

**AMERICAN ELECTRIC POWER  
NONEXEMPT JOB SPECIFICATION**

**MATERIAL SERVICES  
CENTRAL DISTRIBUTION CENTER**

**WAREHOUSE MATERIAL HANDLER-A  
JOB NUMBER: 52736  
NONEXEMPT/HOURLY**

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**I. POSITION SUMMARY:**

Under semi-direct supervision, receive, identify, inspect, tally, and complete necessary record work in connection with unloading or shipping materials and supplies in the operation of a Warehouse, and perform associated work.

**II. DUTIES AND REPONSIBILITIES:**

1. Responsible for the receipt of material, including verification of quantity received, completion of visual inspection, and initiation of a material receipt. For locations with the position of Warehouse Material Receiver, assist in the above activities.
2. Prepare material for shipment and storage.
3. Issue material under proper authorization, and process related records.
4. Identify and record salvaged material returned; place usable material in inventory and dispose of non-usable material as scrap.
5. Assist in performing physical cycle inventory, check quantities with records, and clear discrepancies.
6. Operate any automotive equipment and its auxiliary equipment used in transporting materials, equipment, etc., throughout the Company's territory, or to or from manufacturers or suppliers, performing the necessary loading and unloading involved.
7. Load and unload hazardous material, such as oil-filled equipment and lead-acid batteries, following required safety procedures.
8. Operate material handling equipment, such as hand trucks, forklift trucks, low-lift trucks, hoists, overhead cranes, order pickers, power sweepers, or any other equipment as required.
9. Maintain equipment, tools, and work areas in a clean and orderly condition.
10. Perform record work and material-handling work involved at unattended storerooms.
11. Instruct and direct assigned employees, and assist other employees in their work.
12. Perform duties in accordance with Company's procedures, practices, and safety rules.
13. Perform similar or less skilled work, as assigned.

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**III. QUALIFICATIONS:**

1. At least two years experience as a Warehouse Material Handler-B.
2. Must have satisfactorily performed the duties of Warehouse Material Handler-B.
3. Through examination, must be able to satisfactorily indicate knowledge, ability, and/or skill in the following:
  - A. Good working knowledge of the materials and supplies carried in the warehouse.
  - B. A good working knowledge of warehouse operation, including practices and procedures of the Company pertaining to receiving, issuing, storing, and recording of materials and supplies. Must be familiar with related accounting practices and procedures, utilizing electronic data processing.
  - C. Demonstrate ability to instruct and direct other employees.
  - D. Demonstrate ability to operate any automotive equipment and its auxiliary equipment involved in transporting materials and supplies, and material-handling equipment.
  - E. Be able to perform the clerical, inventory, and accounting work involved in an accurate and efficient manner.
4. Must have a valid Commercial Driver's License (CDL).

**PRINCIPAL LINES OF PROMOTION:**

From: Warehouse Material Handler-B

To: Higher classification, if qualified