

South Region Transmission Function Employees Job Titles and Descriptions

| JOB TITLE | JOB DESCRIPTION |
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| ACCOUNT DIRECTOR | Implements complex strategies and initiatives relative to the sale of pipeline and storage capacity, and connection of new markets and supplies in relation to the competition, sale of facilities, and other negotiations. Responsible for the development and maintenance of customer relationships, contract renewals, open seasons, and customer information. Establishes an effective working relationship with other departments and provides advice to senior management with respect to pipeline operations and marketing opportunities. |
| ACCOUNT MANAGER SR II, MARKETING | Manage and develop commercial relationships with both present and potential customers. Negotiation of commercial transactions and provides day to day customer service to customers. Recognized as expert within the group. Usually has six to nine or more years of experience. |
| ANALYST-ACCOUNT SERVICES SR I | Responsible for performing a variety of customer related activities including: 1) preparation and evaluation of monthly invoices in compliance with Tariffs and SOX controls, 2) training customers about details on services offered, information and reports available, 3) responding to and resolving customer inquiries and issues, and 4) providing guidance and support of the conversion of existing proprietary transportation systems to DART. Takes lead role in implementing and monitoring current invoicing policies, advises management, and champions changes to services and systems as needed. Supports marketing and business development teams selling transportation related services. |
| ANALYST-COMMERCIAL SR II, MARKETING | Responsible for supporting the Commercial Group with regard to invoicing, revenue trends, other commercial activities, and new business opportunities. Recognized as an expert within the group for complex business rules. Usually has six to nine or more years of experience. |
| ANALYST-OPS SR I | Maintains reports, budgets, files and data. Researches and recommends improvements to coordinate the effective use of money, materials, and equipment. Coordinates within the department and with other departments to accomplish set goals, such as maintenance, presentations and departmental projects. |
| ANALYST-OPS SR II | Maintains reports, budgets, files and data. Researches and recommends improvements to coordinate the effective use of money, materials, and equipment. Coordinates within the department and with other departments to accomplish set goals, such as maintenance, presentations and departmental projects. |
| CHIEF OPERATING OFFICER - GAS PL | Directs the continuous operation, maintenance, and improvement of the entire pipeline system. Responsible for the planning, administration, and control of capital, operating, and other budgets for the entire system. Provides overall direction to and management of the engineering function. Responsible for insuring the technical integrity of the transmission system. Establishes and assures the proper administration of engineering policies, procedures, standards, codes, and programs in a manner consistent with company, governmental, and professional requirements. |

JOB TITLE**JOB DESCRIPTION**

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| CONTRACT ADMINISTRATOR ASC | 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 I | 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. Entry level contract administrator position with one to three years of experience. |
| CONTRACT ADMINISTRATOR II | 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. Generates solutions to more complex administrative issues. May provide guidance and training to Contracts Analysts. Usually has three to five or more years of experience. |
| CONTRACT ADMINISTRATOR LEAD | 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. Acts as lead to other contract administrators or analysts. Usually has ten or more years of experience. |
| CONTRACT ADMINISTRATOR SR I | 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. Resolves complex problems and uses best practices and knowledge of internal or external business issues to improve services. Negotiates contracts with customers or bidders. Usually has four to seven or more years of experience. |
| CONTRACT ADMINISTRATOR SR II | 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. Recognized as expert within the group. Negotiates contracts with customers or bidders. Usually has six to nine or more years of experience. |
| CONTROLLER | Intermediate level position that operates pipeline facilities from the control center. Remotely monitors gas flows and pressures via SCADA to ensure safe and efficient operation of pipelines. Communicates effectively with field operations and customers. Responds to abnormal conditions and coordinates emergency communications. Has authority and accountability for remote operational functions to the pipeline facility. |

