

**Tallgrass Interstate Gas Transmission, LLC, Rockies Express Pipeline
LLC and Trailblazer Pipeline Company LLC
Transmission Function Employee
Job Titles and Descriptions**

JOB TITLE	JOB DESCRIPTION
ACCOUNT DIRECTOR	Markets Tallgrass 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. Establishes tariff rates. Develops an effective working relationship with Tallgrass management and the management of connecting carriers.
ANALYST-BUSINESS PROCESS	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. Develops or modifies moderately complex information systems. Guides and advises less-experienced Business Systems Analysts. Analyzes business processes, identifies process deficiencies, researches solutions and plans and coordinates the remediation of these deficiencies. Assist with the design and implementation of operational and system enhancements to ensure production capabilities are both effective and efficient. As appropriate, write and validate business requirements and conduct system tests.
CONTRACT ADMINISTRATOR	Coordinates the maintenance and updating of records pertaining to the sale and purchase of oil and/or gas. Reviews and/or conducts market research regarding pricing and terms in oil and gas contracts. May provide guidance and training to Contracts Analysts. Usually has five or more years of experience.
CONTRACT ADMINISTRATOR SR	Administers activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Examines performance requirements, delivery schedules, and cost estimates of material, equipment, and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports, and other exhibits that may be required. Negotiates contracts with customers or bidders.
CONTROLLER LEAD	Leads and directs the work of other Controllers. Has shift dispatching responsibility in central dispatching office. Participates in planning, scheduling, and implementing facility operations, shutdowns, and startups. Makes decisions in response to abnormal conditions and emergencies.
CONTROLLER SR	Operates pipeline facilities from the control center using advanced knowledge of gas flow, compression, regulations, and SCADA. Communicates effectively with field operations and customers. Participates in planning, scheduling, and implementing facility operations, shutdowns, and start-ups. Responds to abnormal conditions and coordinates emergency communications.
DIRECTOR-ACCOUNT SERVICES	Develops, negotiates, and administers transportation related agreements and strategies for the pipeline company to ensure customer satisfaction, loyalty, market growth and segmentation and value-added strategy initiatives. Ensures customer services and satisfaction through the development and implementation of innovative and quality marketing programs. Oversees the development and evaluation of transportation marketing opportunities and discounting strategies. Plans and directs the commercial marketing functions of an assigned area, including the development, negotiation, administration, and control of transportation and storage agreements. Directs and participates in strategic planning for transportation and storage agreements to meet existing and future delivery requirements. Builds and maintains close working relationships with customers.
DIRECTOR-OPERATIONS	Directs, plans, and controls the continuous and safe operation, maintenance, and improvement of the transmission systems for assigned work locations. Focuses on safety, compliance, reliability, efficiency, cost management, and innovation. Manages construction and O&M activities. Directs employees and contractors in operation and maintenance of natural gas facilities and equipment.
ENGINEER-PIPELINE SYSTEM DESIGN	Performs beginning-level technical support on projects of limited scope or portions of larger projects. Learns and practices engineering principles as they apply to company standards, procedures and operations. Develops solutions subject to review and evaluation by experienced engineers.
ENGINEER-PIPELINE SR	Serves as a fully competent engineer in all conventional aspects of a specialized function or engineering discipline. Plans and conducts work requiring judgment and evaluation, independently or as a project team member. Performs activities including technical and economical evaluation, performance testing, design and construction of new facilities, upgrading existing facilities, and research on new developments. Plans, schedules, and conducts detailed phases of the engineering work in a part of a major project or in a total project of moderate scope.
ENGINEER-RESERVOIR STAFF	As an experienced, proven professional handles complex reservoir engineering assignments. Able to modify technical guidelines. Level makes independent decisions that are typically not subject to technical review. May serve as a project leader on assignments requiring a broad knowledge of reservoir engineering. May supervise lower level engineers. Usually requires at least twelve years experience and a B.S. or M.S. in Engineering.
MANAGER-GAS CNTRL	Provides supervision and direction to gas control employees. Oversees the gas control operations to ensure balanced conditions in control of pressure and flow of gas throughout the pipeline system. Directs analysis of past and projected gas supply and customer needs for development of operational plans.
MANAGER-SCHEDULING	Oversees the establishment of schedules for receipt and delivery of product from shippers. Monitors system flow and operations and coordinates priorities with dispatching. Supervises schedulers.

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REP-SCHEDULER I	Under general supervision, performs customer-oriented scheduling activities. Fills product movement orders. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Plans and forecasts product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Entry level. Minimal or no experience.
REP-SCHEDULER II	Under general supervision, performs customer-oriented scheduling activities. Fills product movement orders. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Plans and forecasts product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Entry level with some experience. Knows and understands basic scheduling concepts.
REP-SCHEDULER III	Under limited supervision, and as a senior level Scheduler, responsible for customer-oriented scheduling activities. Responsible for making sure that requests are being filled. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Responsible for planning and forecasting of product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Trains and assists less experienced schedulers.
REP – SCHEDULER SR I	Under limited supervision, and as a senior level Scheduler, responsible for customer-oriented scheduling activities. Responsible for making sure that requests are being filled. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Responsible for planning and forecasting of product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Trains and assists less experienced schedulers. Semi-proactive. Requires limited direct supervision.
REP – SCHEDULER SR II	With little supervision and as a senior level Scheduler, responsible for customer-oriented scheduling activities. Responsible for making sure that requests are being filled. Schedules product movement and volume through pipeline systems to minimize shutdowns while maximizing line capacity. Responsible for planning and forecasting of product movement through the pipeline. Revises daily schedule as necessary to allow for unforeseen events. Trains and assists less experienced schedulers. Semi-proactive. Recognized as expert within the group. Usually has six to nine or more years of experience.
VP-BUSINESS MGMT	Develops policies, plans and programs for the business management organization. Leads the contract, invoicing, and collection functions. Develops strategy and conducts evaluations of the sales and marketing plans within business management.
VP-GAS CNTRL	Responsible for all functions of gas control. Manages optimization of pipeline design and operation while meeting customer commitments. Ensures safe operations and pipeline efficiency through control of pressure and flow of gas throughout pipeline system. Develops most cost effective means available for: transportation throughput, releasing capacity constraints, transporting off-system gas supplies, moving gas to off-systems customers, system storage. Has primary responsibility for engineering aspects of the organization's operations. This executive's functions typically include facilities planning, process engineering, maintenance and application of automation and advanced technology, and engineering work relating to new product development.

Updated: November 13, 2012