

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY TRANSMISSION
ALL REGIONS**

**STATION SERVICER
JOB NUMBER: 69302**

I. POSITION SUMMARY

Perform all types of work involved in the installation, maintenance, operation, inspection, repair and removal of station-related equipment. Respond to emergency call-outs on station trouble and coordinate prompt restoration of service to customers as required. The following list sets forth the principal duties required with the degree of supervision normally given. This list is not intended to limit assignment of work or the degree of supervision under all operating conditions. Employee may perform miscellaneous, related, and incidental work in addition to that specifically outlined below.

II. DUTIES AND RESPONSIBILITIES

1. Respond to emergency calls on station trouble; analyze station conditions following failures and repair if safe and practicable, otherwise, coordinate prompt restoration of service, including the performance of emergency switching.
2. Perform routine and emergency switching operations at substations as directed by proper authority, in accordance with station procedures.
3. Perform switching operations for line construction and maintenance activities, as required.
4. Inspect on a regular schedule all stations, including inspection of maintenance contractors, as required; make minor repairs following inspection; report conditions requiring major repairs to proper authority.
5. Report all unusual conditions and report readings of meters; change charts and tapes, and forward to a designated place; check relay operations, batteries, chargers, temperatures, regulators, pumps, cooling equipment, supplies, etc.; renew transformer fuses; change nitrogen tanks on equipment as required.
6. Make operational tests on equipment such as radios, carrier current, telemetering, pilot wire and control equipment; adjust as necessary or as directed.
7. Test and equalize station batteries, test station grounds, and collect oil samples for periodic testing programs.
8. Investigate acts of theft and vandalism of Company station facilities within assigned area; coordinate investigations by law enforcement authorities, as required.

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9. Operate automotive equipment and its associated equipment, and perform duties incidental to the operation of such equipment.
10. Maintain tools, equipment, and work areas in a clean and orderly condition.
11. Maintain records and prepare and submit reports as required.
12. Assist in conducting departmental safety meetings and training of other employees.
13. Assist employees of equal or higher classification; direct the work of employees assigned to assist.
14. Perform all duties in accordance with the Company's safety rules and operating regulations and practices, and report unsafe conditions and practices
15. Perform similar or less skilled work as assigned.
16. Respond to a high percentage of call-out assignments.

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QUALIFICATIONS

1. Thorough working knowledge and understanding of the principles of electricity, and the construction, maintenance, operation and function of station equipment and related standards.
2. Education equivalent to graduation from high school and completion of a two-year associate degree in electrical/mechanical/industrial maintenance technology or equivalent education and/or experience.

Two years' satisfactory work experience as a Station Electrician A or the equivalent.

4. Shall have performed the duties of and have all the qualifications of Station Electrician A or the equivalent and shall qualify through demonstration, examination and/or performance appraisal as determined by the Company, including a demonstrated high level of response to overtime calls.
5. Must have the ability to receive, interpret, and transmit instructions clearly and precisely and work from electrical drawings.
6. Thorough understanding of all types of switching procedures and methods including emergency response and extra high voltage practices.
7. Qualifications through demonstration, examination, and/or performance appraisal as determined by the Company, including Station Electrician A certification.
8. Ability to deal with customers and other employees in a courteous and professional manner.
9. Ability to plan work and to properly instruct and brief others.
10. Must possess and maintain a valid commercial driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
11. Familiarity with the Company safety rules and practices and be proficient in the application of resuscitation and First Aid as presented in the Company's Safety Manual.
12. Considerable travel may be required to complete work assignments.

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PRINCIPAL LINE OF PROGRESSION

From: Station Electrician A

To: Higher Classification