

**AMERICAN ELECTRIC POWER
NONEXEMPT POSITION DESCRIPTION**

**MATERIAL SERVICES
ALL REGIONS**

**STORES ATTENDANT B
JOB NUMBER: 52708**

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.

These duties will be performed as an entry-level position under a training and learning process. Individuals will be under direct and semi-direct supervision and will progress from assisting with these duties to performing them individually with semi-direct supervision without job guidance, based on accumulated job knowledge.

II. DUTIES AND RESPONSIBILITIES:

1. Issue material under proper authorization, and process required records.
2. Check received material for quantity; make visual inspection for identity, breakage, and condition; initiate material receipt and related records.
3. Return material to stock; identify, sort, and record material returned; place usable material in stock, and sort non-usable material into scrap containers.
4. Operate computer equipment and printers supporting a materials management system and operate other office equipment such calculators.
5. Prepare and pack material for shipment or storage.
6. Pick up, haul, and deliver material and supplies.
7. Load and unload material and store in designated areas.
8. Conduct inventory counts and clear discrepancies with appropriate approval.
9. Ship and/or receive hazardous material, such as gasoline, oil, oil containing PCB, and lead-acid batteries, under required safety and environmental procedures.
10. Assist stores supervisor with maintaining efficient storage of materials, rearrangement or change of bins and racks, and making material location changes.
11. Operate material handling equipment such as hand trucks, forklift trucks, low lift trucks, hoists, overhead cranes, order pickers, or any other equipment as required.
12. Operate company automotive equipment such as cars and trucks.
13. Maintain clean and orderly work areas and equipment.
14. Report irregularities and abnormal conditions.

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15. Perform duties in accordance with company safety rules, operating regulations, and practice.
16. Assist in the training of other employees.
17. Direct the work of employees assigned to assist.
18. Assist employees of all classifications.
19. Perform other similar duties as assigned.

III. QUALIFICATIONS:

1. Six months of satisfactory work experience, preferably with the company.
2. High school graduate or equivalent education and/or experience.
3. Must have the ability to write legibly and record accurately.
4. Must acquire within such time frame as determined by the company, the qualifications necessary to perform the duties of the next higher classification in the line of progression, or vacate the current job classification.
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 have mechanical aptitude.
7. Must understand and perform basic math functions.
8. Must be able to safely lift and handle materials and equipment weighing up to 70 pounds.
9. Must have the ability to operate the computer systems utilized by the Material Services organization.

IV. PRINCIPAL LINE OF PROGRESSION:

From: Lower or equal classification or direct employment

To: Stores Attendant-A