants. All torn clothing or vests should be discarded.

**Customer Service Ambassadors:** Ambassadors' dress code is modified so that wearing the uniform tie or scarf is optional. Must wear red blazer, vest, or sweater. As always, your nametag must be worn. If you lose or misplace your nametag, please contact your leader/manager so that a replacement can be ordered.

As front-line employees (ticket sellers, ambassadors, SAMs, foremen, assistant foremen), your appearance projects the image of the Long Island Rail Road to customers even before they enter a train. A clean, neat, uniformed employee greeting the customer in a friendly manner, while providing efficient service, will always be remembered in a positive way. In addition, shirts must always be tucked into pants and torn clothing is prohibited.

**NOTE: NO jeans. NO hooded sweatshirts. NO sneakers. NO hats inside office buildings or terminals.**


*If you need any uniform items or have any questions about the dress code, please contact your leader/manager.*



## NOTICE NO. 2024-21

Date: April 18, 2024

To: All TCU Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: **2023 NY State Mandated Computer Based Training Deadline Extension**

The deadline for the NY State Mandated Computer Based Training has been extended through **Monday, April 22, 2024.**

As detailed in Stations Department Notice No. 2024-11: 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. The training is computer based on the MTA portal "My Learning" and must be done on a Windows or Apple Computer using either Chrome or Firefox.

*\*Training is not accessible using smartphones, tablets, or Chromebooks.*

Employees must complete all required courses outside of their tour of duty online. The courses 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 22, 2024 will result in non-compliance and non-payment of the six (6) hours.

The courses are as follows:

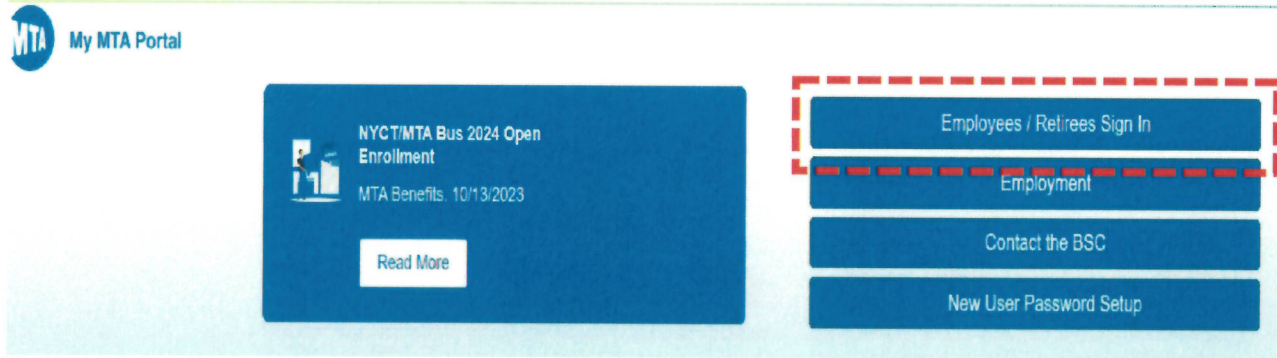
1. NYS Right to Know
2. NYS Internal Controls
3. Prevention of Workplace Violence
4. Information and Cyber Security Awareness (OER)
5. MTA Accessibility and Customer Service
6. Equal Employment Opportunity: Rights & responsibilities (EEO)

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.



## NOTICE NO. 2024-22

Date: April 18, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer



Re: **Compliance with Biometric Time Reporting All Agency Policy Number 11-069**

As a reminder, Biometric Time Reporting All Agency Policy Number 11-069 states that employees must record their attendance for both straight and overtime tours. Adherence to this policy requires employees to swipe in and out at a Kronos Clock when working.

Pursuant to this policy and to ensure compliance, *effective May 20, 2024*, a monthly review of Stations Department punches will be conducted. Employees with excessive punch issues will be subject to progressive discipline.

Excessive punch issues will be defined as meeting or exceeding the following levels:

- Employee misses 4 individual single punches in a month
- Employee misses 2 entire days of punches in a month
- Employee misses 2 individual single punches and 1 entire day of punches in a month

If an employee encounters a non-working Kronos clock, they must advise their supervisor immediately so their time can be recorded, and the clock can be repaired.

