

**AMERICAN ELECTRIC POWER
NONEXEMPT JOB DESCRIPTION**

**MATERIAL SERVICES
ALL REGIONS**

**STOREKEEPER
JOB NUMBER: 52664**

This position is for use in locations where there are no other Stores Department employees.

I. POSITION SUMMARY:

Assist the Material Services organization by being responsible for material accountability, operation of the storeroom, storage yards, and any unattended storerooms in the assigned area. 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; process and file required records.
2. Check received material for quantity; make visual inspection for identity, breakage, and condition; initiate and process 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; record applicable information, and process related records.
4. Determine material requirements, and order replenishment stock; complete related records.
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, including preparation of required shipping papers and other related records.
7. Maintain all stores related files and records.
8. Conduct sales of scrap or other materials as authorized; initiate, process, and file all related records.
9. Establish and maintain adequate inventory levels based on current requirements.
10. Maintain and control "C" order purchase log when used and the assigned procurement card.
11. Conduct inventory counts, clear discrepancies with appropriate approval, and process all associated records.
12. Ship and/or receive hazardous material, such as gasoline, oil, oil containing PCB, and lead-acid batteries, under required safety and environmental procedures.

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13. Coordinate stores efforts with other department personnel to maintain an efficient overall operation.
14. Pick up, haul, and deliver materials.
15. Maintain efficient storage of material.
16. 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.
17. Operate company automotive equipment such as cars and trucks.
18. Maintain clean and orderly work areas and equipment.
19. Report irregularities and abnormal conditions.
20. Perform duties in accordance with company safety rules, operating regulations, and practice.
21. Assist in the training of other employees.
22. Direct the work of employees assigned to assist.
23. Assist employees of all classifications.
24. Perform other similar duties as assigned.

III. QUALIFICATIONS:

1. Must have satisfactorily performed the duties of Stores Attendant-A for a minimum of 12 months.
2. Must have a thorough working knowledge of all Material Management practices and procedures as they apply to regular job responsibilities, and must qualify through passing job demonstrations and a written 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-A

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To: Storekeeper-Senior or higher classification, if qualified