

Transmission Function Employees

Job Titles and Descriptions

JOB TITLE	JOB DESCRIPTION
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.
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.
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 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-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.
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.

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.
COMMERCIAL- CONTRACT ADMINISTRATOR (Various Levels)	Job description is a general overview of responsibilities and may vary by pipeline and level. Contract processing for service requests and administers contractual rights as defined by the Tariff. Works closely with the customer, Commercial, Legal and Regulatory to ensure FERC processes and reporting requirements are followed. Capacity Release assistance to customers and administers the program in accordance with the Tariff and NAESB. Quarterly FERC Index of Customers processing. Facilitates name changes and company mergers.
DIRECTOR-COMMERCIAL CONTRACT ADMIN	Oversee the adherence to policies and procedures in the interpretation of tariffs, NAESB rules, and company policy for contracting and reporting services across all the interstate regions. Responsible for overseeing the duties associated with the set up and maintenance of contract, rates, pathing, billing and transaction level information in the DART system. Advise and assist managers with issue resolution beyond the normal. Point of Contact for Legal and Regulatory for proceedings involving contracts.
MANAGER- COMMERCIAL CONTRACT ADMIN	Supervises Contract Administrators on day-to-day tasks and in the interpretation of tariff, NAESB rules, and company policy for contracting and reporting services on the interstate pipelines. Advise Contract Administrators on issue resolution with customers. Stay informed of NAESB standards and changes to insure compliance. Interacts with Commercial, Scheduling, Legal and Regulatory on new services or changes to services. Research and respond in legal and audit matters involving contracts.
PIPELINE SCHEDULER (Various levels)	Responsible for coordinating daily pipeline scheduling activities, responding to customer inquiries, analyzing and resolving issues regarding pipeline scheduling, and performing daily processing activities including, nominations, confirmations, imbalance management and volume allocations.
MANAGER- PIPELINE SCHEDULING	Responsible for the management of daily pipeline scheduling activities including ensuring the accuracy of any scheduling capacity allocations, nominations, confirmations, imbalance management, physical volume allocations, writing and posting critical notices and application support.
DIRECTOR-PIPELINE SCHEDULING	Responsible for the management of daily pipeline scheduling activities including ensuring the accuracy of any scheduling capacity allocations, nominations, confirmations, imbalance management, physical volume allocations, writing and posting critical notices and application support.

VP - PIPELINE ADMINISTRATION	Oversees the management of scheduling, contract administration activities for all pipes in all regions. Develops strategies for both the Scheduling and Contract Administration areas to create a balance between customer satisfaction and pipeline efficiency. Reviews and approves significant EBB postings. Ensures all SOX Controls and other compliance requirements are followed throughout the department. Oversees the Business Process Management for system changes. Company representative for NAESB related activities. Ensures customer issues are resolved in a prudent manner balancing the needs of the customer and pipeline.
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.
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.
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.
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.

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.
VP-TRANSPORTATION/STORAGE	Job description is a general overview of responsibilities and may vary by pipeline. Oversees the management of scheduling and contract administration activities for all pipes in all regions. Fully knowledgeable of the scheduling concepts for all pipes. Develops strategies for both the Scheduling and Contract Administration areas to create a balance between customer satisfaction and pipeline efficiency. Reviews and approves significant EBB postings. Approves developmental plans for employee progressions and annual employee performance reviews. Ensures that all SOX Controls and other compliance requirements are followed throughout the department. Oversees the Business Process Management for system changes. Company representative for NAESB related activities. Ensures customer issues are resolved in a prudent manner balancing the needs of the customer and pipeline.
DIRECTOR-COMMERCIAL MARKETING	Responsible for leading a team of Account Managers/Directors to manage customer related activities for the South Region Pipelines including: develop plans, strategies and goals for managing critical customer services and activities such as sale of pipeline capacity, contract renewal, resolution of customer service issues, and development and maintenance of customer relationships. Also provides marketing perspective for revenue budget, business plans and strategies, and coordinates/advises on implementation plans related to new contracts and service features. Responsible for the development and evaluation of transportation marketing opportunities and discounting strategies, with recommendations to 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.
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.
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.
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.

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.
ANALYST-OPS SR II	Responsible for ensuring compliance with, training and evaluation for, and documentation of all applicable regulations related to Gas Control and System Design. Responsible for planning and communication of maintenance and the associated impact to capacity.
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	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.
VP – BUSINESS DEVELOPMENT	Leads and participates in entire business development process, including deal negotiations, structuring, project development, and transaction analysis. Develops strategies, initiates customer contacts, and originates new business opportunities, including acquisitions and capital projects. Does extensive market analysis to identify potential avenues for new business opportunities and promotes these opportunities with prospective customers. Brings in new business to the organization. Develops plans, strategies, and goals for managing critical customer services and activities such as sale of pipeline capacity, customer interface, and coordination of connection of new supplies and markets. Provides marketing perspective for business plans and strategies, and coordinates sale of facilities.
DIRECTOR-BUSINESS DEVELOPMENT	Leads and participates in the entire business development process, including deal negotiations, structuring, project management, and transaction analysis. Does extensive market analysis to identify potential avenues for new business opportunities and promotes these opportunities with prospective customers. Develops strategies, initiates customer contacts, and originates new business opportunities, including acquisitions and capital projects. Coordinates communications on new project development. Identifies and analyzes a wide range of complex issues involving supply and demand of natural gas, keeps up-to-date of the competition, and provides value-added strategy initiatives.
MANAGER IC – BUSINESS DEVELOPMENT	Develops strategies and initiates customer contacts. Identifies potential avenues for new business opportunities and promotes those opportunities with prospective customers. Participates in business development process, including deal negotiations, structuring, project development, and transactional analysis. Coordinates opportunities relative to sale of pipeline capacity, connection of new supplies and markets, development and maintenance of customer relationships, and coordination of sale of facilities. Provides an additional coordination point for issue resolution.