

Kinder Morgan Interstate Natural Gas Pipelines

Transmission Function Employee Job Titles and Job Descriptions

Transmission Function and Job Titles	Job Description
<p style="text-align: center;">Commercial</p> <p>VP-Commercial, Director-Commercial, Director-Asset Optimization, Manager - IC Commercial, Account Director, Account Manager (various levels), Analyst – Commercial (various levels), Intern</p>	<p>Employees in the Commercial function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of pipeline commercial operations. These functions include:</p> <ul style="list-style-type: none"> • Sets and executes strategy for marketing, renewal, and remarketing pipeline and storage firm capacity at tariff, discounted, or negotiated rates; • Develops and executes on day-to-day business for interruptible services and park and loan, and other commercial functions like operational purchase and sales; • Manages and maintains relationships with transportation and storage customers; • Manages compliance with tariffs, external rules, regulations and internal policies and procedures; • Assists with negotiations and management of operational balancing agreements; • Interacts with Account Services, Contracts, Gas Control, Scheduling, Pipeline Management, Legal, Regulatory, Project Management, Engineering, Financial Planning, Accounting and Business Development functions; • Manages key aspects of joint ventures including operating agreements and relationships with partners; and • Provides support for, and participate in, rate case negotiations and other specialized negotiations such as ROW renewals.
<p style="text-align: center;">Account Services</p> <p>VP-Commercial, Director - Account Services, Manager IC - Commercial, Manager - Account Services, Manager IC - Account Services, Analyst - Commercial (various levels), Analyst - Account Services (various levels), Associate - Commercial Rotational, Analyst - Financial Planning (various levels), Manager IC – Financial Planning, Manager - Financial Planning</p>	<p>Employees in the Account Services function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of pipeline financial operations. These functions include:</p> <ul style="list-style-type: none"> • Supports the Commercial function and assists with planning and execution of the marketing, renewal, and remarketing pipeline and storage firm capacity at tariff, discounted, or negotiated rates; • Supports strategic planning for transportation and storage agreements to meet existing and future delivery requirements; • Assists with the strategic planning, market analysis, project analysis, and financial reporting of all gas transportation and storage activity for interstate gas pipelines; • Directs billing and invoicing of all gas transportation and storage activity for interstate gas pipelines; • Supports the Commercial function regarding monitoring overall sales activity, revenue, and assists with questions regarding customer invoicing, accounts receivable and regulatory compliance program forecasting, invoicing, receivables, complex business rules and new business opportunities; • Provides advanced analytical support and internal project coordination for the Business Management department including financial forecasts/budget tasks, revenue analysis and reporting, pipeline capacity analysis, regulatory compliance filings and review, IT projects, commercial reporting and invoicing; • Interacts with internal and external auditors to generate support for resolution of inquiries; • Advises management regarding changes to services and systems as needed; • Supports marketing and business development teams selling transportation related services; • Calculation, reporting and support of yearly customer crediting based on the associated pipeline tariff and refunds as needed; and • Maintains all Tariff and Contract Rates in DART;

<p style="text-align: center;">Business Development VP-Commercial Director-Business Development, Manager IC-Commercial, Manager IC-Business Development, Analyst-Business Development (various levels)</p>	<p>Employees in the Business Development function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of pipeline business development operations. These functions include:</p> <ul style="list-style-type: none"> • Develops strategies, initiates customer contacts, and originates new business opportunities, including acquisitions and capital projects; • Provides extensive market analysis to identify potential avenues for new business opportunities and promotes these opportunities with prospective customers; • Evaluates and develops competitive alternatives to proposed competitor pipeline and storage projects; • Identifies and analyzes a wide range of complex issues involving supply and demand of natural gas, competitor activity, and provides value-added strategy initiatives; • Manages and develops commercial relationships with both present and potential customers • Negotiates commercial transactions relating to new business opportunities; • Responsible for financial modeling and economic justification of proposed expansion project opportunities; • Coordinates with Account Services/Financial Planning group to incorporate capital expenditures and financial projections of expansion projects into corporate budgets and planning forecasts; • Provides guidance as needed to broader team related to the execution of expansion projects to ensure overall commercial objectives are achieved; • Identifies and develops new joint venture opportunities; negotiates joint development, LLC and operating agreements; • Initiates request of, and review of construction capital and O&M cost estimates for proposed expansion projects; • Manages commercial activities associated with the establishment of new interconnect projects; interfaces with prospective point operators requesting new connections, initiate cost estimation process, and negotiate and administer interconnect agreements through construction phase; and • Coordinates with the Commercial function on 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.
<p style="text-align: center;">Scheduling VP-Pipeline Administration, Director-Pipeline Scheduling, Manager-Pipeline Scheduling, Pipeline Scheduler (various levels)</p>	<p>Employees in the Scheduling function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of pipeline scheduling operations. These functions include:</p> <ul style="list-style-type: none"> • Processes capacity allocations to ensure pipeline integrity; • Analyzes and resolves shipper inquiries related to nominations and pipeline scheduling; • Performs confirmations with third party Operators; • Manages pipeline imbalances; • Processes physical volume allocations; • Drafts and posts notices to the Informational Postings internet web sites; • Provides support to users of DART; and • Manages compliance with policies and procedures in the interpretation of tariffs, NAESB rules, and company policy for scheduling and reporting services across all the interstate regions.

