

# C-57640 Transportation Clerk C

**Description:**

**Pay Rate:**

**Location: Syracuse**

**Supervisor: Brian Schiavone**

**Unposting Date: 08-20-2024**

**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.

**Many of the terms and conditions of employment for this position are defined by the current L97 and/or L97C collective bargaining agreements (CBA's). Employees awarded positions are subject to and bound by the terms of these CBA's as well as other agreements (MOA's, MOU's, ... ) between the Company and Union. If you have any questions please contact a L97, L97C Union Steward.**

**L97C bidding procedure:**

All employees who are covered by the terms of the L97C CBA (Gold Book) are required, starting May 5, 2024, to submit job bids on or before the above close date electronically through the Sodales job bidding system. Employees must submit bids through Sodales for both Gold and Blue Book positions. The Company will not be accepting bids from L97C represented employees via email, fax or paper going forward. Information on accessing and using Sodales can be found on [Gridhome](#), as well as this link sending you directly to [Sodales](#).

Candidates will be considered based on their seniority and the information provided on your application. Candidates who choose to submit incomplete applications may be deemed unqualified or ineligible for the posted position.

**L97 bidding procedure:**

All employees who are covered by the terms of the L97 CBA (Blue Book) are required, to submit bids on or before the above close date electronically through Sodales job bidding system (highly recommended), emailing bids to [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) or fax bids to (315)401-7890.

Bidders seeking to be considered have the responsibility to fully set forth your 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.