



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

**BID SHEETS**

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

**Bulletin No. 2024-15**

To all employees covered by regulations governing clerical forces on the Long Island Railroad.

NOTE: In accordance with the TCU agreement, please include seniority date, current position, and date last awarded current position on all bids. FAX: 718-558-7369 – Send original to address below:

Bids for the following position in the Market Development Department will be accepted by the Officer named below until the close of business on **Friday, August 16, 2024**.

Position: Jamaica Station Mail Attendant (Permanent)

Location: Jamaica, New York

Tour of Duty: 7:00am – 3:00pm

Rest Days: Saturday and Sunday

Rate of Pay: \$34.211 per hour

Duties: Duties will include, but not limited to, pick up U.S. Mail from Post Office, sort, distribute, and collect U.S. and interoffice mail, parcels, stationary supplies, and printed matter and deliver same via hand truck to all departments within the Jamaica area. Daily use and handling of LIRR postal machines their function, operation, and control. Must record and keep accurate records pertaining to all certified and registered mail. Complete other duties as assigned. Ensure compliance with company rules for daily attendance, weekly approval of timecard (CTAMS), as well as daily swipes (Clock In/Out).

Requirements: Must possess a valid driver's license subject to DMV verification, also approved safety shoes – in accordance with TCU agreement – to be furnished by the employee. Required lifting up to 70 lbs.

Contact: Yannis Takos  
General Manager- Market Development  
Jamaica, NY – Mail Code 1995

Posted: **August 7, 2024**

**\*Safety Sensitive Position\***

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

**August 7, 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>
3496	Warehouse Person Babylon Storeroom-Permanent	Thomas D'Angelis	7/31/24
3497	Assistant Warehouse Person Morris Park – Temporary (M. Reynolds)	Hopeton Anderson	8/7/24
3498	Assistant Warehouse Person Permanent (T. Leverock)	Matthew Lombardi	7/31/24
3499	Stores Truck Driver Permanent (J. Zepeda)	NO BIDS RECEIVED	
3500	Warehouse Person-SF-V/V Permanent (J.Scire)	NO BIDS RECEIVED	
3501	Stores Truck Driver Temporary (C. Mack)	WITHDRAWN	
3502	Warehouse Person Permanent (P. Leary)	Brian Harrison	8/7/24
3503	Assistant Warehouse Person Temporary (F. Montalvo)	NO BIDS RECEIVED	

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

POSTED: 9:00 AM  
August 7, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3504**

**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, August 16, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

**POSITION:** Warehouse Person – (E. Kilfoil) – Permanent  
**LOCATION:** Babylon Storeroom  
**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  
August 7, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3505**

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, August 16, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stockman – (T. D’Angelis) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 7:30 am – 3:30 pm  
**REST DAYS:** Saturday & Sunday  
**RATE OF PAY:** \$42.067 per hour

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

Payroll (CTAMS), and must coordinate overtime through user departments. Monthly Stock Status reports, MP-151, SK-35, MW-12, Material Consumption report. Brass report, Wheel and Axle report, Bin Location report. Must have complete working knowledge of the Long Island Rail Road accounting system and its relation to the Stores Department. Will be required to set up complete inventory system and be able to maintain same. Must have a working knowledge of Stores Department shipping and receiving systems as it relates to the user’s activities. Perform all other related duties as assigned.

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

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

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

POSTED: 9:00 AM  
August 7, 2024

## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3506**

**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, August 16, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Stores Truck Driver – (J. Zepeda) – Permanent  
RE-ADVERTISED (3499)  
**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  
August 7, 2024

# **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3507**

**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, August 16, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person - (J. Scire) – Permanent  
RE-ADVERTISED (3478, 3487, 3493 & 3500)  
**LOCATION:** Hillside Warehouse 15 Shop Floor  
**TOUR OF DUTY:** Various  
**REST DAYS:** Various  
**RATE OF PAY:** \$38.813 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM  
August 7, 2024

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3508**

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, August 16, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Assistant Warehouse Person (B. Harrison) – Permanent  
**LOCATION:** Hillside  
**TOUR OF DUTY:** 3:30 pm – 11:30 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  
August 7, 2024