| JOB TITLE | JOB DESCRIPTION |
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| CONTROLLER ASC | Entry level position that operates pipeline facilities from the control center. Remotely monitors gas flows and pressures via SCADA to ensure safe and efficient operation of pipelines. Communicates effectively with field operations and customers. Responds to abnormal conditions and coordinates emergency communications. Has authority and accountability for remote operational functions to the pipeline facility. |
| CONTROLLER LEAD | Leads and directs the work of other Controllers as a subject matter expert. Has shift dispatching responsibility in the control center. Participates in planning, scheduling, and implementing facility operations, shutdowns, and start-ups. Makes decisions in response to abnormal conditions and emergencies. Has authority and accountability for remote operational functions to the pipeline facility. |
| 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. Has authority and accountability for remote operational functions to the pipeline facility. |
| DIRECTOR-ACCOUNT SVC | 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-CONTRACT ADMIN | Responsible for overseeing the day-to-day duties of drafting, set-up and maintenance of transportation, storage, purchase, sales, and various other types of agreements. Additionally, this position is responsible for overseeing the day-to-day duties associated with the set up and maintenance of contract, rates and nominations, billing and payment, price index and transaction level information in the DART system. |
| DIRECTOR-ENGINEERING RESERVOIR | An experienced, proven professional manages and directs reservoir engineers and geologists within the Gas Storage Engineering department. Able to modify technical guidelines. Makes independent decisions that are typically not subject to technical review. May serve as a project manager on assignments requiring a broad knowledge of reservoir engineering. Usually requires at least fifteen years experience and a B.S. M.S. or PhD in Engineering or Geology. |
| DIRECTOR-GAS CNTRL | Provides direction to gas control Managers and employees. Responsible for developing new and improving existing practices. Directs analysis of past and projected gas supply and customer needs for development of operational plans. |
| DIRECTOR-OPS | Acts a liaison between the Natural Gas Pipeline Field Operations and all supporting business units and corporate shared services. Develops monthly and quarterly performance reports. Reviews and approves operating agreements between pipelines and other parties. Provides support on behalf of the gas pipeline operations to corporate committees and management. Represents KM gas pipeline operations in industry group committees. |

| JOB TITLE | JOB DESCRIPTION |
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| DIRECTOR-SCHEDULING | Directs dispatching, quality control, and scheduling of flow of gas throughout the system. Coordinates system loads and receipts with shippers. Oversees relations with suppliers and customers pertaining to proper distribution. Directs the maintenance and analysis of daily control data and reports. |
| ENGINEER-RESERVOIR PRNCPL | A senior expert in reservoir engineering responsible for developing and/or researching new techniques and approaches to maximize production. Provides technical guidance on the most complex reservoir engineering projects. Is typically located in the headquarters location as a Senior Staff Engineer. Usually requires at least fifteen years experience and a B.S., M.S. or PhD in Engineering. |
| 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 IC-ACCOUNT SERVICES | Responsible for supporting the Commercial Group with regard to revenue forecasting, invoicing, receivables, complex business rules and new business opportunities. Acts as advisor to top management in strategic planning and acts as advisor to management team. |
| MANAGER IC-CAPACITY PLANNING | Manages Kinder Morgan's storage capacity with emphasis on optimizing profitability and enhancing physical operations. Directs the development of studies, summaries and models depicting financial and operational impacts. Makes decisions regarding pipeline and storage capacity and presents information to management for decision-making. |
| MANAGER-CONTRACT ADMIN | Coordinates all activities involving negotiation, contract documents, and other legal proceedings relating to contract for the sale and purchase of gas. Negotiates master contracts and general terms and conditions. Assures uniformity and consistency in all contracts. Assists in legal proceedings involving contracts and agreements. |
| MANAGER-ENGINEERING RESERVOIR | An experienced, proven professional manages reservoir engineers and geologists within the Gas Storage Engineering department. Able to modify technical guidelines. Makes independent decisions that are typically not subject to technical review. May serve as a project manager on assignments requiring a broad knowledge of reservoir engineering. Usually requires at least twelve years experience and a B.S. or M.S. in Engineering or Geology. |
| 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. |

JOB TITLE**JOB DESCRIPTION**

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 with 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. Knows and understands basic scheduling concepts. One to three years or more experience.

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 LEAD

Expert on all region pipes for both confirmation and scheduling. Very proactive and provides work direction for others. Has primary training responsibility for others. Usually has ten or more years of experience.

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-COMMERCIAL

Sets strategy for negotiating the renewal or remarketing of firm pipeline and storage capacity at tariff or mutually negotiated rates, and supervises revenue forecasting. Responsible for maintaining a team of skilled professionals to provide customer account management and invoicing to meet customers' business needs. Additionally, develops, negotiates, and administers transportation services and strategies through the development and implementation of innovative and quality marketing programs to ensure customer satisfaction, market growth, and value-added strategic initiatives.

JOB TITLE**JOB DESCRIPTION**

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.

VP-OPS

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.

VP-PIPELINE MANAGEMENT -
SHARED 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. 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.

VP-STORAGE

Supervises engineering studies relating to the development of oil and gas reserves. Also supervises all Company Reservoir Engineers and coordinates regional operations. Functions as staff advisor for technical problems.

VP-
TRANSPORTATION/STORAGE

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. Responsible for developing the most cost effective means available for transportation throughput, releasing capacity constraints, transporting off-system gas supplies, moving gas to off-systems customers, and system storage.