

**AMERICAN ELECTRIC POWER COMPANY
NONEXEMPT POSITION DESCRIPTION**

**ENERGY DISTRIBUTION
ALL REGIONS**

**NETWORK MECHANIC A
JOB # 68012**

L 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. Perform duties in accordance with the Company's safety rules, regulations, compliance procedures and practices, and report unsafe conditions and practices.
2. Perform tasks related to the installation, operation and maintenance of network fire and A-ground fault control systems.
3. Assemble, install, maintain, remove and inspect conductors, fixtures and other associated equipment on all types of underground facilities.
4. Splice and repair all types of energized secondary cables (lead and poly) and de-energized primary cables (all types of insulation including PILC), and be proficient in the installation of primary transition and trifurcating splices.
5. Perform underground primary and secondary voltage cable terminations on the most complex electrical equipment including installation, removal, inspection and maintenance of primary riser terminators, elbows, secondary moles/crabs, and other termination hardware.
6. Perform trip checking and switching of network circuits and take, hold and release clearance and hold orders as required.
7. Assemble, inspect, adjust, test and maintain network protectors and place into service.
8. Troubleshoot network protectors and perform repairs as required.
9. Install and replace underground cable type current limiting devices, fuses and other in-line protective devices.
10. Perform switching, phasing and take voltage measurements on URD equipment and other underground equipment including network transformers and protectors.

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11. Use test equipment such as voltmeters, ammeters, maxi meters, recording voltmeters, phase rotation testers, etc.
12. Conduct in field dielectric tests of network equipment.
13. Set up and operate oil-filtering equipment to process oil filled network equipment.
14. Install underground cable in conduit, direct buried installations, and be proficient in the training/racking of primary and secondary cables within manholes and vaults.
15. Operate fault locating equipment used to locate faults on failed primary network feeders, secondary and service cables.
16. Obtain oil samples from energized network transformer tanks where possible.
17. Install, maintain and switch residential and commercial underground distribution facilities.
18. Install transformers (network, single and three-phase pad mounts), network protectors and other associated equipment as required.
19. Patrol and inspect lines as assigned.
20. Interpret drawings, handle necessary layout, prepare "as built" drawings, and maintain required data.
21. Direct crew when assigned and exercise leadership and good judgement when in charge.
22. Maintain tools, equipment, and work areas in a clean and orderly condition.
23. Maintain records and submit reports as required.
24. Assist employees of equal or higher classification.
25. Attend and participate in training as assigned and assist in the training of other employees.
26. Prepare, conduct and facilitate safety meetings.
27. Perform similar or less skilled work as assigned.
28. Report irregularities and abnormal conditions.

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III. QUALIFICATIONS

1. Minimum of two years satisfactory work experience as a Network Mechanic B or the equivalent.
2. Shall have performed the duties of and have all the qualifications of Network 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 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.
4. Must have a good working knowledge of the tools, materials and equipment used.
5. Must have a good working knowledge of the Company's transmission and distribution standards.
6. 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.
7. Must possess and maintain a valid state driver's license. Must meet all vehicle operation requirements as designated by federal and/or state law.
8. Must demonstrate familiarity with Company safety rules and practices and be proficient in the application of resuscitation and first aid.
9. Must have the ability to deal with employees, customers and the general public in a courteous and proper manner.
10. Must possess the ability to plan work and to properly instruct others.

IV. PRINCIPAL LINE OF PROGRESSION

From: Network Mechanic B

To: Higher Classification

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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.