

# W-43295S Storekeeper B

**Description:**

**Pay Group: 20**

**Location: Batavia**

**Supervisor: Vernon Robinson**

**Unposting Date: 05/16/2023**

**About the position:**

Under general supervisor to work with and direct other employees as assigned to perform the various activities necessary for proper and orderly operation of a storeroom containing a diversified line of electric, production and maintenance or gas supplies as designated below; and perform such duties as:

- Requisition material, supplies and equipment to provide for timely replacement of depleted stock or as directed for special items.
- Receive and disburse stock.
- Prepare shipping papers and arrange for shipment or transfer of outgoing materials.
- Salvage used material returned to stores.
- Provide safe custody of non-stock items, capitalized spare parts and equipment.
- Arrange for neat and safe storage of all items in a manner to permit easy identification and inventory.
- Prepare reports and maintain all necessary records for proper accounting of all stores items.

**Job qualifications:**

- Storekeeper B must have a combined total of two years as a Stock Handler C and/or Receiver and Shipper or eight years as Driver-Warehouse operations and demonstrates a thorough knowledge of stores procedures and practices of all materials and equipment under the control of this position.
- Must pass valid aptitude test
- Must have a valid NYS drivers license
- Lifting, carrying and counting at proper heights & weight limits.

Note: Classification is for the following divisions:

Central- Potsdam, Watertown, Beach North, Utica, HCB

Eastern- Albany, Glens Falls, Gloversville

Western- Batavia

**Only bids received on or before the above close date will be given consideration. Email bids to 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.**