



Long Island Rail Road
Going your way

BID SHEETS

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 \$41.316 per hour, after successful completion of training.

QUALIFICATIONS 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.

---CONTINUES---

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 RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT
August 21, 2024

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

*_**

BULLETIN NO. 1807

We are currently considering candidates for appointment to the **PERMANENT** position of **SENIOR RECORDS CLERK – M/E** (EXCEPTION 4)

LOCATION TOUR OF DUTY RELIEF DAYS RATE OF PAY QUALIFICATIONS	Richmond Hill 6:30 AM to 2:30 PM SATURDAY & SUNDAY \$41.314 per hour The position of M. of E. SENIOR RECORDS CLERK requires extensive knowledge of the scheduling, record keeping and administration of all AAR, FRA and EPA mandated forms and records related to locomotive and passenger coach safety standards and inspections. This position requires the ability to perform tasks with limited supervision in the exercise of good judgment, and the knowledge of numerous computer software programs for timely database entry as well as document preparation. Specifically, computer literacy is required but not limited to Excel, Dataease, Word, PowerPoint, Windows, and Asset Management software. The qualifications and responsibilities of this position include but are not limited to the following:
--	---

Schedule periodic inspection of all diesel, diesel coaches, and entire MU Fleet in compliance of federally mandated guidelines as well as scheduling of air brake work within the compliance of federally mandated guidelines.

Validate, monitor, notarize, and file Federal Locomotive Inspection and Repair Record forms, FRA F6 180-49 A, for locomotives, diesel coaches, and MU fleet (Blue Certificates).

Filing of Wheel Inspection Report, MPL 207 forms and FRA Door Inspection forms. Filing and maintaining a six- (6) year history for EPA mandated Freon Usage reports and Freon Recovery forms.

Filing of EPA mandated Asbestos Testing Results and Chain of Custody records. (Abatement Company assumes the responsibility of the Asbestos.)

Scheduling and maintaining the federally mandated Event Recorder Qualification records. (Equipment Accident/Incident Investigation.)

Tracking and weekly reporting of car equipment modifications.

Tracking monthly component production.

Coordinate and monitor the compilation of all documentation generated by Maintenance of Equipment shops to respective areas of responsibility, i.e., Periodic Inspections.

Applicant must become a notary public. Applicant must be a competent typist. Asset Management Data Entry. All other clerical duties as assigned.

All interested candidates should forward their resumes to J. McGrath, Sr. Manager – M of E Manpower Resource Management, HMC Mail Code 3012 or email to mofebidsheets@lirr.org, no later than the close of business **August 30, 2024**. Please include the bulletin number, your service date, railroad experience, and current work location and phone number.

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

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

August 21, 2024

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

NOTICE OF AWARDS

<u>BULLETIN #</u>	<u>POSITION</u>	<u>EMPLOYEE</u>	<u>EFFECTIVE DATE</u>
3504	Warehouse Person Babylon Storeroom-Permanent	Thomas D'Angelis	8/28/24
3505	Stockman Permanent (T. D'Angelis)	Frank Morfesi	8/21/24
3506	Stores Truck Driver Permanent (J. Zepeda)	NO BIDS RECEIVED	
3507	Warehouse Person-SF-V/V Permanent (J.Scire)	NO BIDS RECEIVED	
3508	Assistant Warehouse Person Permanent (B. Harrison)	NO BIDS RECEIVED	
3509	Assistant Warehouse Person Temporary (F. Montalvo)	WITHDRAWN	

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

POSTED: 9:00 AM
August 21, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3510**

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 30, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131

POSITION: Warehouse Person – (T. D’Angelis) – Permanent
LOCATION: Babylon Storeroom
TOUR OF DUTY: 11:30 PM – 7:30 AM
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 21, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3511**

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 30, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (F. Morfesi) – Permanent
LOCATION: Hillside
TOUR OF DUTY: 7:30 AM – 3:30 PM
REST DAYS: Saturday & Sunday
RATE OF PAY: \$38.813 per hour

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

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

Perform all other related duties as assigned.

