



Long Island Rail Road
Going your way

BID SHEETS

THE LONG ISLAND RAIL ROAD
MAINTENANCE OF EQUIPMENT DEPARTMENT

September 18, 2024

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

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AWARD BULLETIN NO. 1808

POSITION AWARDED TO THE FOLLOWING:

Job No. 40	No Qualified Bids Received
Job No. 32	No Qualified Bids Received
Job No. 41	No Qualified Bids Received
Job No. 27	No Qualified Bids Received
Job No. 35	No Qualified Bids Received
Job No. 28	No Qualified Bids Received
Job No. 34	No Qualified Bids Received
Job No. 42	No Qualified Bids Received
Job No. 8	No Qualified Bids Received
Group A	No Qualified Bids Received

*_**

BULLETIN NO. 1809

APPLICATIONS FOR THE FOLLOWING POSITION WILL BE ACCEPTED BY THE OFFICER NAMED BELOW UNTIL 5:00 PM – SEPTEMBER 27, 2024

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. 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. 27

POSITION PERMANENT	CLERK – CENTRAL MANPOWER
LOCATION	HILLSIDE MAINTENANCE COMPLEX
TOUR OF DUTY	10:30 PM to 6:30 AM
RELIEF DAYS	FRIDAY & SATURDAY
RATE OF PAY	SAME AS JOB NO. 40
QUALIFICATIONS	SAME AS JOB NO. 40

JOB NO. 35

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

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1. Training position will be bulletined and awarded based on seniority, fitness and the ability of the applicants.
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
Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution**

September 18, 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>
3515	Stockman Exception 4 Permanent (J. Fanesi)	PENDING	
3516	Warehouse Person-SF Permanent (J. Derenches)	Aileen Kennedy	9/23/24
3517	Assistant Warehouse Person Permanent (M. Lombardi)	Arjun Lal	9/18/24
3518	Stores Truck Driver Permanent (J. Zepeda)	NO BIDS RECEIVED	
3519	Warehouse Person-SF-V/V Permanent (J.Scire)	Anthony Lau	9/18/24
3520	Assistant Warehouse Person Permanent (B. Harrison)	NO BIDS RECEIVED	
3521	Stores Truck Driver Permanent (J. Hafeed)	NO BIDS RECEIVED	

Eric Florio

Assistant Deputy Chief Stores Officer
MTA Material Management & Distribution

POSTED: 9:00 AM
September 18, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3522**

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, September 27, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (A. Kennedy) – 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
September 18, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3523**

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, September 27, 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, 3512 & 3518)

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
September 18, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3524**

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, September 27, 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, 3514 & 3520)

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
September 18, 2024

RE-ADVERTISED

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3525**

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, September 27, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Stores Truck Driver – (J. Hafeed) – Permanent
RE-ADVERTISED (3521)

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
September 18, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3526**

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, September 27, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (M. Paesano) – 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
September 18, 2024

**THE LONG ISLAND RAIL ROAD
ASSISTANT DEPUTY CHIEF STORES OFFICER
MTA MATERIAL MANAGEMENT & DISTRIBUTION
BULLETIN NO. 3527**

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, September 27, 2024**. Bids can be faxed to Ext. 3279 or sent via interoffice mail to MC: 3131.

POSITION: Warehouse Person – (K. Boykin) – Temporary
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
September 18, 2024

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: TELBUL3-41 **Sequence:** 41

Description: TELEGRAPHERS BULLETIN 3-41

Open: 09/04/2024 00:01 Close: 09/13/2024 17:00 Effective: 09/18/2024 00:01 Posted: 09/02/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank	From
JCCMT2	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise		
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER		Readvertise		
JCHN22	TRAIN DIRECTOR	Permanent	JCC TOWER	59299	BARKER, AB	160	JCBJ2 TR JCCT
BO1051	BLOCK OPERATOR	Permanent	LIRR-Extra List	60293	PUMA, JP	200	BO1052 BO LIRR
TR29	TRAIN DIRECTOR	Permanent	WEST SIDE YARD	60302	KLEIN, JK	206	FT2 BO BRK

LONG ISLAND RAILROAD
MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin ID: TELBUL3-42

