

**Transmission Function Employee
Job Titles and Descriptions**

**Trailblazer Pipeline Company LLC,
Tallgrass Interstate Gas Transmission, LLC,
Rockies Express Pipeline LLC,
Cheyenne Connector, LLC,
East Cheyenne Gas Storage, LLC
Ruby Pipeline, L.L.C.**

JOB TITLE	JOB DESCRIPTION
ACCOUNT DIRECTOR	Responsible for the maintenance of the existing business on the interstate pipeline assets which includes contract renewals and customer support. Markets Tallgrass transportation and storage business to both present and potential customers. Directs account management activities for all aspects of customer business. Negotiates and prepares agreements for the transportation and storage of natural gas. Develops an effective working relationship with Tallgrass management and the management of connecting carriers.
BUSINESS DEVELOPMENT (all levels)	The Director or Vice-President of Business Development, with a focus on the Rockies Express Pipeline (REX) and Cheyenne Connector, LLC (Cheyenne Connector), is expected to bring new transportation business and growth projects to the pipelines.
DIRECTOR-ACCOUNT SERVICES	Responsible for marketing and managing the commercial storage and transportation services for the Tallgrass Interstate Gas Transmission and Trailblazer Pipeline Company.
ADMINISTRATIVE ASSISTANT (CONTRACT ADMINISTRATION)	Point of contact for contract transactions with internal and external customers in addition to providing support services to the Business Management work group, which is responsible for customer service on the Tallgrass interstate assets.
ANALYST-BUSINESS PROCESSES (all levels)	For an interstate pipeline, provide a variety of analytical services that support and promote the Business Management and Development Department, including but not limited to analysis in the following areas: Systems/IT (user standpoint), business reporting and Invoicing. Responsible for formulating and defining systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements under general supervision. Analyzes business processes, identifies process deficiencies, researches solutions and plans and coordinates the remediation of these deficiencies. Assist with the design and implementation of system enhancements to ensure functionality is both effective and efficient.
CONTRACT ADMINISTRATOR (all levels)	To act as the key point of contact for contract transactions with internal and external customers on all Tallgrass interstate natural gas pipeline facilities. Coordinates the maintenance and updating of records pertaining to the sale and purchase of natural gas for system operations. Assists customers with capacity release program in accordance with the tariff requirements and industry standard deadlines.
DIRECTOR-GAS SERVICES	Responsible for directing the day-to-day contract administration and billing functions and ensuring that all contracts and rates are properly maintained. Acts as the point of contact to coordinate contract execution between company and the customer/supplier and provides the leadership and guidance necessary to strengthen the contract administration and billing processes.
SCHEDULER (all levels)	Schedules multiple interstate pipelines and acts as a key customer contact to ensure the timely order fulfillment of nominations consistent with business objectives and the governing tariffs.
MANAGER-SCHEDULING	Provides operational analysis and administrative support for the scheduling team consistent with business objectives and the governing tariffs.
DIRECTOR-GAS SCHEDULING	Ensures the accurate and optimum scheduling of multiple interstate natural gas pipeline systems by directing the team responsible for customer order fulfillment via the gas scheduling process.

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DIRECTOR-BUSINESS SYSTEMS	Responsible for the management, implementation, support, administration and maintenance of Business System applications.
SR. DIRECTOR-GAS SERVICES	Manage and oversight of day-to-day Gas Services functions (Gas pipeline customer support, Contract Administration, Invoicing, Scheduling, and Business systems.) Provide leadership and guidance necessary to strengthen the scheduling, contracting, customer support, and billing processes across all TallGrass Energy Natural Gas interstate pipeline systems.
VICE-PRESIDENT, COMMERCIAL-TIGT/TRAILBLAZER	Responsible for business and financial operation of the Tallgrass Interstate Gas Transmission Pipeline and the Trailblazer Pipeline at an Executive level. Expected to play a significant company-level Executive leadership role relative to developing the Company's fundamental business strategy.
VICE-PRESIDENT, COMMERCIAL-REX/CONNECTOR	Responsible for the commercial strategy and business development of the Rockies Express (REX) and Cheyenne Connector Pipelines.
DIRECTOR-OPERATIONS	Directs, plans, and controls the continuous and safe operation, maintenance, and improvement of the transmission systems for assigned work locations. Creates and manages annual operations and maintenance capital budgets. Focuses on safety, compliance, reliability, efficiency, cost management, and innovation. Manages construction and O&M activities. Directs field management staff, employees and contractors in operation and maintenance of natural gas facilities and equipment.
GAS CONTROLLER (all levels)	Dispatches, monitors and controls multiple interstate pipeline systems via SCADA to ensure their safe, reliable, and efficient operation consistent with business objectives and the governing tariffs.
LEAD CONTROLLER	Responsible for day-to-day operations and meetings of respective pipelines based on scheduling activity, seasonal load requirements, planned maintenance and any ongoing operating restrictions. Maintains and manages gas control schedule and daily guide.
SUPERVISOR-GAS CONTROL	Responsible for day-to-day operations of respective pipelines based on scheduling activity, seasonal load requirements, planned maintenance and any ongoing operating restrictions. Supervises Gas Controllers.
MAINTENANCE COORDINATOR-GAS CONTROL	Coordinate all planned maintenance on TIGT, REX, Connector, and Trailblazer pipelines. Maintain Gas Control Outage Tool and conduct monthly maintenance meetings. Coordinates with System Engineering and Commercial If reduced capacities are needed for planned maintenance activities.
MANAGER-GAS OPERATIONS CONTROL	Manages the day-to-day pipeline operational activity to ensure the safe, reliable, and efficient monitoring and control of multiple interstate pipeline systems consistent with business objectives and the governing tariffs. Supervises Maintenance Coordinator and Supervisor-Gas Control.
VICE-PRESIDENT-OPERATIONS CONTROL & SYSTEMS ENGINEERING	Directs the day-to-day operations and maintenance activity of the Tallgrass operated pipeline assets to ensure safe, reliable and efficient operation consistent with commercial objectives and governing tariffs. Ensure the maximum availability and integrity of Tallgrass company assets. Responsible for the operational and financial performance of the company assets by ensuring optimal control room operation at all times. Directs the system design effort to manage transportation capacity on multiple interstates.

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ENGINEER-PIPELINE (all levels)	Provides system design engineering and scope development for facility/capacity expansions in support of business development objectives. Manages transportation capacity on multiple interstate pipeline systems consistent with business objectives and governing tariffs. Provides technical support for the Gas Control and Field Operations departments; identifies and implements system enhancements.
ENGINEER-RESERVOIR (all levels)	Provide reservoir engineering assistance to the company's Engineering & System Design team. Responsible for performing integrated reservoir studies, reserve and economic analyses.
DIRECTOR-SYSTEMS ENGINEERING	Responsible for the management, implementation, support, administration and maintenance of system design engineering and scope development for facility/capacity expansions in support of business development objectives, as well as transportation capacity on multiple interstate pipeline systems consistent with business objectives and governing tariffs, and technical support for the Gas Control and Field Operations departments; identifies and implements system enhancements. Also manages and administers reservoir engineering.
SEGMENT PRESIDENT, NATURAL GAS TRANSPORTATION	Responsible for business and financial operation of the interstate gas pipelines at an Executive level. Expected to play a significant company-level Executive leadership role relative to developing the Company's fundamental business strategy.