Vice President – Transmission Field Services

The Vice President - Transmission Region Operations is responsible for the safe, reliable, cost-effective, and profitable operation and maintenance of AEP’s transmission assets including:
1) Directs and manages AEP’s Transmission System and Regions Operations organization in a manner to achieve corporate goals.
2) Directs the development of policy, processes, procedures, and systems to aid in ensuring that AEP’s transmission assets are operated in compliance with all applicable safety and reliability standards, contractual and tariff obligations, and all federal, state, and local regulations and laws,
3) Directs and manages the Region Operations group in its primary role as the service provider for field operations, maintenance and emergency restoration of the AEP transmission system and distribution station facilities including the necessary policy and direction regarding safety, skills training and work tools and equipment procurement.
4) Provides input, direction, and leadership on transmission operations matters for the transmission organization and others in AEP, and in pertinent forums outside AEP.

Managing Director – TFS

Responsible for the safe, reliable, secure and cost effective maintenance, field operations and emergency restoration of the transmission facilities and distribution station facilities, within the assigned geographic area. Additional responsibilities include directing the efforts and/or providing resources to complete selected capital projects and acting as primary interface to senior operating company and generation management as well as wholesale customers.

Director – TFS Construction

Responsible for the safe and cost effective completion of construction projects for transmission facilities and distribution station facilities within the assigned geographic area. Additional responsibilities include planning and scheduling the resources required to complete capital projects and assisting Transmission Region Operations personnel in emergency restoration efforts.

Director – TFS Technical Support

Responsible for providing technical and business services that support all geographically distributed field activities of Transmission Region Operations regarding the operation, maintenance and construction of all transmission facilities including line, station and protective relay systems. Additional responsibilities include asset engineering, analysis of system faults, consultation for equipment operations/ failure analysis, defining facility commissioning, maintenance and capital replacement guidelines, NERC compliance support, and providing common business support for transportation, IT systems.

Director – Transmission Region Operations

Transmission Region Operations is responsible for the safe and effective maintenance, field operations and emergency restoration of AEP transmission system facilities and distribution station facilities within assigned geographic areas of AEP. Additional responsibilities include providing construction management and internal labor resource services for selected transmission capital projects.
**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.

**Performance Management Analyst**

Responsible for general administrative support and coordination of the Transmission Services efforts to comply with procedures established both internal and external to Transmission. Major enabling competencies: Adaptability/Flexibility and Teamwork/Collaboration.

**Transmission Project Coordinator**

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.

**Control Electrician**

Under semi-direct or general supervision, perform work associated with the mounting and wiring of protection and control equipment as well as the operation, testing and maintenance of common and basic protection and control devices and related equipment in stations and power plants and on distribution circuits. Assist with the installation, testing and maintenance of more complex systems such as differential, transmission line relaying, and SCADA systems.

**Coordinators**

Responsible to the assigned supervisor to perform work activities and projects requiring technical knowledge in a safe, effective, efficient and economic accomplishment of assigned objectives.

**Electrician Crew Supervisor**

Responsible to assigned management for supervising the work of P & C Electricians and performing the work of a P & C Electrician A. The type of work involves construction and maintenance of protection and control equipment. Activities associated with the performance of this work include planning procedures, directing or supervising assigned employees, and exercising independent judgment.
Engineers

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.

Engineering Technologists

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

Equipment Specialist

Responsible for specialized work involved in planning, testing, receiving, storing, assembling, adjustment and repair of Station equipment such as: power transformers, reactors, current transformers, switches, circuit breakers, circuit switchers, potential devices, regulators, power cables, oil, paint, and all associated accessories.

P&C Construction & Maintenance Coordinator

Responsible for coordinating the work activities within a work group, team, or groups external to the company including contractors, vendors, or regulatory agencies. Responsibilities include coordinating moderately complex outages and field projects in a safe, healthy, efficient, and economical manner.