Bulletin Seq: 42

Bulletin Description: TELEGRAPHERS BULLETIN 3-42

Open: 09/18/2024 00:01

Close: 09/27/2024 17:00

Effective: 10/02/2024 00:01

Posted: 09/16/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
BO1052	BLOCK OPERATOR	Permanent	LIRR-Extra List
	Location TELEGRAPHER EXTRA LIST		
	Report Time VARIOUS		
	Rest Days SATURDAY & SUNDAY		
	Rate Of Pay \$43.355 HOURLY & \$1.666 DIFFERENTIAL		
FT2	BLOCK OPERATOR	Permanent	BROOK
	Location BROOK TOWER		
	Report Time 201PM		
	Rest Days MONDAY & TUESDAY		
	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		
JCCMT3	BLOCK OPERATOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 1001PM		
	Rest Days WEDNESDAY & THURSDAY		
	Rate Of Pay \$43.355 HOURLY \$1.666 DIFFERENTIAL		
JCBJ2	TRAIN DIRECTOR	Permanent	JCC TOWER
	Location JCC TOWER		
	Report Time 201PM		
	Rest Days TUESDAY & WEDNESDAY		
	Rate Of Pay \$53.034 HOURLY \$2.050 DIFFERENTIAL		

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

LONG ISLAND RAILROAD

MANAGEMENT-TRANSPORTATION CREW MANAGEMENT SERVICES

Bulletin Awards - Non-Ops

Bulletin ID: CREW9-68 **Sequence:** 68

Description: C/D BULLETIN 9-68

Open: 09/18/2024 00:01 Close: 09/27/2024 17:00 Effective: 10/02/2024 00:01 Posted: 09/17/2024 00:01

Asgn	Position	Perm or Temp	Terminal	Emp Num	Employee Name	Rank From
CD2D	CREW DISPATCHER	Permanent	JAMAICA		Readvertise	
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: CREW9-68

Bulletin Seq: 68

Bulletin Description: C/D BULLETIN 9-68

Open: 09/18/2024 00:01

Close: 09/27/2024 17:00

Effective: 10/02/2024 00:01

Posted: 09/17/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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CD2D	CREW DISPATCHER	Permanent	JAMAICA
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Location TRANSPORTATION CREW MANAGEMENT, JAMAICA

Report Time 340P

Rest Days MONDAY & TUESDAY

Rate Of Pay \$48.121 HOURLY

APPLICANTS FOR THIS POSITION MUST HAVE COMPLETED THE CREW DISPATCHER TRAINING PROGRAM AS PER TCU CONTRACT. MUST HAVE THOROUGH KNOWLEDGE OF THE REGULATIONS GOVERNING THE WORKING CONDITIONS OF EMPLOYEES REPRESENTED BY THE 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.

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 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.

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

Report Time VARIOUS

Rest Days VARIOUS

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

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

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: CREW9-68

Bulletin Seq: 68

Bulletin Description: C/D BULLETIN 9-68

Open: 09/18/2024 00:01

Close: 09/27/2024 17:00

Effective: 10/02/2024 00:01

Posted: 09/17/2024 00:01

Asgn	Position	Perm Or Temp	Terminal
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

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 RAILROAD
OFFICE OF THE CHIEF STATIONS OFFICER
STATIONS DEPARTMENT**

DATE: September 18, 2024

BULLETIN NO.: SD-18-2024

This bulletin will close at 5:00 PM on Friday, September 27, 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	(A312) Agent
Location:			Bethpage Facility
Tour of Duty:			8:00 AM – 4:00 PM
Rate of Pay:			\$50.245
Rest Days:			Thursday / Friday

Position No.	2	Temporary	(A102) Agent
Location:			Hillside TSM
Tour of Duty:			7:30 AM – 3:30 PM
Rate of Pay:			\$50.245
Rest Days:			Wednesday / Thursday

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

Notice of Awards to Bulletin SD-17-2024

Position Number	Type	Job Number	Name	Award Date
1	Temporary	A702	J. Baldassarre	09/18/2024
2	Temporary	AG610	T. Desvarieux	09/18/2024
3	Permanent	A900	RE-ADVERTISED	
4	Permanent	A901	RE-ADVERTISED	

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

DATE: September 18, 2024

BULLETIN NO.: SD-18-2024

This bulletin will close at 5:00 PM on Friday, September 27, 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	(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.	2	Temporary	(C901) CCSC / Ticket Clerk
Location:			Penn Station
Tour of Duty:			Sun/Mon – CCSC – Penn Station – 6:00 AM – 2:00 PM Tuesday – Ticket Clerk - 6:00 AM – 2:00 PM Wed/Thu – CCSC – Penn Station – 2:00 PM – 10:00 PM
Rate of Pay:			Sun/Mon/Wed/Thu - \$48.958 Tuesday - \$40.052
Rest Days:			Friday / Saturday

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

TICKET CLERK POSTINGS

C104, C134, CG631

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.

