

W-65272 Storekeeper B

Description:

Pay Rate:

Location: Batavia

Supervisor: Vernon Robinson

Unposting Date: 04-08-2025

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

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 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.