

# C-36241 Transportation Clerk C

**Description:**

**Pay group: 19**

**Location: Syracuse**

**Supervisor: Brian Schiavone**

**Unposting Date: 10/11/2022**

**About the Position:**

Under general supervision, to perform work associated with securing, maintaining and disposing of the Company's fleet of vehicles, including, but not limited, to the tasks below:

- Upon supervisory approval, ordering of new vehicles through approved leasing companies.
- Consultation with Fleet Engineers and new vehicle order team at leasing company on order specifications.
- Responsible for equipment master system changes in the Company's online systems regarding new vehicle ordering, in-service information, reassignment and surplus activities.
- Responsible for reconciling Billing Files on a monthly basis.
- Coordination of vehicle auctions including collection of ownership documents and sale documents in coordination with leasing companies.
- Manage license plates process for new units with leasing vendor, NYS DMV and Massachusetts Dept. of Vehicle Registry and the registration renewal process.
- Ordering Highway Use Permits through the NYS on line permit system.
- Manage EZ Pass tags for Fleet units for upstate NY and respond to inquiries from user groups and NYS Thruway.
- Coordinate the payment of EZ Pass tolls and citations.
- Maintain vehicle detail folders as needed.
- Process NYS heavy hauling permits.
- Create and present reports as needed.
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**Job Qualifications:**

- Must have satisfactorily completed two (2) years as a Transportation Clerk B.
- Ability to handle contacts with customers and other departments in connection with job duties.
- Ability to direct the work of others when called upon.
- Attentive to details with the ability to follow prescribed standards and procedures.
- Strong communication skills, both verbal and written.

**Only bids received on or before the above close date will be given consideration. Email bids to [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) or fax bids to (315)401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**

Requisition ID **36241** - Posted **10/05/2022** - (Syracuse Erie Blvd 5210) - **United States - New York - Administration**