## **RE-ADVERTISED**

**THE LONG ISLAND RAIL ROAD  
ASSISTANT DEPUTY CHIEF STORES OFFICER  
MTA MATERIAL MANAGEMENT & DISTRIBUTION  
BULLETIN NO. 3509**

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, August 16, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

**POSITION:** Warehouse Person – (F. Montalvo) – Temporary  
**RE-ADVERTISED (3503)**

**LOCATION:** Hillside

**TOUR OF DUTY:** 3:30 PM – 11:30 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  
August 7, 2024

**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 August 16, 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 into the LIRR’s Corporate Time & Attendance Management System (CTAMS) based on labor distribution sheets generated by Engineering department field employees and supervision. Such data includes employee arrival time, departure time, hours worked, leave used, maintenance and project accounting and labor distribution codes, as well as all other required information. Review labor distribution forms for completion, accuracy, and required approvals. Correspond with field supervision when required. When not inputting data, Payroll Information Clerks will perform duties including reviewing SAFER Reports and inputting them into the Efficiency Testing System (ETS), reviewing employee sick notes, archiving email submissions, and performing other clerical tasks as required.

At minimum, candidate must have intermediate computer skills, including a working knowledge of Microsoft Windows, Outlook, Excel, and Word; Payroll Information Clerks will also use Adobe Professional.

Edward McGoldrick  
Chief Engineer

**POSTED:**

August 7, 2024

**THE LONG ISLAND RAIL ROAD**  
**OFFICE OF THE CHIEF ENGINEER**

**Bulletin No. 535**  
**TEMPORARY**  
**REPOST**

The Office of the Chief Engineer is accepting resumes for the permanent position of Secretary - Engineering. Resumes for this position should be emailed to Stephanie Nutzul, Manager Resource Development and Operational Support, Engineering Department, Hillside Support Facility – 4th Floor, **no later than 5 P.M. Friday, August 16, 2024.**

POSITION: Secretary - Engineering (Appointed)

LOCATION: Office of the Chief Engineer  
Hillside Support Facility, 4<sup>th</sup> Floor

RATE OF PAY: \$39.889

TOUR OF DUTY: 7:30 A.M. – 3:30 P.M.

REST DAYS: Saturday and Sunday

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

Ed McGoldrick  
Chief Engineer

Posted: August 7, 2024

# LONG ISLAND RAILROAD

## MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

### Bulletin Awards - Non-Ops

**Bulletin ID:** TELBUL3-38      **Sequence:** 38

**Description:** TELEGRAPHERS BULLETIN 3-38

Open: 07/17/2024 00:01

Close: 07/26/2024 17:00

Effective: 07/31/2024 00:01

Posted: 07/15/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From			
FT2	BLOCK OPERATOR	Permanent	BROOK	60302	KLEIN, J					
GCM12	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON	57676	MORA, J	121	GCM11	TR	GCM	
JCBJ22	TRAIN DIRECTOR	Permanent	JCC TOWER	60078	WHITTALL, MW	187	BO1059	BO	LIRR	
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertise						
JCHNA2	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	57895	DAS, K	123	JCCVA2	AT	JCCT	
JTD21	TRAIN DIRECTOR	Permanent	JCC TOWER	52282	SCOTTO, JT	46	JTD24	TR	JCCT	
TR20	TRAIN DIRECTOR	Permanent	JCC TOWER	59302	LUX, DL	159	3-4	PC	PSCC	
TR4	TRAIN DIRECTOR	Permanent	JCC TOWER	59053	BANGAROO, K	150	PJCCB	BO	JCCT	
WL2	BLOCK OPERATOR	Permanent	LEAD	60294	DALEO, SD	205	JCCMT2	BO	JCCT	
BO1054	BLOCK OPERATOR	Permanent	LIRR-Extra List	59303	JOYNER, AJ	163	TX1003	BO	LIRR	