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

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

POSTED: 9:00 AM
August 21, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3512**

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 30, 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 & 3506)

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 “B” 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 21, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3513**

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 30, 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 & 3507)
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 21, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3514**

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 30, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Assistant Warehouse Person (B. Harrison) – Permanent
RE-ADVERTISED (3508)

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 21, 2024

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: USBUL2-96

Bulletin Seq: 96

Bulletin Description: USHER BULLETIN 2/96

Open: 08/21/2024 00:01

Close: 08/30/2024 17:00

Effective: 09/04/2024 00:01

Posted: 08/19/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
RUH1	USHERS	Permanent	JAMAICA

Location VARIOUS

Report Time VARIOUS

Rest Days THURSDAY & FRIDAY

Rate Of Pay \$41.763 HOURLY
 \$1.650 DIFFERENTIAL
 SAT/SUN JAU1 (1201AM)
 MON/TUES JAU7 (4PM)
 WED BKU2 (2PM)
 *ALL APPLICABLE DIFFERENTIALS WILL APPLY IN ACCORDANCE WITH THE COLLECTIVE BARGANING AGREEMENTS.

MUST COMPLETE LIRR/TCU USHER TRAINING PROGRAM.

* Ushers are expected to be courteous at all times.

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

* Must work well with the public

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

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

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

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

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

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-39 **Sequence:** 39

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	Emp Num	Employee Name	Rank	From		
GCM11	TRAIN DIRECTOR	Permanent	GRAND CENTRAL MADISON	57895	DAS, K	123	JCHNA2	AT	JCCT
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER	Readvertise					
JCCVA2	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER	59914	SANTORO, CS	179	WS31	TR	WSY
JTD24	TRAIN DIRECTOR	Permanent	JCC TOWER	58607	DOWD, J	141	JCHN21	TR	JCCT
BO1059	BLOCK OPERATOR	Permanent	LIRR-Extra List	60098	POTTER, SP	193	BO1056	BO	LIRR
3-4	PSCC CONSOLE	Permanent	PENN STATION CENTRAL	60296	HENRY, SH	202	JCCQN3	TR	JCCT

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-40

Bulletin Seq: 39

Bulletin Description: TELEGRAPHERS BULLETIN 3-40

Open: 08/21/2024 00:01

Close: 08/30/2024 17:00

Effective: 09/04/2024 00:01

Posted: 08/21/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
JCHNA2	ASST. TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$55.157 HOURLY \$2.040 DIFFERENTIAL		
BO1056	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
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		
JCCQN3	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$52.400 HOURLY \$2.025 DIFFERENTIAL		
JCHN21	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$57.736 HOURLY \$2.151 SHIFT 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: TELBUL3-40

Bulletin Seq: 39

Bulletin Description: TELEGRAPHERS BULLETIN 3-40

Open: 08/21/2024 00:01

Close: 08/30/2024 17:00

Effective: 09/04/2024 00:01

Posted: 08/21/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
WS31	TRAIN DIRECTOR	Permanent	WEST SIDE YARD
	Location	WEST SIDE YARD	
	Report Time	1030PM	
	Rest Days	TUESDAY & WEDNESDAY	
	Rate Of Pay	\$50.585 HOURLY \$1.952 DIFFERENTIAL	

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-65 **Sequence:** 65

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	Emp Num	Employee Name	Rank	From
REL4	CREW DISPATCHER	Permanent	JAMAICA	55473	NICOSIA, AJ	24	REL6 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: CREW9-66

Bulletin Seq: 66

Bulletin Description: C/D BULLETIN 9-66

Open: 08/21/2024 00:01

Close: 08/30/2024 17:00

Effective: 09/04/2024 00:01

Posted: 08/19/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
------	----------	--------------	----------

DT4102	CREW DISP. TRNEE	Temporary	LIRR-Extra List
--------	------------------	-----------	-----------------

Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time VARIOUS

Rest Days VARIOUS

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

TEMPORARY

FAXED BIDS WILL NOT BE ACCEPTED

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

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

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

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

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

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

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

*DIFFERENTIAL NOT INCLUDED IN ABOVE RATES OF PAY.

CX4004	CREW DISPATCHER	Permanent	LIRR-Extra List
--------	-----------------	-----------	-----------------

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 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.