P&C Technical Services Manager

Primary liaison for the field Protection and Control groups between Transmission Engineering & Project Services and Transmission Strategy & Business Development. Responsible for providing technical direction and work practice continuity to those widely geographically distributed field activities regarding operation and maintenance of protection and control systems including installation and check-out RTU and SCADA equipment, DAS, DMS, fault recorders and related equipment. Additional responsibilities include analysis of system faults, consultation for relay operations/failure analysis, and defining facility special maintenance and rehabilitation requirements. Responsible for support activities to ensure compliance with NERC Reliability Standards.

Manager – Transmission Region Operations Support

Provide system-wide technical support and coordination for widely distributed field activities related to construction, operation and maintenance of transmission facilities and distribution substations. Additional responsibilities include development and delivery of technical skills training, analysis of system equipment reliability trends, consultation for equipment operations/failure analysis, and functional oversight of analytical laboratories and testing services. Also oversee the transmission services work management function and related activities.

Transmission Asset Reliability & Compliance Manager

Responsibilities include analysis of system faults, consultation for equipment operations/failure analysis, and defining facility special maintenance and rehabilitation requirements. Incumbent will also be responsible for support activities to ensure compliance with NERC Reliability Standards.
Transmission Line Manager

Responsible for supervising field activities associated with construction, operation and maintenance of transmission lines and associated equipment within an assigned geographic area. Also responsible to direct restoration effort during transmission line outages to return facilities to service.

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.

Station Technical Services Manager

Provide system-wide technical support and coordination for widely distributed field activities related to construction, operation and maintenance of transmission facilities and distribution substations. Additional responsibilities include analysis of system reliability trends, consultation for equipment operations/failure analysis, and functional oversight of analytical laboratories and testing services.

Manager – Transmission Technical Services

Transmission Technical Services Tulsa is responsible for providing technical direction and support for widely distributed field activities related to operation and maintenance of transmission facilities, including installation and checkout of protective relay systems and related equipment. Additional responsibilities include analysis of system faults, consultation for equipment operations/failure analysis, and defining facility special maintenance and rehabilitation requirements.

Transmission Work Planning Manager

Responsible for the development of O&M and Capital construction work plans for station, P&C and transmission line. Additional responsibilities include development of specifications for vehicles, tools and equipment to efficiently perform O&M and construction functions. Responsible for development of interface agreements with generation.

Manager – Technical Skills Training

Technical Skills Training is responsible for development, analysis, implementation, coordination and supervision of the skills training programs for Transmission Services. Also, participates in the appropriate delivery of skills training to the geographically dispersed field organizations. In addition, this position determine present and future training requirements, develops and modifies programs to ensure that the skills training programs align with AEP strategy, vision, mission and goals, and interfaces with internal and external organizations to ensure efficient training and development of the work force.

HVDC/FACTS Station Manager

Responsible for the construction, operation and maintenance of all HVDC and FACTS related equipment, including control systems and protective relay equipment, in an assigned area of AEP. Also, responsible for the installation and check-out of control systems and protective relay schemes and related equipment.
**TFS Performance Management Manager**

Responsible for providing administrative functions including budgets, work management and data base management for Transmission Region Operations. Additional responsibilities include technical consultation during award of contracts; assist in the development of annual maintenance plans and manages the Transmission Region Operations Human Performance Improvement initiative.

**P&C Construction & Maintenance Coordinator**

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

**P&C Electrician**

Perform work associated with the installation, operation, testing and maintenance of all protection, control, and measurement devices and related equipment under general supervision. Install, maintain and operate all oscillographs, digital fault recorders (DFR) and event recorders. Install, maintain and operate all power line carriers (PLC), tone, pilot wire, fiber and associated communications equipment. Install, maintain and operate station SCADA systems, statistical load metering, telemetering and transducers. Respond to emergency call-outs 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.

**P&C Electrician Crew Supervisor**

Responsible to assigned management for supervising the work of P & C Electricians and performing the work of a P & C Electrician A. The type of work involves construction and maintenance of protection and control equipment. Activities associated with the performance of this work include planning procedures, directing or supervising assigned employees, and exercising independent judgment.

