

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 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.
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), 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.
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.
DIRECTOR-ACCOUNT SERVICES	Responsible for marketing and managing the commercial storage and transportation services for the Tallgrass Interstate Gas Transmission and Trailblazer Pipeline Company.
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.
MANAGER-CONTRACTS & BILLING	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.

Updated: October 4, 2017

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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-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 securing optimal control room operation at all times. Directs the system design effort to manage transportation capacity on multiple interstates.
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 (all levels)	Provide reservoir engineering assistance to the company's Engineering & System Design team . Responsible for performing integrated reservoir studies, reserve and economic analyses.
MANAGER-REGULATORY	For two interstate pipelines, provide a variety of analytical services that support and promote the Business Management department, including but not limited to analysis of financial budgets and forecasts.
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	For an interstate pipeline, provide a variety of analytical services that support and promote the Business Management department, including but not limited to analysis of financial budgets and forecasts.
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.

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MANAGER-SCHEDULING	Provides operational analysis and administrative support for the scheduling team consistent with business objectives and the governing tariffs.
ASSOCIATE 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.
VP-COMMERCIAL OPERATIONS (REX)	Responsible for the commercial strategy and business development of the Rockies Express (REX) Pipeline.
VP & GENERAL MANAGER; President of 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 .