

**AMERICAN ELECTRIC POWER  
NONEXEMPT JOB DESCRIPTION**

**MATERIAL SERVICES  
ALL REGIONS**

**STORES ATTENDANT A  
JOB NUMBER: 52704**

**I. POSITION SUMMARY:**

Assist the Material Services organization by performing duties related to stores operations. The following sets forth the principal duties required for the job which are normally to be performed. It is not intended to limit the assignment of work or set the degree of supervision under all conditions. An employee may perform miscellaneous, related and incidental work in addition to that outlined below.

**II. DUTIES AND RESPONSIBILITIES:**

1. Issue material under proper authorization, and process required records.
2. Determine material requirements, and order replenishment stock; complete related records.
3. Check received material for quantity; make visual inspection for identity, breakage, and condition; initiate material receipt and related records.
4. Return material to stock; identify, sort, and record material returned; place usable material in stock, and sort non-usable material into scrap containers.
5. Operate computer equipment and printers supporting a material management system and operate other office equipment such as calculators.
6. Prepare and pack material for shipment or storage.
7. Maintain and process stores related records.
8. Conduct sales of scrap or other materials as authorized, including weighing and loading such materials.
9. Maintain approved inventory levels.
10. Conduct inventory counts, and clear discrepancies with appropriate approval.
11. Pick up, haul, and deliver materials.
12. Ship and/or receive hazardous material, such as gasoline, oil, oil containing PCB, and lead-acid batteries, under required safety and environmental procedures.
13. Assist stores supervisor with maintaining efficient storage of materials, rearrangement or change of bins and racks, and making material location changes.

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**ENERGY DELIVERY  
MATERIAL SERVICES**

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14. Operate material handling equipment such as hand trucks, fork lift trucks, low lift trucks, hoists, overhead cranes, order pickers, or any other equipment as required.
15. Operate company automotive equipment such as cars and trucks.
16. Maintain clean and orderly work areas and equipment.
17. Report irregularities and abnormal conditions.
18. Perform duties in accordance with Company safety rules, operating regulations and practices.
19. Assist in the training of other employees.
20. Direct the work of employees assigned to assist.
21. Assist employees of all classifications.
22. Perform other similar duties as assigned.

**III. QUALIFICATIONS:**

1. Must have satisfactorily performed the duties of Stores Attendant-B for a minimum of 24 months, or equivalent training and/or experience .
2. Must have a good working knowledge of all Stores Department instructions and procedures as they apply to regular Stores job responsibilities and must qualify through demonstration and examination.
3. Must have demonstrated ability to keep neat, concise, and accurate records.
4. High school graduate or equivalent education and/or experience.
5. Must meet all vehicle operation requirements as designated by federal and/or state law. In addition, the incumbent may be required to obtain a Commercial Driver's License (CDL).
6. Must be able to operate stores material handling equipment and road vehicles.
7. Must be able to safely lift and handle materials and equipment weighing up to 70 pounds.

**IV. PRINCIPAL LINE OF PROGRESSION:**

From: Stores Attendant-B

To: Higher Classification, if qualified