

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
ALL REGIONS**

**NETWORK MECHANIC B
JOB # 68013**

I. POSITION SUMMARY

Perform all types of work involved with the installation, rearrangement, maintenance, operation, removal and inspection of underground transmission and distribution facilities (network, URD, UG three-phase commercial and UG station exits). The following list sets forth the principal duties required for the job. All items apply to underground transmission and network distribution facilities, as applicable. 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. During the first twelve months in this classification, assist with work on energized lines and equipment while working with an employee of higher classification. May operate cutouts, network transformer high voltage switches and other network switches, network protectors, refuse line and transformer devices, and operate test equipment at distribution voltages. During this time frame, the employee should progress from direct supervision to immediate supervision as skill level dictates.
2. After twelve months in this classification, work on energized underground transmission and distribution facilities (network, URD, UG three-phase commercial and UG station exits) under immediate supervision.
3. Perform duties in accordance with the Company's safety rules, regulations, compliance procedures and practices, and report unsafe conditions and practices.
4. Perform tasks related to the installation, operation and maintenance of network fire and ground fault control systems under general supervision.
5. Assemble, install, maintain, remove and inspect conductors, fixtures and other associated equipment on all types of underground facilities.
6. Splice and repair energized secondary cables and de-energized primary cables (all types of insulation including PILC), and assist with the installation of primary transition and trifurcating splices.
7. Perform underground primary and secondary voltage cable terminations on electrical equipment including installation, removal, inspection and maintenance of primary riser terminators, elbows, secondary moles/crabs, and other termination hardware.
8. Become proficient with the use of live line tools, insulating personal protective equipment, insulating blankets, line hose and other protective equipment.

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9. Perform detailed electrical/mechanical inspections and make repairs on network equipment including protectors, transformers and related equipment.
10. Install and replace underground cable type current limiting devices, fuses and other in-line protective devices.
11. Assist with the switching, phasing or taking of voltage measurements on URD equipment and other underground equipment including network transformers and protectors.
12. Use test equipment such as voltmeters, ammeters, maxi meters, recording voltmeters, phase rotation testers, etc.
13. Perform necessary tests required to calibrate atmospheric monitors to ensure proper operation.
14. Assist with trip checking and switching of network circuits under the direction of an employee of higher classification.
15. Perform required rigging to install underground type cable in ducts and become proficient in the training/racking and fireproofing of primary, secondary and service cables within manholes and vaults.
16. Assist with operation of fault locating equipment used to locate faults on failed primary, secondary and service cables, under the direction of an employee of higher classification.
17. Assist in obtaining oil samples from energized network transformer tanks where possible.
18. Assist in conducting field dielectric tests of network equipment.
19. Install, maintain and switch residential and commercial underground distribution facilities under the direction of an employee of higher classification.
20. Apply insulating protective equipment when working on energized lines.
21. Install and remove personal protective grounds on lines and equipment.
22. Install transformers (network, single and three-phase pad mounts), network protectors and other associated equipment as required.
23. Patrol and inspect lines as assigned.
24. Interpret drawings, handle necessary layout, prepare "as built" drawings, and maintain required data.

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25. Become familiar with interpreting network and URD maps and circuit diagrams.
26. Direct the work of employees assigned to assist.
27. Maintain tools, equipment, and work areas in a clean and orderly condition.
28. Maintain records and submit reports as required.
29. Assist employees of equal or higher classification.
30. Attend and participate in training as assigned and assist in the training of other employees.
31. Prepare, conduct and facilitate safety meetings.
32. Perform similar or less skilled work as assigned.
33. Report irregularities and abnormal conditions.

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III. QUALIFICATIONS

1. Minimum of two years satisfactory work experience as a Network Mechanic C or the equivalent.
2. Shall have performed the duties of and have all the qualifications of Network Mechanic C or the equivalent and shall qualify through demonstration, examination and/or performance appraisal as determined by the Company.
3. Must demonstrate the ability and desire to acquire the necessary knowledge and skills to perform the duties and/or responsibilities of the key job (Network Mechanic A) in this family.
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. Must be familiar with network and underground system operating fundamentals and other generally used circuit connections and the fundamentals of electricity, and have the ability to interpret field prints and switching diagrams.
6. Must have a good working knowledge of the tools, materials and equipment used.
7. Must have a good working knowledge of the Company's transmission and distribution standards.
8. Must have the ability to work aloft in a bucket truck and within an enclosed space and be proficient in the operation of all emergency related safety equipment; i.e. bucket truck and enclosed space rescue.
9. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
10. Must demonstrate familiarity with Company safety rules and practices and be proficient in the application of resuscitation and first aid.
11. Must have the ability to deal with employees, customers and the general public in a courteous and proper manner.

IV. PRINCIPAL LINE OF PROGRESSION

From: Network Mechanic C
To: Network Mechanic A

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ADDITIONAL INFORMATION

The following reference is provided as a guideline for persons responsible for directing the duties and responsibilities of assigned personnel, to assist in the safety and development of employees, and is not intended to limit assignment of work or the degree of supervision under all operating conditions:

DIRECT SUPERVISION - When a qualified person is working with/hands-on with the person performing the designated task.

IMMEDIATE SUPERVISION - When a qualified person is near the structure/equipment and is in constant visual and/or verbal contact to the person performing the designated task.

GENERAL SUPERVISION - An employee of equal or higher classification, knowledgeable of the task at hand and not necessarily at the job site.

QUALIFIED PERSON - Network Mechanic or Supervisor who is knowledgeable of the task or work to be performed, and is capable of performing the appropriate emergency rescue.