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

**Bulletin ID:** TELBUL3-39

**Bulletin Seq:** 39

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-39

Open: 08/07/2024 00:01

Close: 08/16/2024 17:00

Effective: 08/21/2024 00:01

Posted: 07/28/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
JCCVA2	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 2PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$50.261 HOURLY \$1.939 DIFFERENTIAL		
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		
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
3-4	PSCC CONSOLE OPERATOR	Permanent	PENN STATION CENTRAL CONTROL
	Location PSCC		
	Report Time 11PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 DIFFERENTIAL		
GCM11	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON
	Location GRAND CENTRAL MADISON		
	Report Time 630AM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$55.157 DIFF \$2.04		

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:** TELBUL3-39

**Bulletin Seq:** 39

**Bulletin Description:** TELEGRAPHERS BULLETIN 3-39

Open: 08/07/2024 00:01

Close: 08/16/2024 17:00

Effective: 08/21/2024 00:01

Posted: 07/28/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
JTD24	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location		JCC TOWER
	Report Time		2PM
	Rest Days		MONDAY & TUESDAY
	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.

**LONG ISLAND RAILROAD**

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

**Bulletin Awards - Non-Ops**

**Bulletin ID:** CREW9-64      **Sequence:** 64

**Description:** C/D BULLETIN 9-64

Open: 07/17/2024 00:01      Close: 07/26/2024 17:00      Effective: 07/31/2024 00:01      Posted: 07/15/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
CD3A	CREW DISPATCHER	Permanent	JAMAICA	51002	FILOSA, JS	9 REL4	CD JAM
CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise			
CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise			
CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List	Readvertise			

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

**Bulletin ID:** CREW9-65

**Bulletin Seq:** 65

**Bulletin Description:** C/D BULLETIN 9-65

Open: 08/07/2024 00:01

Close: 08/16/2024 17:00

Effective: 08/21/2024 00:01

Posted: 08/06/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
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Location MANAGER-TRANS. CREW MANAGEMENT JAMAICA

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 BYT THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
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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 BYT THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

CX4006	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 BYT THE UTU, BLE, TCU AND UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMENT SERVICES.

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



**Bulletin ID:** CREW9-65

**Bulletin Seq:** 65

**Bulletin Description:** C/D BULLETIN 9-65

Open: 08/07/2024 00:01

Close: 08/16/2024 17:00

Effective: 08/21/2024 00:01

Posted: 08/06/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
REL4	CREW DISPATCHER	Permanent	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	1140PM		
Rest Days	MONDAY & TUESDAY		
Rate Of Pay	\$48.121 HOURLY \$1.896 DIFFERENTIAL WED/THUR (CD3D) FRID/SAT (CD3A) SUND (CD3X)		

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.

THE LONG ISLAND RAIL ROAD  
MAINTENANCE OF EQUIPMENT DEPARTMENT

August 7, 2024

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

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**AWARD BULLETIN NO. 1804**

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. 42	No Qualified Bids Received
Job No. 8	No Qualified Bids Received
Group A	No Qualified Bids Received

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**BULLETIN NO. 1805**

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – AUGUST 16, 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. 42

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	12:30 AM to 8:30 AM
RELIEF DAYS	MONDAY & TUESDAY
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

GROUP A

POSITION **TEMPORARY**

LOCATION	M OF E CENTRAL MANPOWER OFFICE
TOUR OF DUTY	VARIOUS
RELIEF DAYS	VARIOUS
RATE OF PAY	\$31.337 PER HOUR

QUALIFICATIONS

\$41.316 per hour, after successful completion of training.  
To train in covering all phases of Central Manpower clerical duties. Trainee must have the ability to think and reason in a pressure-filled atmosphere, must have phone etiquette, must be a qualified typist, must be reliable and responsible, and must work any and all holidays. Trainee will be required to have a complete understanding of Maintenance of Equipment Department Policies and Union Agreements of the seven crafts governed by M of E Department. Trainee assigned will be required to properly handle all off-duty occurrences (notifying proper location/supervision), prepare daily off-duty report, maintain the force book, maintain sick log, maintain absence control records, prepare attendance discipline report, preparation of sick and personal leave day forms, prepare/maintain availability report, prepare/maintain accident/incident reports and AR-20s, prepare weekly payroll records using KRONOS and IDMS/LMAT computerized payroll systems, troubleshoot and edit all possible payroll problems, adjust vacation and/or personal day overuses, become knowledgeable with various computer programs (dataease, windows, lotus, etc.), dispatching the wreck crew.