### LOST ACCESS CARD

If an employee loses their access card, they must immediately inform their supervisor and the Pass Office. The access card will be disabled and an appointment to receive a replacement pass must be made. Appointments should be made on personal time. If that is not possible prior approval from their supervisor is needed before making the appointment. The Pass Office can be reached at 718-558-3049. There is a fee for a replacement card that must be paid by check or money order.

Notices to Reference:

2022-12

2023-07

2024-05 E


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## NOTICE NO. 2024-24

Date: April 18, 2024

To: All Stations Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Re: **Sick Leave Form – SLA-28**

When submitting a sick leave form, it must be correct and complete. This notice is a reminder for what is expected when submitting a sick leave form.

On the attached, all the highlighted parts on both pages, must be filled out by the employee (page one) and the physician (page 2).

- Forms can be submitted by email to [lirrstationsdeptforms@lirr.org](mailto:lirrstationsdeptforms@lirr.org) but the originals **MUST BE** sent to the crew office at mail code 1106 within three days of returning to work.
- All incomplete/incorrect forms will be sent back to the employee for revisions. If revised form is not received, points will be given for sick occurrence.
- **ALTERED FORMS WILL NOT BE ACCEPTED.**

Also, please note that sick days are only to be used for the employee's illness. They cannot be used for a family member's illness.



SICK LEAVE ADMINISTRATION  
APPLICATION FORM

Date Received \_\_\_\_\_



SECTION 1 (Please Print)		EMPLOYEE'S STATEMENT	
<b>1. NAME</b>		FIRST	MIDDLE LAST
<b>2. ADDRESS</b>			
_____		NUMBER	STREET APT. #
_____		CITY OR TOWN	STATE ZIP
<b>3. TELEPHONE (HOME AND/OR NUMBER WHERE YOU CAN BE REACHED)</b>		<b>4. EMPLOYEE NUMBER</b>	
HOME: _____ (Area Code) (Number)		_____	
OTHER: _____ (Area Code) (Number)		<b>5. OCCUPATION (Title)</b>	
_____		_____	
<b>7. DATE OF ILLNESS/INABILITY TO WORK</b>		<b>6. SERVICE DATE (Date of Hire)</b>	
_____		_____	
<b>8. WHILE ON DUTY?</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>9. NATURE OF ILLNESS (IF INJURY, STATE HOW, WHEN, AND WHERE IT OCCURRED)</b>			
_____ _____			
<b>10. I HEREBY CERTIFY THAT I WAS ILL AND NOT ABLE TO WORK DURING THE PERIOD FOR WHICH I AM CLAIMING SICK LEAVE ALLOWANCE; AND THAT THE FOREGOING STATEMENTS AND ANY ACCOMPANYING STATEMENTS ARE TRUE AND CORRECT. I AUTHORIZE ANY INSURANCE COMPANY, ORGANIZATION, EMPLOYER, HOSPITAL, PHYSICIAN, OR PHARMACIST TO RELEASE ANY INFORMATION REQUESTED WITH REGARD TO THIS CLAIM.</b>			
_____		_____	
<b>(SIGNATURE)</b>		<b>(DATE CLAIM SIGNED)</b>	
SECTION 2		TO BE COMPLETED BY DEPARTMENT	
AUTHORIZED SIGNATURE _____			
TITLE _____		DATE SIGNED _____	
RR MAILING ADDRESS _____		PHONE _____	



**PHYSICIAN'S STATEMENT**

SLA-28

*For Completion by the Health Care Provider/Designee Only  
The physician's statement must be filled in completely.*

