

**AMERICAN ELECTRIC POWER
NONEXEMPT JOB SPECIFICATION**

**MATERIAL SERVICES
CENTRAL DISTRIBUTION CENTER**

**WAREHOUSE MATERIAL RECEIVER
JOB NUMBER: 52732
NONEXEMPT/HOURLY**

I. POSITION SUMMARY:

Under semi-direct supervision, receive vendor shipments, verify for correctness, and check for damage; prepare necessary receiving documents and related paperwork.

II. DUTIES AND REPONSIBILITIES:

1. Receive and check all vendor shipments, verify correctness of item count, and check for damage, having driver note any damage on delivery bill.
2. Determine if claims inspection is required for damaged shipment received, and advise supervision.
3. Develop data for Irregularity Reports as required.
4. Prepare proper receiving documents for all incoming shipments as required.
5. Sign and document all common carrier freight bills.
6. Determine proper material location for material received, and prepare and store it properly.
7. Assist with other work in Central Warehouse, such as the issuing of material and related paperwork.
8. Operate automotive equipment and its auxiliary equipment (excluding large tractor trailer truck) used in transporting materials and equipment, performing the necessary loading and unloading involved.
9. Maintain equipment, tools, and work areas in a clean and orderly condition.
10. Perform duties in accordance with the Company's procedures, practices, and safety rules.
11. Report irregularities and abnormal conditions.
12. Instruct and direct the work of employees assigned to assist.
13. Assist in the training of other employees.
14. Assist employees of equal or higher classification.
15. Perform similar or less skilled work, as assigned.

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III. QUALIFICATIONS:

1. At least two years of satisfactory stores experience.
2. Must have satisfactorily performed the duties of Warehouse Material Handler-A.
3. Ability to pack and store material.
4. Good working knowledge of materials and supplies carried in the warehouse.
5. Ability to write legibly and record accurately.
6. Familiarity with freight regulations and claims procedures.
7. Ability to operate Company cars and trucks; must maintain a valid automotive operator's license.

PRINCIPAL LINES OF PROMOTION:

From: Warehouse Material Handler-A

To: Higher classification, if qualified