Bulletin Description: C/D BULLETIN 9-66

Open: 08/21/2024 00:01

Close: 08/30/2024 17:00

Effective: 09/04/2024 00:01

Posted: 08/19/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
------	----------	--------------	----------

CX4005	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
<p>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.</p>			

CX4006	CREW DISPATCHER	Permanent	LIRR-Extra List
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA (5C1)		
Report Time	VARIOUS		
Rest Days	VARIOUS		
Rate Of Pay	\$48.121 HOURLY & \$1.896 DIFFERENTIAL		
<p>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.</p>			

REL6	CREW DISPATCHER	Permanent	JAMAICA
Location	TRANSPORTATION CREW MANAGEMENT, JAMAICA		
Report Time	340PM		
Rest Days	WEDNESDAY & THURSDAY		
Rate Of Pay	\$48.121 HOURLY \$1.896 DIFFERENTIA FRI & SAT. (CD2C) SUNDAY (CD2A) MON & TUE (CD2D)		
<p>APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THEIR WORKING CONDITIIONS OF EMPLOYEES REPRESENTED BY THE UTU, BLE, TCU, AND</p> <p>UTU Y/M. MUST BE A COMPETENT TYPIST AND WORK AS DIRECTED WITHIN THE OFFICE OF THE MANAGER-TRANSPORTATION CREW MANAGEMNET SERVICES.</p>			

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

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 until 5:00 PM on August 30, 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 21, 2024

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

DATE: August 21, 2024

BULLETIN NO.: SD-16-2024

This bulletin will close at 5:00 PM on Friday, August 30, 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.

Position No.	1	Temporary	(A251) Agent
Location:			Jamaica Theatre
Tour of Duty:			2:00 PM – 10:00 PM
Rate of Pay:			\$50.245
Rest Days:			Friday / Saturday

Position No.	2	Temporary	(A252) Agent
Location:			Jamaica Theatre
Tour of Duty:			10:00 PM – 6:00 AM
Rate of Pay:			\$50.245
Rest Days:			Sunday / Monday

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

Position No. 3 Permanent (A900) Agent (Assigned T. Logan)

Location: Jamaica Theatre

Tour of Duty: Sun/Mon – 10:00 PM – 6:00 AM
 Thu/Fri – 6:00 AM – 2:00 PM
 Sat – 2:00 PM – 10:00 PM

Rate of Pay: \$50.245

Rest Days: Tuesday / Wednesday

Position No. 4 Permanent (A901) Agent (Assigned L. Hutchinson)

Location: Atlantic Terminal / Jamaica Theatre

Tour of Duty: Wed/Thu – Atlantic Terminal – Supv Agent – 6:00 AM – 2:00 PM
 Fri – Jamaica Theatre – Agent – 2:00 PM – 10:00 PM
 Sat/Sun – Atlantic Terminal – Supv Agent – 2:00 PM – 10:00 PM

Rate of Pay: Wed/Thu/Sat/Sun - \$52.670
 Fri - \$50.245

Rest Days: Monday / Tuesday

Notice of Awards to Bulletin SD-15-2024

Position Number	Type	Job Number	Name	Award Date
1	Permanent	A900	RE-ADVERTISED	
2	Permanent	A901	RE-ADVERTISED	

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

DATE: August 21, 2024

BULLETIN NO.: SD-16-2024

This bulletin will close at 5:00 PM on Friday, August 30, 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

Position No.	1	Temporary	(C964) Ticket Clerk
Location:	Amityville / Babylon		
Tour of Duty:	Monday – Amityville - 6:00 AM – 2:00 PM Tuesday / Wednesday – Babylon – 6:00 AM – 2:00 PM Thursday / Friday – Babylon – 1:30 PM – 9:30 PM		
Rate of Pay:	Monday - \$37.218 Tue / Wed / Thurs / Fri - \$39.519		
Rest Days:	Saturday / Sunday		

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

Position No. 2 Temporary (C802) Ticket Clerk
Location: Freeport
Tour of Duty: 6:00 AM – 2:00 PM
Rate of Pay: \$39.519
Rest Days: Saturday / Sunday

Position No. 3 Temporary (C104) Ticket Clerk
Location: Penn Station
Tour of Duty: 6:00 AM – 2:00 PM
Rate of Pay: \$40.052
Rest Days: Tuesday / Wednesday

Position No. 4 Temporary (C134) Ticket Clerk
Location: Atlantic Avenue
Tour of Duty: 1:00 PM – 9:00 PM
Rate of Pay: \$38.674
Rest Days: Saturday / Sunday

Position No. 5 Permanent (C114) Ticket Clerk
Location: Penn Station
Tour of Duty: 2:00 PM – 10:00 PM
Rate of Pay: \$40.052
Rest Days: Saturday / Sunday

