

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
ALL REGIONS**

**NETWORK MECHANIC C
JOB # 68014**

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 six months in this classification, the employee shall be capable of working on conductors and equipment energized up to 260 volts under general supervision.

Assist with work on conductors and equipment energized at voltages between 260 and 750 volts under immediate supervision of higher classification.

2. After six months in this classification, shall be capable of working on conductors and equipment energized at voltages up to 750 volts under general supervision.
3. After 18 months in this classification, for the purpose of on-the-job training, may perform the duties of this first six months of the Network Mechanic B classification when working under the direct supervision of an employee of higher classification.
4. Under direct supervision, the employee may operate cutouts, line switches, reclosers and network protectors; refuse line and transformer devices; utilize test equipment for determining de-energized line and equipment prior to placing personal protective grounds, and may also remove protective grounds when instructed to do so.
5. Perform duties in accordance with the Company's safety rules, regulations, compliance procedures and practices, and report unsafe conditions and practices.
6. Under direct supervision, perform tasks related to the installation, operation and maintenance of network fire and ground fault control systems
7. Assemble, install, maintain, remove and inspect conductors, fixtures and other associated equipment on energized underground network facilities up to 260 volts. Assist with work on conductors and equipment energized at voltages between 260 and 750 volts under direct supervision.

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8. Become familiar with the use and care of live line tools.
9. Become proficient with the operation of mechanized equipment required to install, remove or maintain underground transmission and distribution network facilities.
10. Become familiar with and use volt-amp meters, infrared heat sensing gun, continuity testers, high voltage testers and other electrical test equipment associated with underground transmission and distribution network line work on voltages up to 750 volts.
11. Assist with the splicing of energized secondary cables, and the splicing and termination of de-energized primary cables (all types of insulation including PILC); installation of secondary crabs/moles; training/racking and fireproofing of primary, secondary and service cables within manholes and vaults.
12. Obtain oil samples from de-energized network equipment and properly document.
13. Become familiar with the operation of a network grid, UG/URD looped or radial underground distribution systems.
14. Load, unload, handle, install, remove and maintain URD and network equipment.
15. Become familiar with basic AC circuits.
16. Perform minor concrete repair work.
17. Perform simple rigging for pulling cable.
18. Apply various kinds of insulating protective equipment on facilities energized only at voltage qualified to work on.
19. Build and assist with the installation of pad mounted and network vault transformers and related equipment as required.
20. Pressure test network protector's housing to determine condition of door seals and gaskets.
21. Assist with the installation of underground type cable in ducts, conduit, and direct buried installations.
22. Become proficient with the identification of primary and secondary cable types, sizes, and voltage rating.
23. Become familiar with the construction of all types of high voltage primary cable utilized in underground network and URD distribution systems.

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24. Become familiar with interpreting network and URD maps and circuit diagrams.
25. Assist with the inspection of underground facilities and document condition.
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. Perform similar or less skilled work as assigned.
32. Report irregularities and abnormal conditions.

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III. QUALIFICATIONS

1. Minimum of one year work experience as a Network Mechanic D or the equivalent.
2. Shall have performed the duties of and have all the qualifications of Network Mechanic D 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 the tools, materials and equipment used.
6. Must be familiar with the Company's transmission and distribution standards.
7. Must have the ability to interpret simple blueprints, one-line diagrams, instruction manuals and construction drawings.
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 D

To: Network Mechanic B

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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.