C124

Must be able to read train schedules and give prompt and accurate train information and use latest technology as it relates to fares, track assignments, schedules, ticket types and tour packages. Will be required to answer customer questions related to locations in and around the station. Will be required to monitor the waiting room checking that all occupants are valid ticket holders, checking customer tickets prior to entering waiting room, and maintaining the timetable racks throughout the station. Must be able to keep station posters and special instructions current, take in timetables deliveries, discard expired timetables, and maintain an organized timetable room. Passing a pre-screening assessment (i.e. physical, written and/or practical evaluation) will be required. Must have a valid NYS Driver's license. Must possess the ability to exercise good judgment and efficiently perform all assigned duties. Will be required to work as directed.

C901

Primary Ticket Clerk 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.

Primary CCSC Duties: 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.

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

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.

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

STATION APPEARANCE MAINTAINER (SAM) POSTINGS

V480, V485, V920, ARCH900

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

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

JAM113, JAM119, ATL109, HMC124

Primary Duties for HMC, Jamaica, and Atlantic Terminal: 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.

SSM24/SSM24A

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**

Notice of Awards to Bulletin SD-17-2024

Position Number	Type	Job Number	Name	Award Date
1	Temporary	CG631	WITHDRAWN	
2	Temporary	CG620	K. Boykin	Pending
3	Permanent	C910	N. Pryor	09/23/2024
4	Permanent	C307	M. Paesano	Pending
5	Temporary	ATL102	O. Alcide	09/18/2024
6	Temporary	L304	R. Ruiz	09/18/2024
7	Temporary	JAC1	M. Alleyne	09/18/2024
8	Permanent	VF204	F. Cazzetta	09/18/2024
9	Permanent	V920	RE-ADVERTISED	
10	Permanent	ARCH900	RE-ADVERTISED	
11	Permanent	RSC1	RE-ADVERTISED	
12	Permanent	RSC4	RE-ADVERTISED	
13	Permanent	L309P	D. Giannino	09/18/2024
14	Permanent	ATL105	W. Rivera	09/18/2024
15	Permanent	V484	J. Cedeno	09/18/2024
16	Permanent	JAM104	N. Mahr	09/18/2024

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

Date: September 18, 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, September 27, 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. 2024-41

Revised 9/12/24

Date: September 13, 2024

To: All Station's Department Employees

From: Theresa Dorsey, Chief Stations Officer 

Subject: REVISED- Changes to Weekend Train Service into Grand Central Madison Terminal

Effective September 28, 2024, Service Planning has changed the time at Jamaica for equipment train #3783, it will now depart Hempstead at 5:10am, and Jamaica at 5:36am arriving at GCM at 5:56am.

This train will depart 3 minutes earlier from Jamaica (beginning Saturday 9/28/24) than the original GO#302 service plan which was effective September 3, 2024. This is an employee only train. As an employee you can board at Hempstead and Jamaica only.

If you are traveling via LIRR to GCM you must take this train from Jamaica to arrive at GCM in time for your tour to begin.


To board this train, go to the west end head car and ask the conductor to open the door for you, they will not be opening all the doors on the platform since this is not a revenue train. That means it is not going to have passengers getting on it. Employees can board at Hempstead before 5:10am and board at Jamaica at 5:36am.

If you have a key and know how to use it on the train, you can key yourself on. Do not attempt to key yourself on if you have never been shown how to properly use the key.

Please refer to your manager or leader for any questions.