Position No. 6 Permanent (C814) Ticket Clerk
Location: Babylon
Tour of Duty: 1:30 PM – 9:30 PM
Rate of Pay: \$38.438
Rest Days: Thursday / Friday

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

Position No. 7 Permanent (C703) Ticket Clerk

Location: Westbury

Tour of Duty: 6:00 AM – 2:00 PM

Rate of Pay: \$37.857

Rest Days: Saturday / Sunday

Position No. 8 Temporary (VH478) Station Appearance Maintainer / HD SAM

Location: Long Beach

Tour of Duty: 5:00 AM – 1:00 PM

Rate of Pay: Monday / Wednesday – SAM - \$34.214
Tue / Thurs / Sun – HD SAM – \$34. 364

Rest Days: Friday / Saturday

Position No. 9 Temporary (GCM678) Station Appearance Maintainer

Location: Grand Central Madison

Tour of Duty: 10:00 PM – 6:00 AM

Rate of Pay: \$33.194

Rest Days: Friday / Saturday

Position No. 10 Temporary (SL-02) Station Appearance Maintainer

Location: Babylon Yard / Long Beach / Freeport

Tour of Duty: Monday – Babylon Yard - 6:00 AM – 2:00 PM
Tuesday / Wednesday – Long Beach – 11:30 AM – 7:30 PM
Saturday / Sunday – Freeport – 11:00 AM – 7:00 PM

Rate of Pay: Monday - \$34.214
Tue / Wed / Sat / Sun - \$33.194

Rest Days: Thursday / Friday

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

Position No. 11 Temporary (WSC1) Chief SAM

Location: West Side Yard

Tour of Duty: 6:30 AM – 2:30 PM

Rate of Pay: \$37.914

Rest Days: Saturday / Sunday

Position No. 12 Temporary (VD100) Station Appearance Maintainer

Location: VD Yard / West Side Yard

Tour of Duty: Mon / Wed / Fri – VD Yard – 6:30 AM – 2:30 PM
Tuesday / Thursday – West Side YD – 6:30 AM – 2:30 PM

Rate of Pay: \$33.194

Rest Days: Saturday / Sunday

Position No. 13 Permanent (V920) Station Appearance Maintainer

Location: Queens Village / Cold Spring Harbor

Tour of Duty: Mon / Tue / Sat / Sun – Queens Village – 3:30 PM – 11:30 PM
Friday – Cold Spring Harbor – 6:00 AM – 2:00 PM

Rate of Pay: \$34.214

Rest Days: Wednesday / Thursday

Position No. 14 Permanent (ARCH900) Station Appearance Maintainer

Location: Freeport / Arch St Facility / Northport

Tour of Duty: Monday – Freeport – 5:00 AM – 1:00 PM
Thursday / Friday – Arch St Facility – 6:00 AM – 2:00 PM
Saturday / Sunday – Northport – 6:00 AM – 2:00 PM

Rate of Pay: Monday / Thursday / Friday – \$33.194
Saturday / Sunday - \$34.214

Rest Days: Tuesday / Wednesday

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

Position No.	15	Permanent	(RSC1) Station Appearance Maintainer / Chief <i>(Assigned A. Certa)</i>
Location:	Jamaica		
Tour of Duty:	4:00 PM – 12:00 AM		
Rate of Pay:	Wednesday / Thursday / Friday – SAM - \$33.194 Saturday / Sunday - Chief - \$37.914		
Rest Days:	Monday / Tuesday		

Position No.	16	Permanent	(RSC4) Station Appearance Maintainer / Chief
Location:	Atlantic Avenue		
Tour of Duty:	Sunday / Monday – 9:30 PM – 5:30 AM Thursday / Friday – 6:00 AM – 2:00 PM Saturday – 2:00 PM – 10:00 PM		
Rate of Pay:	Sun / Mon / Sat – SAM - \$33.194 Thursday / Friday - Chief - \$37.914		
Rest Days:	Tuesday / Wednesday		

Position No.	17	Permanent	(SSM7/SSM7A) Station Appearance Maintainer
Location:	December 1 - March 31 Extra List April 1 – November 30 Ronkonkoma Yard / Hicksville		
Tour of Duty:	December 1 – March 31 Extra List April 1 – November 30 7:30 AM – 3:30PM		
Rate of Pay:	December 1- March 31 \$34.364 April 1 – November 30 \$34.666		
Rest Days:	Friday / Saturday		

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

TICKET CLERK POSTINGS

C104, C114, C134, C703, C802, C814, C964

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

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

STATION APPEARANCE MAINTAINER (SAM) POSTINGS

GCM673, GCM678

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

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

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

ARCH900, VD100, V920, SL02, L309P, L404

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.