**Performance Management Analyst**

Responsible for business unit financial plans, forecasts, performance measures and special studies; includes 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.

**Principal TFS Specialist**

This person is an acknowledged technical expert with advanced knowledge and skills in the area of station equipment and P&C. Coordinate with field services management and field personnel on the interpretation and development of safe work methods and procedures, the implementation of best practices, the development of improved work methods, development of training and knowledge transfer initiatives; improved work management systems, the utilization of technology, the development of streamlined documentation and reporting, the identification of appropriate refresher training and new equipment training; and, the facilitation of inter-region and inter-company information sharing meetings.
**Relay Specialist**

Responsible to perform all tasks connected with the protection and control of all transmission lines, transformers, circuit breakers, generating units, static var compensators, capacitor banks, and all related equipment. This responsibility includes analyzing industrial customer operating problems and suggesting/initiating improvements or corrective action.

**Station Crew Leader**

Provide efficient and reliable operation to all substations. Provide maintenance to all substation devices for generation, transmission, and distribution facilities.

**Station Electrician**

Performs 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 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.

**Station Equipment Operator**

Perform work in support of construction and maintenance of station equipment and facilities. The following list sets forth the principal duties required for the job. 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.

**Station Manager**

Responsible for the field operations, maintenance, and emergency restoration activities associated with all station-related equipment, including protective relay equipment in an assigned geographic area of AEP. Also, responsible for the installation and check-out of protective relay schemes and related equipment. Additional responsibilities include providing supervision of labor resource services for selected transmission capital projects.

**Station Supervisor**

Supervise and direct employees to effectively plan, organize, budget, direct, control and lead operations and maintenance technical support activities, and select capital project activities, providing technical guidance and leadership for assigned activities. This specifically includes the supervision of personnel involved in the planning, testing, receiving, storing, assembling, adjustment and repair of Station equipment and personnel involved in maintenance and outage coordination activities. This position is intended to serve as a first level supervisor over field engineers, equipment specialists, and maintenance coordinators.
**Station Crew Supervisor**

Responsible for the supervision of assigned crew members in performing the construction, operation and maintenance of station equipment such as circuit breakers, transformers, reactive power devices, switches and other related equipment, and in assisting the Station Manager in accomplishing the annual work plan.

**Station Superintendent**

Responsible for the construction, operation and maintenance of all station related equipment, including protective relay equipment, in an assigned. Also responsible for the installation and check-out of protective relay schemes and related equipment.

**Station Servicer**

Perform all types of work involved in the installation, maintenance, operation, inspection, repair and removal of station-related equipment. 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.

**Protection & Control Supervisor:**

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

**Supervisor – Planning & Engineering**

Supervises the staff responsible for the development of transmission and station project estimates and maintaining the historical cost database.

**Technical Training Manager**

Responsible for development, analysis, implementation, coordination and supervision of the skills training programs for Transmission Field Services. Lead team to evaluate effectiveness of training and to provide vision of training schools longer term evolution. Responsible for the marketing of the Transmission Training Center to offer station, relay and line skill training to outside customers (such as other utilities, industrial facilities, municipal systems, etc.).

**Technical Skills Trainer**

Responsible for providing technical training and support to field operation in the maintenance of station equipment. Have an overall understanding of substation equipment including breakers, transformers, switches or protection and control equipment. Work with Transmission Region Operations and standards group to aid in the training and development of new employees on substation equipment and maintenance procedures in accordance with AEP standards and NERC compliance. Develop substation training materials and training aids to be used in the training department to teach students on the current practices and procedures of substation equipment. Work with Transmission Region Operations in the maintenance and installation of station equipment and protective relays so to stay abreast of work methods, development of new equipment. Assist Transmission Region Operations in corrective maintenance of station equipment and protective relays.
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 Construction Reps:

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

Transmission Equipment Operator

Responsible for the operation of tractor-trailer combination trucks, forklift, and trucks. Have sufficient knowledge to operate and be able to load off-road track equipment such as dozers and backhoes. Perform minor maintenance and repairs and vehicle inspection as required by the U.S. Department of Transportation in the operation of motor vehicles. Perform all such other associated duties as may be assigned.