Rev. 11/17

1. CLAIMANT'S NAME \_\_\_\_\_ 2.  MALE  FEMALE

3. DIAGNOSIS \_\_\_\_\_ 4. ICD-9/ICD-10 DIAGNOSIS CODE(S): \_\_\_\_\_

5. CLAIMANT'S SYMPTOMS \_\_\_\_\_  
\_\_\_\_\_

6. OPERATION INDICATED  YES  NO 6A. TYPE \_\_\_\_\_ 6B. DATE \_\_\_\_\_

7. ENTER DATES FOR THE FOLLOWING:  
A. DATE OF CLAIMANT'S FIRST TREATMENT FOR THIS ILLNESS/CONDITION \_\_\_\_\_  
B. DATE OF CLAIMANT'S MOST RECENT TREATMENT FOR THIS ILLNESS/CONDITION \_\_\_\_\_  
C. FIRST DATE CLAIMANT WAS UNABLE TO WORK BECAUSE OF THIS ILLNESS/CONDITION \_\_\_\_\_  
D. DATE CLAIMANT WILL BE ABLE TO WORK \_\_\_\_\_  
E. IS CLAIMANT ABLE TO TRAVEL?  YES  NO IF NO, WHEN \_\_\_\_\_  
F. PREGNANCY-APPROXIMATE DATE OF DELIVERY \_\_\_\_\_

8. IN YOUR OPINION, IS THIS ILLNESS/CONDITION THE RESULT OF INJURY ARISING OUT OF AND IN THE COURSE OF EMPLOYMENT OR OCCUPATIONAL DISEASE?  YES IF YES - COMPLETE BELOW:  
A: PROCEDURES USED/RECOMMENDED: \_\_\_\_\_  
B: MEDICATIONS USED/RECOMMENDED: \_\_\_\_\_  
C: THERAPY USED/RECOMMENDED: \_\_\_\_\_  
 NO REMARKS: \_\_\_\_\_

9. PHYSICIAN'S NAME (Please Print) \_\_\_\_\_ License # or Stamp \_\_\_\_\_

9A. OFFICE ADDRESS \_\_\_\_\_ Number \_\_\_\_\_ Street \_\_\_\_\_ City or Town \_\_\_\_\_ ZIP Code \_\_\_\_\_

10. PHYSICIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ Phone Number \_\_\_\_\_

**IMPORTANT INSTRUCTIONS TO CLAIMANT**

- 1. BE SURE TO SIGN AND DATE THE EMPLOYEE'S STATEMENT, AND MAKE SURE THAT ALL PORTIONS OF BOTH THE EMPLOYEE'S STATEMENT AND THE PHYSICIAN'S STATEMENT ARE COMPLETED.
- 2. ANY PART OF THIS PAGE (PHYSICIAN'S STATEMENT), PREPARED BY A PERSON OTHER THAN THE PHYSICIAN OR HIS/HER AUTHORIZED REPRESENTATIVE, MAY RESULT IN DISCIPLINARY ACTION TO THE EMPLOYEE.
- 3. AN EMPLOYEE MUST COMPLETE AND SUBMIT THIS FORM CONSISTENT WITH THE REQUIREMENTS OF HIS/HER DEPARTMENT'S RULES AND PROCEDURES, LIRR CORPORATE POLICIES AND PROCEDURES, AND APPLICABLE COLLECTIVE BARGAINING AGREEMENT (CBA).
- 4. THIS FORM IS NOT REQUIRED FOR AN APPROVED FMLA RELATED ILLNESS/CONDITION.

**PLEASE NOTE: ALTERED FORMS WILL NOT BE ACCEPTED**



## NOTICE NO. 2024-25~~7~~

Date: April 11, 2024  
To: Stations Department Employees  
From: Theresa Dorsey, Chief Stations Officer  
Subject: **Holidays – Off-Peak Fares and Senior/Disabled/Medicare Fares**

The following Holidays are the **ONLY** Holidays where OFF-PEAK fares are in effect ALL DAY:

New Year's Day\*  
Martin Luther King Jr Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day\*

\*When New Year's Day or Christmas Day falls on either Saturday or Sunday, the following Monday will be treated as a holiday and Off-Peak fares will be honored.

On the following Holidays **Senior/Disabled/Medicare** tickets are honored all day:

Columbus Day  
Election Day  
Veteran's Day

**PLEASE POST WHERE ALL TICKET SELLERS CAN EASILY ACCESS**

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Any questions, please refer to any Stations Department Leader