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**

RSC3

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.

SSM7/SSM7A

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.

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

VH478, H572

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.

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

Notice of Awards to Bulletin SD-15-2024

Position Number	Type	Job Number	Name	Award Date
1	Temporary	C143	N. Appel	08/21/2024
2	Temporary	TS3	Sotty Morris	Pending
3	Temporary	C961	L. Kushel	08/21/2024
4	Temporary	C106	M. Green	08/21/2024
5	Permanent	CG631	N. Pryor	08/21/2024
6	Permanent	C952	W. Amore	08/21/2024
7	Permanent	C102	D. Brienza	08/21/2024
8	Temporary	GCM662	K. Fort	08/21/2024
9	Temporary	V914	WITHDRAWN	
10	Temporary	SL-02	RE-ADVERTISED	
11	Temporary	WSC1	Anthony Grant	08/21/2024
12	Permanent	V920	RE-ADVERTISED	
13	Permanent	ARCH900	RE-ADVERTISED	
14	Permanent	RSC1	RE-ADVERTISED	
15	Permanent	RSC4	RE-ADVERTISED	
16	Permanent	V453	K. Gosai	Pending
17	Permanent	SSM10	J. Larkin	08/21/2024
18	Permanent	V486	N. Vezzi	08/28/2024
19	Permanent	SSM23	Shaquana Campbell	08/21/2024
20	Permanent	V484	J. Crappa	08/21/2024
21	Permanent	HMC130	E. Englehardt	08/21/2024
22	Permanent	V915	T. Messina	08/21/2024
23	Permanent	JAM124	M. Bradley	08/21/2024
24	Permanent	JAM103	D. Degregorio	08/21/2024
25	Permanent	V464	R. Godfrey	08/21/2024

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

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

Date: August 21, 2024

TO ALL CLERICAL EMPLOYEES:

We will be accepting resumes for the **PERMANENT APPOINTED** position of Automated Ticket Sales (ATS) Support Clerk. Interested applicants must forward their resumes to MaryAnn Portesy at mportes@lirr.org by **5:00 PM on Friday, August 30, 2024**. The email subject line must indicate "Submission for ATS Support Clerk".

Position:	Permanent	Automated Ticket Sales Support Clerk (<i>P401</i>)
Location:		Jamaica (<i>may also work in Penn Station, Bayshore, Hillside, and Bethpage Facility</i>)
Tour of Duty:		7:30 AM – 3:30 PM
Rate of Pay:		\$43.234
Relief Days:		Saturday/Sunday

Primary Duties:


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

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

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



NOTICE NO. 2024-37

Date: August 8, 2024
 To: Stations Department Employees
 From: Theresa Dorsey, Chief Stations Officer 
 Subject: **HOLIDAY – Labor Day, Monday, September 2, 2024**

TICKET AGENTS - The following positions WILL work:

JOB #	LOCATION
A102	HSF TVM
A105	PENN TVM
A106	HSF TVM
A110	PENN
A120	PTH
A121	PTH
A200	WOODSIDE
A250	JAMAICA THEATRE
A251	JAMAICA THEATRE
A301	VALLEY STREAM
A303	LONG BEACH
A311	BETH TVM
A312	BETH TVM

JOB #	LOCATION
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE
A709	RONKONKOMA
A710	RONKONKOMA
A806	BABYLON
A808	PATCHOGUE
A900	JAMAICA THEATRE
A961	BROADWAY

JOB #	LOCATION
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM
A984	BETH TVM
A988	PENN
AG610	GCM TVM
AG615	GCM
AG918	GCM
SXA1	WESTHAMPTON
SXA2	EAST HAMPTON
SXA3	SOUTHAMPTON
SXA4	MONTAUK



TICKET CLERKS - The following positions WILL work:

