

Transmission Function Employee Job Titles and Descriptions

Trailblazer Pipeline Company LLC, Tallgrass Interstate Gas Transmission, LLC, & Rockies Express Pipeline LLC

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 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.
ACCOUNT MANAGER	Analyzes U.S. supply/demand fundamentals, pricing and market trends and the potential market opportunity for a variety of commercial functions.
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 PROCESS	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), Invoicing, Regulatory and Financial (budgets/forecasts). 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.
ANALYST-SCHEDULING	Provides quantitative and quality assurance support for the scheduling team.
ASSOCIATE CONTRACT ADMINISTRATOR	To act as a key point of contact for contract transactions with internal and external customers on all Tallgrass interstate natural gas pipeline facilities. The Associate Contract Administrator position is a junior role to the Contract Administrator position.
CONTRACT ADMINISTRATOR	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. May provide guidance and training to Associate Contract Administrator. Usually has five or more years of experience.
CONTRACT ADMINISTRATOR SR	The key point of contact for contract transactions with internal and external customers on all Tallgrass interstate natural gas pipeline facilities. Acts as a first-line resource for the Contract Administrators and Associate Contract Administrators. Assists customers with capacity release program in accordance with the tariff requirements and industry standard deadlines. Coordinates gap identification, requirement documentation and testing of proprietary computer system. Usually has seven plus years of industry and contract administration experience.

Transmission Function Employee Job Titles and Descriptions

Trailblazer Pipeline Company LLC, Tallgrass Interstate Gas Transmission, LLC, & Rockies Express Pipeline LLC

JOB TITLE	JOB DESCRIPTION
DIRECTOR-ACCOUNT SERVICES	Manages key accounts for the Rockies Express Pipeline (REX), including establishing a network within the region, developing focus account client relationships, developing tenders and proposals and managing numerous stakeholders to ensure quality business development. 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-COMMERCIAL ORIGINATION	The Director-Commercial Origination, with a focus on the Rockies Express Pipeline (REX), is expected to bring new transportation business in the Colorado, Nebraska, Kansas and Missouri area to the Rockies Express Pipeline. Primarily responsible for marketing the commercial gas supply needs for the Tallgrass interstate pipelines, with a focus on REX.
DIRECTOR-CONTRACT ADMINISTRATION & CUSTOMER SUPPORT	Responsible for directing the day-to-day contract administration functions and ensuring that all contracts are properly maintained. Acts as the point of contact to coordinate contract negotiations between company and the customer/supplier and provides the leadership and guidance necessary to strengthen the contract process and administration.
DIRECTOR-MARKETING	Responsible for marketing and managing the commercial storage services and gas supply needs for the Tallgrass Interstate Gas Transmission and Trailblazer 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.
DIRECTOR-ORIGINATION	Brings new transportation and storage business to the Tallgrass interstate gas pipelines. Works closely with top executive management to keep them up-to-date on strategic opportunities.
DIRECTOR-PIPELINE MANAGEMENT	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. Responsible for the administration, training and development of the Crude Oil Logistics work team. Ensure the maximum availability and integrity of Tallgrass company assets. Responsible for the operational and financial performance of the company assets by securing optimal control room operation at all times.
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.
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 STAFF	Provide reservoir engineering assistance to the company's Engineering & System Design team. Responsible for performing integrated reservoir studies, reserve and economic analyses.

Transmission Function Employee Job Titles and Descriptions

Trailblazer Pipeline Company LLC, Tallgrass Interstate Gas Transmission, LLC, & Rockies Express Pipeline LLC

JOB TITLE	JOB DESCRIPTION
FINANCIAL ANALYST SR.	For an interstate pipeline, provide a variety of analytical services that support and promote the Business Management department, including but not limited to analysis in the following areas: Financial (budgets/forecasts), invoicing and systems/IT (user standpoint). The Sr. Financial Analyst will act as a first-line resource for Financial Analysts and Associate Financial Analysts.
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.
GENERAL MANAGER & VP-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.
LEAD CONTROLLER	Coordinates the maintenance activity on multiple interstate pipelines while assisting management in day-to-day responsibilities to ensure the pipelines' safe, reliable, and efficient operation consistent with business objectives and the governing tariffs.
MANAGER-BUSINESS SYSTEMS	Responsible for the management, implementation, support, administration and maintenance of Business System applications.
MANAGER-FINANCIAL PLANNING & ANALYSIS	Prepare and/or assist in the preparation of financial statements and the timely filing of internal financial reports, as well as external financial reports such as regulatory reports with the Securities and Exchange Commission (SEC), the Federal Energy Regulatory Commission (FERC), state public utility commissions and other government agencies. Responsible for providing financial reports to banks and partners and other regulatory and non-regulatory reporting as required. Perform detailed reviews of the above types of reports that will be prepared by other financial reporting staff and/or managers.
MANAGER-GAS 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 gas controllers.
MANAGER-SCHEDULING	Provides operational analysis and administrative support for the scheduling team consistent with business objectives and the governing tariffs.
MANAGER-SYSTEM DESIGN	Manages an engineering/technical team responsible for the capacity management, pipeline and facilities design and optimization, fuel management, and storage reservoir engineering of multiple interstate pipeline systems.
ASSOCIATE SCHEDULER REP-SCHEDULER I REP-SCHEDULER II REP-SCHEDULER III REP-SCHEDULER SR I REP-SCHEDULER SR II REP-SCHEDULER SR III	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.
SR. VP-OPERATIONS & ENGINEERING	Drives the successful development of the customer service strategy, business planning, business growth, development of community safety awareness, increasing revenue, budget control, strategic planning, product design, quality assurance, problem resolution, and maintains/grows existing relationships. Expected to play a significant company-level Executive leadership role relative to developing the Company's fundamental business strategy.

Updated: October 8, 2015

**Transmission Function Employee
Job Titles and Descriptions**

**Trailblazer Pipeline Company LLC,
Tallgrass Interstate Gas Transmission, LLC, &
Rockies Express Pipeline LLC**

JOB TITLE	JOB DESCRIPTION
SUPERVISOR-SCHEDULING	Manages the day-to-day scheduling activities of multiple interstate pipelines to ensure the timely order fulfillment of customer nominations consistent with business objectives and the governing tariffs. Supervises schedulers.
VP-COMMERCIAL OPERATIONS (REX)	Responsible for the commercial strategy, business development and management of the Rockies Express (REX) Pipeline at an Executive level. Expected to play a significant company-level Executive leadership role relative to developing the Company's fundamental business strategy.
VP-ENGINEERING	Execute product design to meet company objectives, partner with management and develop systems/controls to ensure compliance with quality standards. Expected to play a significant Executive leadership role relative to developing the Company's fundamental business strategy.
VP & GENERAL MANAGER-REX	Responsible for business and financial operation of the Rockies Express (REX) Pipeline at an Executive level. Expected to play a significant company-level Executive leadership role relative to developing the Company's fundamental business strategy.