NOTICE NO. 2024-43 Revised 9/13/24

Date: September 10, 2024
 To: Stations Department Employees
 From: Theresa Dorsey, Chief Stations Officer 
 Subject: Holiday – Columbus Day, Monday, October 14, 2024

TICKET AGENTS - The following positions WILL work:

Job #	Location
A102	HSF TVM
A103	PEN 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

Job #	Location
A312	BETH TVM
A505	ATLANTIC
A506	ATLANTIC
A602	HUNTINGTON
A603	HUNTINGTON
A701	MINEOLA
A702	BETH TVM
A703	HICKSVILLE
A709	RONKONKOMA
A710	RONKONKOMA
A806	BABYLON
A808	PATCHOGUE

Job #	Location
A900	JAMAICA THEATRE
A961	BROADWAY
A971	RONKONKOMA
A972	RONKONKOMA
A982	BETH TVM
A984	BETH TVM
A988	PENN
AG610	GCM TVM
AG615	GCM
AG918	GCM



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

Job #	Location
C102	PENN CHIEF
C103	PTH CHIEF
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

Job #	Location
C145	JAMAICA
C151	PENN TVM
C160	JAMAICA
C176	PTH
C201	WOODSIDE
C313	LONG BEACH
C331	BETH TVM
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

Job #	Location
C823	HSF CASHIER
C840	MINEOLA
C901	PENN CHIEF
C904	PENN
C910	PENN
C911	PENN
C913	PENN
C917	PENN
C923	JAMAICA
C924	JAMAICA
C952	BETH TVM
C953	BETH TVM
C997	BETH CASHIER
C998	PTH
CG620	GCM TVM
CG626	GCM
CG627	GCM

Job #	Location
CG632	GCM
CG633	GCM
CG635	GCM
CG940	GCM
CG941	GCM
CG942	GCM
CG943	GCM



STATION APPEARANCE MAINTAINERS – The following positions WILL work:

Job #	Location
ARCH900	FREEMPORT
ATL102	ATLANTIC
ATL103	ATLANTIC
ATL105	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
H582	BETHPAGE FACILITY
HC551	PORT WASH
HC571	NORTHPORT
HMC112	HSF
HMC125	HSF

Job #	Location
JAC1	JAMAICA
JAM102	JAMAICA
JAM108	JAMAICA
JAM109	JAMAICA
JAM112	JAMAICA
JAM113	JAMAICA
JAM118	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
L328	MINEOLA
L901	MASSAPEQUA PK
L903	HICKSVILLE
L904	BAYSIDE
RSC2	ATLANTIC
RSC3	ATLANTIC
RSC4	ATLANTIC

Job #	Location
SSM2	ROSLYN
SSM3	RONKONKOMA
SSM4	VALLEY YARD
SSM6	ROSLYN
SSM7	RONKONKOMA
SSM8	VALLEY YARD
SSM21	ROSLYN
SSM22	RONKONKOMA YARD
SSM23	VALLEY YARD
V450	MORRIS PARK
V456	GARDEN CITY
V457	GARDEN CITY
V460	BABYLON YD
V461	BABYLON YD
V466	RONKONKOMA
V477	LONG BEACH
V479	RONKONKOMA YD
V480	RONKONKOMA YD
V489	WOODSIDE
V490	VALLEY YD
V491	VALLEY YD
V912	MORRIS PARK
V913	BABYLON YD
V914	RONKONKOMA
V919	WOODSIDE
VD100	ATLANTIC
WSC1	WSSY
WSY101	WSSY
WSY900	WSSY



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

PENN	JAMAICA	ATLANTIC	GCM
Job #	Job #	Job #	Job #
AMB33	AMB80	AMBP10	AMB01
AMB38	AMB81	AMBP11	AMB21
AMB70	AMB400	AMBP12	AMB24
AMBP04	AMB420		AMB25
AMBP06	AMB430		AMBP03
	AMBP08		

LEAD FOREMAN/FOREMAN:

HSF WILL NOT work. Atlantic, Jamaica WILL Work.
GCM Foremen and Asst. Foremen WILL Work
Island Foreman & Asst. Foremen positions refer to weekly
Island Foremen schedule.

OFFICES CLOSED:

General Offices, Medical, Lost and Found, Mail & Ride.
WILL NOT operate.

MESSENGER SERVICE:

Senior/Disabled/Medicare tickets will be honored all day.

TICKET SALES:

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

TICKET OFFICE HOURS:

Will operate on a weekday schedule

TRAIN SERVICE: