Vice President – Transmission Engineering & Project Services

The Vice President – Transmission Engineering & Project Services is responsible for integrating the capital planning, system engineering, and maintenance management processes into a singular performance-driven strategic approach to managing transmission assets and for managing the service provider organization within the Transmission Division.

Managing Director – Transmission Engineering

Responsible for the coordination of Engineering and Design of all Transmission Line and Station projects including the planning, budgeting, routing/siting, design, material/equipment requisitioning, and right of way/property acquisition within scope, cost, and schedule requirements; the interfacing with other Corporate business units to satisfy their needs/requests for technical support regarding the group’s areas of expertise; and the professional development of all the group’s employees.

Project Outreach Specialist

This position is a key resource with system-wide responsibilities for public interaction and outreach on AEP Transmission projects. Responsible for identifying, developing and coordinating delivery of overall outreach strategies to support the goals, philosophies, policies, initiatives and day-to-day activities of AEP Transmission and its affiliates, including joint ventures. Works closely with leadership in Project Management, Line and Station Engineering, Right of Way, Corporate Communications, and External Affairs to identify best practices and opportunities for improvement to improve success in siting transmission projects. Interfaces with or supports interaction with internal groups and external audiences including individual customers and local officials.

Process Improvement and Training Consultant

Responsible for leading, supporting, and coordinating process improvement and training efforts within the Transmission Engineering organization.

Director Transmission Project Siting

Utilizes experience and knowledge of project siting, communication strategies and tactics to provide support and guidance for the development and implementation of the AEP Transmission’s overall and specific Project Siting and Public Outreach Strategies. This position works with the Project Teams to develop and implement the specific Project Permitting and Communication Plans to assure successful regulatory approval and public awareness and acceptance of the planned transmission project.
**Director Transmission Projects/EPC**

Responsible for the guidance, direction and administration of the project management functions associated with the implementation of multiple Transmission projects estimated to represent a combined responsibility in excess of $400 million of capital investment. Responsible for the management of multifaceted, performance-based contracts and contractors, including the timely resolution of all project issues, both technical and commercial. Maintain an adaptable management philosophy which emphasizes continuous improvement, improved management processes, staffing effectiveness, productivity, communications and financial and human resources accountability.

**Director – Trans. Line Projects Engineering**

Responsible for effectively planning, organizing, budgeting, directing, controlling, and leading system wide engineering, design and capital planning activities associated with expansion and upgrading of AEP transmission line facilities. Works with Project Management to see that all line designs are performed in accordance with corporate standards and objectives in mind. Ensures that solutions to requested transmission line and civil engineering questions made by Project Management, Transmission Regions and other AEP organizations are provided.

**Transmission Line Engineering Manager**

Responsible for supervising a Transmission Line Engineering (TLE) team's activities associated with expansion and upgrading of AEP transmission line facilities. Coordinates team's activities with Project Management to see that the engineering and design, route selection, production of construction drawings and specifications and preparation of a bill of materials for a project are completed with corporate objectives in mind and in accordance with industry, governmental and regulatory standards or rules.

**Executive Administrative Assistant**

Responsible for performance of varied administrative duties and designated administrative functions for assigned Executive. Maintain a close and highly responsive relationship with the day-to-day work activities within assigned function. Work independently, receiving minimum of detailed supervision and guidance in carrying out assigned responsibilities. Ensure that strict confidentiality is consistently maintained in order that all records, documents and related information pertaining to high level executive plans and decisions affecting Company operations are not compromised. Relieve executive of designated administrative details, and exercise judgment and make decisions within the scope of authority.

**Administrative Assistant**

Responsible for performing administrative support duties within the assigned area. Responsibilities are specific to the organizational unit (i.e. region, district, department, plant, etc.) and, when prepared by the business unit, are described separately on an addendum to this position description.
Administrative Associate

Responsible for performance of varied administrative duties and designated administrative functions for assigned Executive. Maintain a close and highly responsive relationship with the day-to-day work activities within assigned function. Work independently, receiving minimum of detailed supervision and guidance in carrying out assigned responsibilities. Ensure that strict confidentiality is consistently maintained in order that all records, documents and related information pertaining to high level executive plans and decisions affecting Company operations are not compromised. Relieve executive of designated administrative details, and exercise judgment and make decisions within the scope of authority.

Engineers

These employees are responsible for performing engineering work activities and projects requiring the application of engineering knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

Designer

These employees are responsible for performing, under general supervision, drafting and computer graphics duties to prepare and maintain maps, sketches, diagrams and other engineering drawings.

Transmission Right of Way Manager

Responsible for advising the Transmission Engineering Managers and Project Managers on policies and practices governing the acquisition of land and land rights consistent with AEP policy guidelines. Responsibilities include preparation and retention of the permanent files in regard to easements, right of way exhibits, section personnel records, together with all section correspondence and documents.

Supervisor – Transmission ROW

These employees supervise the employees responsible for the preparation of preliminary studies, designs, material and cost estimates as well as other related design and engineering work as defined or directed.

Right of Way Agent

These employees are responsible for the preparation of preliminary studies, designs, material and cost estimates as well as other related design and engineering work as defined or directed.

Transmission Line Siting Specialists

These employees are responsible for coordinating the siting, environmental studies and permitting execution for transmission line and substation projects.

Right of Way Records Specialists

These employees are responsible for developing and maintaining all records dealing with Company Transmission right-of-way including lease and lease payments, property records, and railroad permits.
Planning & Engineering Supervisor

These employees supervise the staff responsible for the design, engineering, and planning activities.

P&C Technician Specialist

Responsible to the assigned supervisor to perform technical work and related activities associated with the planning, engineering, design, analysis, research, development, testing, construction, maintenance and operation of Company equipment and facilities. Engineering technician responsibilities and job scope are specific to the organizational unit (e.g. region, district, section, etc.) and may be provided on an addendum to this job description, as prepared by the organizational unit.

Technicians

The Technicians - Responsible for performing technical work and related activities associated with the planning, engineering, design, analysis, research, development, testing, construction, maintenance, and operation of Company equipment and facilities.

Transmission Line Standards Manager

Exhibits advanced level proficiency plus unique knowledge of line design, structural design, construction and operation to supervise the preparation and revision of line engineering design standards that will ultimately serve as AEP corporate best practices. Identifies and initiates new standards or best practices that need to be established.

Engineering Technologists

These employees are responsible for performing work activities and projects requiring the application of engineering technology in a safe, cost-effective and effective way.

Director –Station Projects Engineering

Responsible to effectively plan, organize, budget, direct, control and lead system-wide engineering, design and capital planning activities associated with expansion and refurbishment of AEP transmission and distribution station facilities. Station engineering and design services will also be provided to other AEP customers as required.

Station Engineering Manager

Responsible to effectively plan, organize, budget, direct, control and lead engineering, design and capital planning activities associated with expansion and refurbishment of AEP transmission and distribution station facilities as required. Station engineering and design services will also be provided to other AEP customers as required.

Station Project Specialists

These employees perform a wide array of station design functions including civil design, electrical design, relay and control analysis, and material procurement under direct supervision.
**Transmission Station Equipment Standards Manager**

Exhibits advanced level proficiency plus unique knowledge of Station design, construction and operation to supervise the preparation and revisions of station engineering design standards that will ultimately serve as AEP corporate best practices. Identifies and initiates new standards or best practices that need to be established.

**Director – Protection and Control (P&C) Engineering**

Responsible to effectively plan, organize, budget, direct, control and lead system-wide P&C engineering, design and work planning activities associated with expansion, refurbishment and technical support of AEP transmission and distribution station P&C activities.

**P&C Engineering Manager**

Responsible for supervising the standard design practices and project specific engineering for substation protection, control and SCADA system.

**P&C Engineering Standards Manager**

Responsible for the development and distribution of system standard protection, measurement, SCADA and control philosophy and principles, system interpretations of industry standards and guidelines, and recommendation and coordination of protection and control technology development.

**Protection & Control Supervisor**

Responsible for supervising the installation, operation and maintenance of relay and protective equipment for all distribution and transmission stations.

**Transmission Engineering CAD/Tools Specialist**

These employees participate in evaluation, analysis, and recommendation of Business Unit technical computing products. Responsible for providing all levels of support including technical product support, response to user questions, installation, system monitoring, testing, problem diagnosis, tracking, resolution, and routine maintenance. Coordinate CADD standards and support activities between engineering groups. Participate in the preparation of technical procedures, documentation, manuals, and reports and training.

**Trans Design Standards Coordinator**

Possess the technical expertise and drive to work independently with minimal direction and have the communication skills needed to facilitate, coordinate and direct complicated activities beyond their group. Their responsibilities typically impact stakeholders system-wide or across multiple functional levels and include the development and maintenance of engineering design standards including drawing compliance, vendor management relationships and material forecasting. Serve as mentor and develop/deliver training for younger employees and perform as overall department or group design lead performing peer reviews of projects including the application of standards during scoping and estimating.
**Cost Controls Analyst**

These employees are responsible for the accountability of providing all portfolio reporting, assessment, cost control and scheduling functions for TE&PS projects. Responsibilities include onboarding projects and monitoring projects against budgets, forecasts and all aspects related to cost control and schedule within the TE&PS portfolio of projects.

**Engineers**

These employees are responsible for performing engineering work activities and projects requiring the application of engineering knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

**Performance Management Analysts**

Responsible for business unit financial plans, forecasts, performance measures and special studies; including the monitoring of economic performance, reviewing the corporate activities to ensure that the greatest degree of financial effectiveness and efficiency is achieved and making recommendations for improved performance. Develop benchmarking studies, pricing studies, and other statistical analysis as required.

**Managing Director – Transmission Construction Management**

Responsible for directing the project management functions for the AEP Transmission system. Responsibilities include direct accountability for completion of transmission projects within the 11 state service territory and outside AEP footprint including cost control, scheduling, labor contracting, material/equipment acquisition and right-of-way acquisition. Also responsible to work with Joint Venture partners and other third parties to develop and deliver similar EHV transmission projects and lower voltage projects as required.

**Transmission Construction Manager**

Responsible for coordinating transmission line and transmission/distribution station construction in an 11-state area of the AEP system. This position coordinates with Projects Engineering and Project Management in assigning and scheduling Transmission Construction Representatives (TCR) located over this wide area and is responsible for coordinating with Transmission Regions the project labor resource requirements concerning the use of in-house or contractor labor.

**Transmission Project Coordinators**

These employees coordinate the scheduling of transmission line and station projects, including design, construction, material acquisition, and right of way acquisition as well as provide status of each project and administers schedules and reports.

**Transmission Construction Coordinators**

These employees coordinate the scheduling of transmission line and station projects, including design, construction, material acquisition, and right of way acquisition as well as provide status of each project and administers schedules and reports.
**Cost Coordinator**

Performs cost collection, verification, processing, and related duties as assigned for major projects. They will be responsible for making sure each contract release is set up in Project Management Module (PMM), collecting actual costs at the frequency established for the Project, validating actual cost to be invoiced, routing invoices for proper approval, ensuring payment of invoices by Accounts Payable, routing Extra Work Orders (EWO’s) for approval, and closing out contracts.

**Transmission Contractor Safety Project Manager**

Responsible for the administration and enforcement of safety and accident prevention policies and procedures, including public safety matters, for the dissemination of safety information throughout the region, for coordinating the design of safety programs for use in the region, for conducting safety audits and visitations, and for rendering guidance on safety and accident prevention to other members of management.

**Transmission Construction Safety Project Manager**

Working in concert with the Safety and Health (S&H) organization, this position is responsible for implementation of an effective, innovative and aggressive safety program for AEP’s Transmission construction contractors. This shall include engagement and oversight of an external safety firm to assist with the implementation of programs, procedures, methods and reporting to assure a safe, secure and productive work environment in support of AEP’s Transmission work plan. Manage AEP Transmission’s contractor safety qualification process.

**Transmission Construction Superintendent**

These employees are responsible for providing direct construction project interface to local Transmission-Region and Distribution-Region management including oversight of all scheduling for local capital projects, joint coordination of regional outages and local accountability of contractor caused customer outages.

**Transmission Construction Reps**

These employees are responsible for performing duties and assignments associated with the construction of Transmission Line or Transmission/Distribution Station facilities.

**Director Transmission Estimating**

Responsible for managing the work activities of a group of engineers and project estimators involved in the development of transmission and station project scopes and estimates throughout a project’s lifecycle and maintaining the historical cost database.

**Planning & Engineering Supervisor**

Planning & Engineering Supervisor supervises the staff responsible for the development of transmission and station project estimates and maintaining the historical cost database.

**Project Estimating Supervisor**

Responsible for directing the work activities involved in the development of transmission and station project estimates and maintaining the historical cost database.
**Project Estimators**

Responsible for coordinating the development of transmission line and station project scopes and estimates; and establishing policies and procedures for allocating risk based contingencies.

**Transmission Assistant Project Manager**

Assists the Project Manager (PM) in the formulation and validation of project work plans, monitors and influences the performance of the Planning, Engineering, Design, and Construction efforts in accordance with the plans and assists the PM in data gathering and analysis for the reporting on project progress, scheduled deliverables and budget.

**Supervisor**

Provides leadership to project support team employees in Project Management by coordinating efforts in a matrix organization for Projects Engineering, Construction Management, Project Management, and the Project Management Office (PMO).

**Transmission Project Manager**

Coordinates activities required for the installation of Transmission Line and Transmission/Distribution Station facilities including the design, construction, material acquisition, ROW and real estate acquisition. Coordinate the activities of several project teams y including design engineers, a project coordinator, construction management, ROW agents and Stores Representatives. These projects will be transmission improvement and expansion projects. Need to work with Transmission and Distribution Planning and regulatory for CCNs.

**Transmission Process & System Manager**

Responsible for the continuous improvement of Transmission’s computer systems. Collaborate with IT and Transmission to determine future Transmission IT projects and initiatives. Direct the evaluation, analysis, recommendation, and implementation of Transmission’s computer systems. Manage administrative support for Transmission’s computer systems including technical product support, response to user questions, installation, system monitoring, testing, problem diagnosis, tracking, resolution, and routine maintenance as necessary. Manage the preparation of technical procedures, documentation, manuals, reports and training. Manage Transmission’s relationship with IT. Communicate upcoming IT projects and initiatives to Transmission.

**Director Transmission Projects**

Coordinates activities required for the installation of Transmission Line and Transmission/Distribution Station facilities including the design, construction, material acquisition, ROW and real estate acquisition. Coordinate the activities of several project teams including design engineers, a project coordinator, construction management, ROW agents and Stores Representatives. These projects will be transmission improvement and expansion projects. Need to work with Transmission and Distribution Planning and regulatory for CCNs.
Managing Director Transmission Projects Engineering

Responsible for directing project management functions for the AEP Transmission system. Responsibilities include direct accountability for completion of transmission projects within the 11 state service territory and outside AEP footprint including cost control, scheduling, labor contracting, material/equipment acquisition and right-of-way acquisition. Also responsible to work with Joint Venture partners and other third parties to develop and deliver similar EHV transmission projects and lower voltage projects as required.

Transmission Project Support Manager

Responsible for organizing and directing all transmission planning activities to provide for the adequate and secure operation of the AEP transmission system in the Electric Reliability Council of Texas (ERCOT). These responsibilities include: directing system performance studies; developing and proposing system expansion and modification plans in order to serve the needs of our customers reliably; developing connection plans for new generators and to serve new and existing retail and wholesale customers; coordinating the development of plans with AEP’s Distribution organization; and participating in the ERCOT regional planning process.

Transmission Project Director

Coordinates activities required for the installation of Transmission Line and Transmission/Distribution Station facilities including the design, construction, material acquisition, ROW and real estate acquisition. Coordinate the activities of several project teams including design engineers, a project coordinator, construction management, ROW agents and Stores Representatives. These projects will be transmission improvement and expansion projects. Need to work with Transmission and Distribution Planning and regulatory for CCNs.

Project Controls Supervisor

Responsible for overseeing the accountability of providing all portfolio reporting, assessment, cost control and scheduling functions for TE&PS projects. Responsibilities include supervision of onboarding projects and monitoring projects against budgets, forecasts and all aspects related to cost control and schedule within the TE&PS portfolio of projects for each region. Provides leadership with financial reports and generates partnerships with other TE&PS customers.

Project Controls Analyst

Reports to the Project Controls Supervisor, this position is responsible for the accountability of providing all portfolio reporting, assessment, cost control and scheduling functions for Transmission projects. Monitor projects against budgets, forecasts and all aspects related to cost control and schedule within the portfolio of projects. Provides leadership and develops partnerships with external customers, vendors and Transmission organizations.

Station Design Standards Manager

Identifies and initiates new standards or best practices that need to be established. Responsibilities include ensuring that all standards are prepared in accordance with the National Electric Safety Code, National Electric Code, ANSI Standards and other governmental agency requirements. Additional duties include maintaining and making revisions as technology changes dictate or system conditions change. The Station Design Standards Manager also defines equipment and material specifications and provides technical inputs to Procurement function.
Manager – Transmission Engineering Resources

Manages the centralized Transmission Engineering (TE) department roles that are not directly related to TE functional groups. These centralized duties include: quality control, process management, systems administration, labor resource management which includes labor forecasting, outsourcing management and training and development; asset management to include metrics reporting, asset health studies, and coordinating asset inquiries with TFS and other groups; business unit software and hardware management including document management; and coordinating TE departmental duties such as budget, metrics, reporting and special projects as required.

GIS Specialist

Responsible for coordination of activities associated with producing and maintaining data regarding distribution or transmission facilities in service. Under moderate supervision, responsible for implementation of new data systems, maintenance of existing systems, develop and conduct training, troubleshoot data system problems, and provide guidance to graphics technicians and/or clerks.

Functional System Architect

Designs, develops, implements and provides functional support of applications for the Utility Group and all operating companies. Manages the development and implementation of application projects including: defining functional requirements, preparing business case documentation, prioritizing IT and business related work, providing functional direction to IT staff, developing and coordinating application testing and coordinating project implementations. Provides application support by assisting support staff in investigating and resolving application issues. Works with business unit employees to define, analyze, design and document business processes and associated applications. Provides assistance and guidance to employees across the corporation in the proper use of applications. Coordinates changes with other applications and ensures compliance with functional and architectural standards.

TE & PS Process Improvement Manager

Provide overall leadership and technical direction for all facets of Process Development & Improvement and Auditing & Conformance initiatives. This includes integration, documentation and standardization of best practices and processes throughout the TE&PS organization. It is the customer-facing arm of the PMO that is responsible for ensuring standardized work processes and procedures are established and have clear expectations. Through facilitated sessions and training, the processes, roles and responsibilities and workflows are developed and then updated as needed to support continuous improvements for best practices. Oversee the progress and improvement of the organization as well as creating and capturing key metrics through performance indicators are core competencies designed with the goal of moving the TE&PS organization closer to a PMBOK Level III designation.

EMS/SCADA Analyst

These employees are responsible for performing a wide variety of technical work requiring technical skills in EMS, networking, and custom applications to be able to develop, support and maintain real time applications.