<p style="text-align: center;">Contract Administration VP-Pipeline Administration, Director-Commercial Contract Administration, Manager-Commercial Contract Administration, Commercial Contract Administration (various levels)</p>	<p>Employees in the Contract Administration function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of pipeline contracting operations. These functions include:</p> <ul style="list-style-type: none"> • Oversees the duties associated with the set up and maintenance of contract, rates, pathing, billing and transaction level information in the DART system; • Manages compliance with policies and procedures in the interpretation of tariffs, NAESB rules, and company policy for contracting and reporting services across all the interstate regions. • Prepares and processes contracts in response to service requests and administers contractual rights as defined by the Tariff • Collaborates closely with customers, Commercial, Legal and Regulatory to ensure FERC processes and reporting requirements are followed; • Provides assistance to customers regarding capacity release assistance and administers pipelines' capacity release program in accordance with the Tariff and NAESB standards; • Prepares quarterly FERC Index of Customers; and • Facilitates name changes and company mergers.
<p style="text-align: center;">Business Processes VP-Pipeline Administration, Director – Business Processes, Manager – Business Processes, Analyst - Business Processes (various levels)</p>	<p>Employees in the Business Process function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of the pipeline's customer activities systems and EBBs. These functions include:</p> <ul style="list-style-type: none"> • Administers pipeline Informational Postings internet web sites, the DART customer activities system, and associated internet web site security access; • Administers Electronic Data Interchange (EDI) of all FERC required and North American Energy Standards Board (NAESB) standardized transactional data sets; • Ensures NAESB standardized web pages are compliant with all FERC regulations and NAESB standards; • Represents Kinder Morgan pipelines by participating at NAESB and the Interstate Natural Gas Association of America (INGAA) to develop consensus business practices, industry standards, and comments related to regulatory filings; and • Develops and manages capital projects applicable to DART enhancements and asset acquisitions to ensure efficient and consistent processes among Kinder Morgan assets.
<p style="text-align: center;">System Design VP-Pipeline Management Director-System Design, Manager-Engineering, Manage IC-Engineering, Manager IC – Capacity Planning, Engineer Pipeline Staff, Engineer - Pipeline (Levels: I, II, III, SR)</p>	<p>Employees in the System Design function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of designing facilities to carry out pipeline and storage operations. These functions include:</p> <ul style="list-style-type: none"> • Utilizes hydraulic modeling software, builds software models of the pipeline network for purposes of managing capacity for sale, maintenance capacity reduction impacts and system expansions; • Performs activities including technical and economical evaluation, design of new facilities, design upgrading existing facilities, and research on new developments; • Develops and oversees designs for system expansions and modifications for the interstate pipeline systems using computer simulation; • Performs and reviews detailed operational analyses of system performance and maintenance outages; • Develops and reviews plans for facility and operational improvements; • Manages system capacity capabilities and evaluates and approves system capacity sales; and • Maintains system capacity postings on the EBB.

<p style="text-align: center;">Storage</p> <p style="text-align: center;">VP-Pipeline Management VP-Storage, Director-Engineering Reservoir, Manager-Engineering Reservoir, Engineer-Reservoir Staff,</p>	<p>Employees in the Storage function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of storage operations. These functions include:</p> <ul style="list-style-type: none"> • Manages storage capacity with emphasis on optimizing profitability and enhancing physical operations; • Supervises engineering studies relating to the development of oil and gas reserves; • Plans and communicates maintenance and the associated impact to capacity; and • Ensures SCADA system maintenance and data integrity, analysis and reporting of operational data, and maintenance planning.
<p style="text-align: center;">Gas Control</p> <p style="text-align: center;">VP-Pipeline Management, VP-Gas Control, Director-Gas Control, Manager-Gas Control, Controller (various levels),</p>	<p>Employees in the Gas Control function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of gas control operations. These functions include:</p> <ul style="list-style-type: none"> • Operates pipeline facilities remotely from the control center using advanced knowledge of gas flow, compression, regulations, and the supervisory control and data acquisition (SCADA) system; • Oversees development and execution of the daily operating plan including maintenance activities for Gas Control room and Field Operations personnel to assure daily scheduled receipts and deliveries are met within DOT and tariff standards, while optimizing compression equipment usage and maintaining safe operations. Adjusts the daily operating plan as required to adapt to changing weather conditions and customer demands; • Makes decisions, responds to abnormal conditions, and coordinates emergency communications; • Plans and communicates maintenance and the associated impact to capacity provided by System Design; • Manages Kinder Morgan’s storage injections and withdrawals to maintain system line pack, and to meet storage customer obligations and commercial goals; • Monitors imbalance activity in conjunction with Nominations and Scheduling personnel by proactively identifying and contacting interconnect customers to develop plans to rectify the imbalances; and • Ensures compliance with training and evaluation for, and documentation of all applicable regulations related to Gas Control.
<p style="text-align: center;">Operations</p> <p style="text-align: center;">Chief Operating Officer, VP-OPS</p>	<p>Employees in the Operations function, at various levels of authority, plan, direct, and organize on a day-to-day basis various aspects of pipeline and storage operations. These functions include:</p> <ul style="list-style-type: none"> • 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; • Ensures the technical integrity of the transmission system; • Establishes and assures the proper administration of operations policies, procedures, standards, codes, and programs in a manner consistent with company, governmental, and professional requirements; • 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; and • Directs employees and contractors in operation and maintenance of natural gas facilities and equipment.