JOB #	LOCATION
C102	PENN
C103	PTH
C104	PENN
C106	PENN
C108	PENN
C114	PENN
C115	PTH
C116	PTH
C118	PENN
C121	PENN
C127	PENN
C132	ATLANTIC
C134	ATLANTIC
C136	ATLANTIC
C139	JAMAICA CHIEF
C140	JAMAICA CHIEF
C143	JAMAICA
C145	JAMAICA
C152	PENN TVM
C160	JAMAICA
C176	PENN
C201	WOODSIDE

JOB #	LOCATION
C310	VALLEY STREAM
C313	LONG BEACH
C331	BETH TVM
C333	BETH CASHIER
C411	PORT WASH
C412	PORT WASH
C602	HUNTINGTON
C702	BETH TVM
C704	HICKSVILLE
C706	HICKSVILLE
C813	BABYLON
C814	BABYLON
C821	HSF TVM
C822	HSF TVM
C823	HSF CASHIER
C840	MINEOLA
C901	PENN
C904	PENN
C910	PENN
C911	PENN
C913	PENN
C917	PENN

JOB #	LOCATION
C923	JAMAICA
C924	JAMAICA
C952	BETH TVM
C953	BETH TVM
C998	PENN
CG620	GCM TVM
CG626	GCM
CG627	GCM
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM
CG942	GCM
CG943	GCM
TS2	PATCHOGUE
TS4	JAMAICA
TS6	WOODSIDE



STATION APPEARANCE MAINTAINERS – The following positions WILL work:

JOB #	LOCATION
ARCH900	FREEPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	ATLANTIC
ATL106	ATLANTIC
ATL107	ATLANTIC
ATL109	ATLANTIC
ATL110	ATLANTIC
GCM662	GCM
GCM664	GCM
GCM665	GCM
GCM669	GCM
GCM670	GCM
GCM671	GCM
GCM672	GCM
GCM673	GCM
GCM674	GCM
GCM676	GCM
GCM678	GCM
GCM685	GCM
GCM986	GCM
GCM987	GCM
H552	PORT WASH
H572	NORTHPORT
HC551	PORT WASH
HC571	NORTHPORT
HMC112	HSF
HMC124	HSF

JOB #	LOCATION
JAC1	JAMAICA
JAM102	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM116	JAMAICA
JAM119	JAMAICA
JAM120	JAMAICA
JAM124	JAMAICA
JAM130	JAMAICA
JAM131	JAMAICA
JAM132	JAMAICA
L302	MINEOLA
L307	BABYLON
L309	HICKSVILLE
L311	HUNTINGTON
L312	RONKONKOMA
L317	GREAT NECK
L320	PORT WASH
L321	LYNBROOK
L904	BAYSIDE
RSC2	ATLANTIC
RSC4	ATLANTIC
SL01	LONG BEACH
SL02	BABYLON YARD
SV01	WESTHAMPTON

JOB #	LOCATION
V450	MORRIS PARK
V453	PORT WASH
V454	PORT WASH
V456	GARDEN CITY
V457	GARDEN CITY
V460	BABYLON YD
V461	BABYLON YD
V466	NORTHPORT
V478	LONG BEACH
V479	KO YARD
V480	KO YARD
V489	WOODSIDE
V490	VALLEY YD
V491	VALLEY YD
V492	PORT WASH
V495	WESTHAMPTON
V912	MORRIS PARK
V913	BABYLON YD
V914	KO YARD
V915	KO YARD
V919	WOODSIDE
V920	PORT WASH
VD100	ATLANTIC



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

PENN	JAMAICA	ATLANTIC	GCM
AMB31	AMB40	AMBP10	AMB01
AMB32	AMB42	AMBP11	AMB21
AMB38	AMB43		AMB24
AMBP04	AMB44		AMB25
AMBP06	AMB48		AMBP03
	AMBP07		AMB0026
	AMBP08		
	AMBT80		
	AMBT81		

LEAD FOREMAN/FOREMEN:

HSF WILL NOT work. GCM Foremen & Asst. Foremen, Atlantic, Jamaica WILL Work.

Lead and Island Foremen, Asst. Foreman positions refer to weekly Island Foremen schedule.

OFFICES CLOSED:

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

MESSENGER SERVICE:

WILL NOT operate.

TICKET SALES:

Senior/Off-Peak Fares in effect all day.

TICKET OFFICE HOURS:

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

TRAIN SERVICE:

Will operate on a holiday schedule.