1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.

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2. Employee awarded training position will post on all three shifts for a period not to exceed eight weeks. Trainee will be required to become fully qualified during the eight-week period. As part of determining the qualifications, the trainee will be required to work 'alone' during the eighth week. If the Department determines that an employee has qualified in less than the specified period, the employee will be deemed qualified at that time. Employee awarded a training position, who fails to qualify within eight weeks, or when it becomes evident that he/she will not qualify, will be removed from training position and shall return to his/her former position, unless it has been abolished or filled by a senior employee in the exercise of seniority. The eight-week training period may be extended at Carrier's discretion.
3. During training, trainee is prohibited from bidding other positions. Trainee will not work on holidays during the training period unless specifically required to do so by the Carrier.
4. A trainee's regular job will be bulletined as a temporary job. If no Central Manpower vacancy exists when a trainee becomes qualified, the employee will revert to his/her former position, if the position has not been abolished or filled by a senior employee in the exercise of seniority.
5. When a Central Manpower vacancy is advertised (except the position of Head Clerk – Manpower Systems), only bids from applicants qualified through the training program, or from employees who have previously owned a Central Manpower position in the Maintenance of Equipment Department, will be entertained. If no qualified bids are received, the junior qualified employee, subject to recall, will be assigned to the vacant position. If there are no qualified applicants, the Central Manpower trainee position will be advertised. Once qualified, the employee will be assigned to the existing vacancy.
6. For 18 months following the qualification of the trainee, the employee will be required to accept temporary vacancies refused by regularly assigned Central Manpower Staff.
7. A qualified employee awarded a position who has not covered a position within six months of the training program will be provided a five-day refresher course, if required.
8. During the training period, Trainees will be compensated at the rate identified in Appendix A-1, for Clerk-Central Manpower Trainee. After the Trainee has successfully completed the training program, their rate of pay will be increased retroactive to their initial day in the training program to the Clerk – Central Manpower rate of pay. Rule 62(b) 1 and 2, Rates of Pay will apply where applicable.

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

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

**DATE: August 7, 2024**

**BULLETIN NO.: SD-15-2024**

**This bulletin will close at 5:00 PM on Friday, August 16, 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	Permanent	(A900) Agent (Assigned T. Logan)
<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: August 7, 2024**

**BULLETIN NO.: SD-15-2024**

**This bulletin will close at 5:00 PM on Friday, August 16, 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	(C143) Ticket Clerk
<b>Location:</b>			Jamaica
<b>Tour of Duty:</b>			7:00 AM – 3:00 PM
<b>Rate of Pay:</b>			\$40.052
<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>	6	Permanent	(C952) TSM Clerk
<b>Location:</b>	Bethpage Facility		
<b>Tour of Duty:</b>	Monday - 6:00 AM – 2:00 PM Thursday / Friday – 8:00 AM – 4:00 PM Saturday / Sunday – 10:30 AM – 6:30 PM		
<b>Rate of Pay:</b>	\$40.222		
<b>Rest Days:</b>	Tuesday / Wednesday		

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<b>Position No.</b>	7	Permanent	(C102) Chief Customer Service Clerk (CCSC)
<b>Location:</b>	Penn Station		
<b>Tour of Duty:</b>	2:00 PM – 10:00 PM		
<b>Rate of Pay:</b>	\$48.958		
<b>Rest Days:</b>	Wednesday / Thursday		

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<b>Position No.</b>	8	Temporary	(GCM662) Station Appearance Maintainer
<b>Location:</b>	Grand Central Madison		
<b>Tour of Duty:</b>	6:00 AM – 2:00 PM		
<b>Rate of Pay:</b>	\$33.194		
<b>Rest Days:</b>	Friday / Saturday		

