

**AMERICAN ELECTRIC POWER  
NONEXEMPT JOB SPECIFICATION**

**MATERIAL SERVICES  
CENTRAL DISTRIBUTION CENTER**

**WAREHOUSE MATERIAL HANDLER-B  
JOB NUMBER: 52740  
NONEXEMPT/HOURLY**

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**I. POSITION SUMMARY:**

Under semi-direct supervision, perform work involved in the handling of incoming and outgoing material, the storing of materials, and associated work.

**II. DUTIES AND REPONSIBILITIES:**

1. Open shipping containers, tally, count, weigh, and inspect material for damage or breakage; assist in work associated with receiving and issuing.
2. Unload incoming material and store in designated areas.
3. Prepare material for shipment or storage; assemble storage bins and racks.
4. Issue material under proper authorization, and process related records.
5. Identify and record salvaged material returned; place usable material in inventory and dispose of non-usable material as scrap.
6. 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.
7. Operate automotive equipment to haul material and to deliver or pick up material and supplies; service automotive equipment, recording quantities of gasoline and oil dispensed. (This excludes tractor-trailer truck.)
8. Load and unload hazardous material, such as oil-filled equipment and lead-acid batteries, following required safety procedures.
9. Assist in performing physical cycle inventory.
10. Maintain equipment and work areas in a clean and orderly condition.
11. Perform duties in accordance with Company's procedures, practices, and safety rules.
12. Assist employees of equal or higher classification.
13. Perform similar or less skilled work, as assigned.

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**III. QUALIFICATIONS:**

1. No previous experience required.
2. High school graduate or equivalent education and/or experience.
3. 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. Demonstrate ability to operate any automotive equipment and its auxiliary equipment involved in transporting materials, and material handling equipment.
6. Must be able to safely lift and handle materials and equipment up to 70 pounds.
7. New employees will be required to obtain a Commercial Driver's License (CDL) and may be assigned the duties of a Warehouse Truck Driver when necessitated by operational conditions.

**PRINCIPAL LINES OF PROMOTION:**

From: Direct employment

To: Warehouse Material Handler-A