

**AMERICAN ELECTRIC POWER COMPANY  
NONEXEMPT POSITION DESCRIPTION**

**ENERGY TRANSMISSION  
ALL REGIONS**

**STATION ELECTRICIAN A  
JOB NUMBER: 69303**

**I. POSITION SUMMARY**

Perform all types of work involved in the construction, maintenance, rebuild, removal, operation, testing and inspection of energized or de-energized generation, transmission, and distribution facilities. 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. Select proper prints and/or drawings and interpret specifications in order to proceed with each part of the work without supervision.
2. Install and maintain all types of station equipment, both energized and de-energized.
3. Assemble, adjust and maintain disconnects, air breaks, bypass, ground and interrupter switches.
4. Lead in performance of station ground resistance tests.
5. Install and remove controls, instruments, meters, relays and control wiring for new and existing stations; lay out panels from drawings; wire energized panels.
6. Know proper switching procedures and perform switching on transmission and distribution lines and stations.
7. Use live line tools provided for station work.
8. Check and inspect stations and equipment; locate, clear, report and correct irregularities and abnormal conditions.
9. Make operational tests on equipment such as radios, carrier current, telemetering, pilot wire and control equipment; adjust as necessary or as directed.
10. Operate company vehicles, cranes, aerial lifts and specialized equipment. Perform duties incidental to the operation of such equipment

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11. Perform inspections, maintenance, adjustment and testing on all types of station equipment including, but not limited to, circuit breakers and operating mechanisms, network protectors and transformers, mobiles, reactors, and regulators.
12. Check parallel circuits, both wye and Delta, using a phasing device or potential transformer voltmeter.
13. Understand and use a phase sequence meter when required.
14. Make transformer tap changes and understand the voltage and turns ratios involved.
15. Select and install replacement bushings, arresters, and insulators.
16. Perform SF6 gas processing, oil degasification, vacuum pumping, dew point testing and other electrical tests.
17. Perform switching and grounding and know the hazards involved with reactive controlling devices and coupling capacitors.
18. Maintain tools, equipment, and work areas in a clean and orderly condition.
19. Maintain records and prepare and submit reports as required.
20. Assist in conducting departmental safety meetings and training of other employees.
21. Assist employees of equal or higher classification; direct the work of employees assigned to assist.
22. Perform all duties in accordance with the Company's safety rules and operating regulations, environmental compliance, and practices.
23. Perform similar or less skilled work as assigned.

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**QUALIFICATIONS**

1. Must possess sufficient knowledge and skills to perform the duties and/or the responsibilities listed above.
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.
3. Approximately two years' experience as a Station Electrician B in order to obtain the required skills and knowledge of the higher-level job.
4. Thorough knowledge of the stations in the territory assigned.
5. Knowledge of print reading sufficient to interpret and apply information from drawings, instruction manuals, one-line diagrams, and associated documents.
6. Ability to deal with customers and other employees in a courteous and professional manner.
7. Ability to plan work and to properly instruct and brief others.
8. Must possess and maintain a valid commercial driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
9. Familiarity with the Company safety rules and practices and proficiency in the application of resuscitation and First Aid as presented in the Company's Safety Manual.
10. Considerable travel may be required to complete work assignments.

**PRINCIPAL LINE OF PROGRESSION**

From: Station Electrician B

To: Station Servicer or Higher Classification, if qualified.