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<b>Position No.</b>	9	Temporary	(V914) Station Appearance Maintainer
<b>Location:</b>	Ronkonkoma Yard / Babylon Yard / Babylon Station		
<b>Tour of Duty:</b>	Monday / Tuesday – Ronkonkoma Yard - 6:00 AM – 2:00 PM Friday – Babylon Yard – 6:00 AM – 2:00 PM Saturday / Sunday – Babylon Station – 5:00 AM – 1:00 PM		
<b>Rate of Pay:</b>	Monday / Tuesday - \$34.214 Friday / Saturday / Sunday - \$33.194		
<b>Rest Days:</b>	Wednesday / Thursday		





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

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<b>Position No.</b>	17	Permanent	(SSM10/SSM10A) Station Appearance Maintainer
<b>Location:</b>	<b>December 1 - March 31</b> Northport / Bethpage Facility <b>April 1 – November 30</b> Northport / Bethpage Facility		
<b>Tour of Duty:</b>	<b>December 1 – March 31</b> 6:00 AM – 2:00 PM <b>April 1 – November 30</b> 7:30AM – 3:30PM		
<b>Rate of Pay:</b>	<b>December 1- March 31</b> \$34.364 <b>April 1 – November 30</b> \$34.666		
<b>Rest Days:</b>	<b>December 1- March 31</b> Saturday / Sunday <b>April 1 – November 30</b> Sunday / Monday		

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<b>Position No.</b>	18	Permanent	(V486) Station Appearance Maintainer
<b>Location:</b>	Garden City Facility		
<b>Tour of Duty:</b>	8:00 AM – 4:00 PM		
<b>Rate of Pay:</b>	\$34.214		
<b>Rest Days:</b>	Sunday / Monday		

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<b>Position No.</b>	19	Permanent	(SSM23 / SSM23A) Station Appearance Maintainer
<b>Location:</b>	<b>December 1 – March 31</b> Extra List <b>April 1 – November 30</b> Valley Stream / Long Beach		
<b>Tour of Duty:</b>	<b>December 1 – March 31</b> Various <b>April 1 – November 30</b> 7:30 AM – 3:30 PM		
<b>Rate of Pay:</b>	<b>December 1 – March 31</b> \$34.364 <b>April 1 – November 30</b> \$34.666		
<b>Rest Days:</b>	Friday / Saturday		

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

**TICKET CLERK POSTINGS**

**C106, C143, CG631, TS3**

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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**C961**

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

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

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

**C952**

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

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**C102**

Must be qualified in the sale and accounting of tickets and related duties and have a thorough knowledge of the Instructions to Agents and Ticket Clerk manual. Will be required to handle refunds, exchanges, group sales, ticket sales, cash, checks, credit, debit, and transit benefit transactions. Process and handle ADL payments and Management adjustments. Applicant will be required to fill out late train notices and provide to customers as needed. Must be able to provide answers to train service-related questions regarding tracks and departure times. This position will be required to field complaints and questions regarding the Ticket Offices, Information Desk, Lost & Found Office, and Ticket Selling Machines. Incumbent must be able to record and track transactions and inquiries into Excel spreadsheet. This position must be able to facilitate the coordination of the LIRR Cares program with the Customer Service Ambassadors. Incumbent will be required to use various communication tools to communicate with co-workers. Must be able to lift full coin hoppers as part of daily routine. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must be able 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**