Transmission Line Mechanic

Perform all types of work involved in the installation, maintenance, operation, removal and inspection of energized and de-energized transmission and distribution facilities. The following list sets forth the principal duties required for the job. 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.

Transmission Line Supervisor

Supervises the field work normally performed by Company and contract crews in the construction, operation, and maintenance of transmission lines and associated equipment. Major enabling competencies: flexibility, communication, creativity, and teamwork.

Transmission Line Crew Supervisor

Perform the duties of a Transmission Line Mechanic-A and also supervise the shop work normally done by the transmission shop crew in construction, maintenance and operation of transmission lines and stations. The following sets forth the principal duties required for the job which will be performed under general supervision. It 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. All work will be performed in accordance with Company safety rules and practices.

Transmission Maintenance Coordinator

Responsible for coordinating the work activities within a work group, team, or groups external to the company including contractors, vendors, or regulatory agencies. Responsibilities include coordinating moderately complex outages and field projects in a safe, healthy, efficient, and economical manner.
**TFS Support Coordinator**

Assist region operations management and field personnel with the interpretation and of safe work methods and procedures, the implementation of best practices, the development improved work methods, improved work management systems, the utilization of technology, the development of streamlined documentation and reporting, the development of IT systems that will assist region operations, the identification of appropriate refresher training and new equipment training; and, assist with the facilitation of inter-region and inter-company information sharing meetings.

**Transmission Supt – Cook Switchyards**

Responsible for serving as the Transmission liaison with the D. C. Cook Nuclear Plant (CNP) and for assuring compliance with the Inter-Organization Agreement between AEP Utility Operations and the AEP Nuclear Generation group. This position is responsible for T&D equipment and facilities located at the Cook Nuclear Plant site including protection and control equipment and systems, substation equipment and facilities, transmission and distribution lines and equipment, and for Transmission equipment at other locations as assigned.

**T&S Patroller**

Responsible for inspection of transmission line facilities and substation facilities as assigned. Gather associated inspection data and submit for analysis to appropriate transmission line and station personnel. Install, test, repair, maintain and troubleshoot transmission line and substation facilities as required.

**Technical Training Specialist**

Responsible for developing and designing training materials with an emphasis on e-learning. Write, revise, research and update policies, standards and procedures in coordination with Region subject matter experts. Present material in multiple formats to maximize the learning of the participants.

**Transmission Development Training Coordinator**

Responsible for assisting in the determination of present and forecasted training needs, coordinating the development and implementation of training programs designed to prepare Line, Station and P&C personnel for qualification and maintenance of skill levels for various positions throughout Transmission Services, and for maintenance of training records for all Transmission Service Personnel.

**Working Foreman P&C**

Responsible for directing the work of assigned crews in performing the following types of work: construction, maintenance, rebuild, removal, operation, testing and inspection of energized or de-energized generation, transmission and distribution facilities. Requisitioning equipment, materials, tools and spare parts required for installation, maintenance and operation of station and related 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 for the job. 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.
**Working Foreman Station**

Responsible for directing the work of assigned crews in performing the following types of work: construction, maintenance, rebuild, removal, operation, testing and inspection of energized or de-energized generation, transmission and distribution facilities. Requisitioning equipment, materials, tools and spare parts required for installation, maintenance and operation of station and related 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 for the job. 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.

**Transmission Field Services Coordinator**

Responsible for coordinating the work activities within a work group, team, or groups external to the company including contractors, vendors, or regulatory agencies. Responsibilities include coordinating moderately complex outages and field projects in a safe, healthy, efficient, and economical manner.

**P&C Technical Specialist**

These employees are responsible for performing a wide variety of technical work requiring technical skills associated with the planning, engineering, design, testing, construction, maintenance and operation of facilities.