

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
ALL REGIONS**

**LINE MECHANIC A
JOB # 67918**

I. POSITION SUMMARY

Perform all types of work involved with the installation, rearrangement, maintenance, operation, removal and inspection of electrical transmission and distribution facilities. The following list sets forth the principal duties required for the job. All items apply to overhead and underground, 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.

11. DUTIES AND RESPONSIBILITIES

1. Perform duties in accordance with the Company's safety rules, regulations and practices and report unsafe conditions and practices.
2. Install and maintain transmission and distribution facilities and all types of line equipment on the most congested types of construction, energized or de-energized.
3. Assemble, install, maintain, remove and inspect conductors, fixtures and other associated equipment on overhead and underground facilities.
4. Operate cutouts, line switches, reclosers and other sectionalizing devices; re-fuse line and transformer devices; change line and transformer taps; phase out and/or parallel circuits.
5. Work with live line equipment on energized circuits for emergency repairs or routine modifications of facilities.
6. Make energized cut overs from old poles and equipment to new or temporary installations.
7. Select proper standard drawings and interpret specifications and proceed with all new construction work and live line work without supervision.
8. Direct crew when assigned and exercise leadership and good judgment when in charge.

Prepared: 02/08/99
Revised: 05/17/01

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9. Locate and clear away dangerous conditions and repair facilities to restore and maintain service. Place danger signs and/or flares, flag traffic, and place barriers as required to protect the public.
10. Operate mechanized equipment required to install, remove or maintain overhead and underground transmission and distribution facilities.
11. Obtain, issue, accept and release transmission and distribution clearances or permits in accordance with established switching and tagging procedures.
12. Know and follow proper procedures for performing switching on all types of transmission and distribution lines and stations.
13. Install, maintain and switch underground residential distribution and commercial facilities. Locate and correct trouble using cable locating and fault finding tools and equipment.
14. Connect, phase out, parallel and adjust voltage on single and three-phase transformer installations.
15. Use test equipment such as voltmeters, ammeters, maxi-meters, recording meters, phase rotation tester and other electrical test equipment associated with line work, at all voltages, including investigation of customer complaints.
16. Install three-phase regulator banks and energize or remove from service.
17. Install, maintain, operate and remove capacitor banks from service.
18. Patrol and inspect lines and stations as assigned.
19. Instruct customers regarding meter or service locations, and advise customers regarding service interruptions related to customers' electrical equipment.
20. Maintain tools, equipment and work area in a clean and orderly condition.
21. Maintain records and submit reports as required.
22. Assist employees of equal or higher classification.

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23. Attend and participate in training as assigned and assist in the training of other employees.
24. Prepare, conduct and facilitate safety meetings.
25. Perform similar or less skilled work.
26. Report irregularities and abnormal conditions.

111. QUALIFICATIONS

1. Minimum of two years satisfactory work experience as a Line Mechanic B or the equivalent.
2. Shall have performed the duties of and have all the qualifications of Line Mechanic B or the equivalent and shall qualify through demonstration, examination and/or performance appraisal as determined by the Company.
3. Must have a good working knowledge of Company safety rules and practices and be proficient in the application of resuscitation and first aid.
4. Must have a good working knowledge of various circuit connections, voltage identification of lines, phasing, transformer connections and switching devices. Must know the fundamentals of electricity and have the ability to interpret field prints and switching diagrams.
5. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
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 possess the ability to deal with employees, customers and the general public in a courteous and proper manner.
9. Must possess the ability to plan work and to properly instruct others.

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PRINCIPAL LINE OF PROGRESSION

From: Line Mechanic B or Service Mechanic B

To: Higher Classification

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

Prepared: 02/08/99

Revised: 05/17/01