

**AMERICAN ELECTRIC POWER
NONEXEMPT JOB SPECIFICATION**

**MATERIAL SERVICES
CENTRAL DISTRIBUTION CENTER**

**WAREHOUSE TRUCK DRIVER
JOB NUMBER: 04704
NONEXEMPT/HOURLY**

I. POSITION SUMMARY:

Under general supervision, operate large tractor-trailer (or truck) in delivering supplies, materials, and equipment from the Central Warehouse to Storerooms throughout the Company, and return such items that are not needed or for transfer to other areas; perform loading and unloading work, including operation of associated equipment and tools.

II. DUTIES AND REPOSIBILITIES:

1. Operate large tractor-trailer (or truck) and associated equipment.
2. Load and unload supplies, material, and equipment.
3. Operate Cargo-Master (overhead type crane in truck) and associated equipment.
4. Pick up and deliver freight and materials.
5. Pick up and deliver supplies, materials, and equipment from dealers, manufacturers, service shops, or other units of the Company.
6. Maintain logs and records as required by the Company and government.
7. Maintain valid Commercial Driver's License (CDL) for operating Company tractor-trailer equipment.
8. Transport, load, and unload hazardous material, such as oil-filled equipment and lead-acid batteries, under required safety procedures, and be familiar with regulations concerning transport of such material.
9. Perform minor maintenance on tractor-trailer (or truck), and report needed repairs to the Transportation Section.
10. Maintain equipment, tools, and work areas in a clean and orderly condition.
11. Perform duties in accordance with Company's procedures, practices, and safety rules.
12. Report irregularities and abnormal conditions found at delivery points.
13. Instruct and direct other employees assigned to assist in the delivering of supplies, materials, and equipment.
14. Assist in the training of other employees in driving tractor-trailer (or truck).
15. Assist employees of equal or higher classification.

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16. Perform similar or less skilled work as assigned, including general work in warehouse.

III. QUALIFICATIONS:

1. Sufficient experience to be able to efficiently and safely operate tractor-trailer equipment.
2. A working knowledge of the methods for handling and loading heavy equipment.
3. Should have satisfactorily performed the duties of Warehouse Material Handler-A or equivalent.
4. Must have a good knowledge of laws and regulations relating to operation of tractor-trailer equipment.
5. Must have a valid Commercial Driver's License (CDL) for operating company tractor-trailer equipment.

PRINCIPAL LINES OF PROMOTION:

From: Warehouse Material Handler-A

To: Higher classification, if qualified