**SL-02, ARCH900, V920, V453, V464, V484, V486**

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

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

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**RSC1, RSC4, WSC1**

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

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

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

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

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**HMC130, JAM103, JAM124**

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

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

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**SSM10, SSM23**

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

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

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

**Notice of Awards to Bulletin SD-14-2024**

<b>Position Number</b>	<b>Type</b>	<b>Job Number</b>	<b>Name</b>	<b>Award Date</b>
1	Temporary	C918	WITHDRAWN	
2	Temporary	C904	K. Reid	07/31/2024
3	Temporary	C997	K. Carter	07/31/2024
4	Temporary	CG620	B. Accardi	07/31/2024
5	Permanent	C108	C. Howard-Lowe	07/31/2024
6	Permanent	C160	J. Belizario	07/31/2024
7	Permanent	C307	A. Johnson	07/31/2024
8	Permanent	C118	M. Santamaria	Pending
9	Temporary	V914	RE-ADVERTISED	
10	Temporary	SL-02	RE-ADVERTISED	
11	Permanent	V472	Joshua Williams	07/31/2024
12	Permanent	RSC1	RE-ADVERTISED	
13	Permanent	L912	G. Monda	07/31/2024
14	Permanent	RSC4	M. Bradley (A)	07/31/2024
15	Permanent	SSM21	H. Stange	07/31/2024
16	Permanent	V917	A. Busweiler	07/31/2024
17	Permanent	V913	D. O'Neil	07/31/2024
18	Permanent	GCM668	R. Douyon	07/31/2024
19	Permanent	SSM23	RE-ADVERTISED	



## NOTICE NO. 2024-36

Date: July 29, 2024  
To: All Ticket Agents, TVM Agents and STOPS Agents  
From: Theresa Dorsey, Chief Stations Office  
Subject: STOPS (Stations Operations) Desk Rules and Information

The STOPS desk is an important position within the Stations Department. It has been brought to my attention that there have been many not following specific rules when working at the desk. Whether you own a job at the desk or you are covering a vacancy all rules are to be adhered to. For the desk to properly support the train movement operations there are specific rules and procedures that must be adhered to when covering the positions.

Please utilize this notice as a reminder of the expectations when covering the positions at the STOPS desk in Jamaica Central Control (JCC) theater:

1. **Face to Face relief is a MUST** for these positions. You cannot leave the desk area until you see your relief at the desk. This is done because the position must always be covered due to the importance of it. There is no six-minute grace period for these positions.
2. The position is at the desk in the JCC theater so the other departments who work there can easily get in touch with each other to quickly respond to a service issue. You are required to stay at the desk throughout your tour. When you leave to use the restroom or to go to the lunchroom to have your 30-minute break please advise the team on the bridge that you are stepping out. The desk is equipped with a cell phone so you can take that with you in case an emergency arises.
3. When ordering buses send a group text so all are aware you are working on the request. Once the buses are secured call the representative on duty, so they are aware, send the official email out to the LIRRSTATIONSDEPTBUSDISTRIBUTION busing email distribution group (this group has multiple departments on it). Send the email from the **LIRR Emergency Busing** email account (change the “from” on the top of the email).



4. On the emergency busing document, you MUST add who confirmed the buses were on property. If you called the drivers and confirmed add your name and add “via telephone.” This is an audit requirement. Always include the name of the transportation employee who asked for the buses as well as the reason the buses were needed.
5. On the emergency busing document add notes throughout the time the buses are on the property such as “used for 30 customers to XX station.” This information is required to respond to operational response requests.
6. When you are covering your tour, you must look to see if there are buses on the property that were ordered by the employee before you and require a release, we pay for a minimum of four hours when we call out buses so they can stay as protects for four hours, but you must release them if we are not using them before that time runs out. We cannot pay for buses that are not needed.
7. Changing to onboard station fares is a part of the duties of this position, please make sure you have your notes on how to do this process, it’s a simple and easy process but following the directions everyone was given during training is important.
8. There are various job aids and documents to help you complete tasks as needed, they are located in the StationsOpsControl folder you were given access to when you trained. If you need any documents that you cannot find please contact David Sisolak who oversees the desk, via email [dsisola@LIRR.org](mailto:dsisola@LIRR.org).

With these positions being in the middle of the operation control center, eyes are always on you, please be sure to follow these simple rules.

This position has a lot of different tasks that you might not encounter every day if you don’t own one of the desk positions, however they are not outside the realm of your capabilities.

Reach out to managers and leadership if you have questions and read through the job aides to keep yourself up to date with the tasks.

\* If you have any questions, please contact Senior Operations Control and Safety Leader David Sisolak