

Title: Scheduler

Division/Department: Scheduling (Denver)

Reports to: Tyler Salyards

Effective date: 07/2025

FLSA status: Exempt

General summary:

Natural Gas Scheduler in the Rockies/West regions. Manage forecasting, pipeline nominations, volumetric balances, and other related activities on natural gas pipelines including pipeline operating conditions, and informational awareness to marketers for optimization and balancing purposes.

Must be able to work the following hours: Start time of 5:30 am MST as well as Weekends/On call.

Key responsibilities:

- Nominating and confirming on pipeline EBB's, monitoring daily flow, cuts and imbalances, and reconciling scheduled gas in system to provide data to accounting
- Coordinate scheduling activities around plant and pipeline outages with customers, marketing and plant personnel
- Validate accuracy of reported volumes and rates and assist to resolve discrepancies
- Other projects and duties may be assigned

Job criteria:

Education & experience

- Bachelor's Degree
- 6+ years of relevant scheduling experience
- Proficiency in Microsoft Excel functions, such as formulas, data tables and graphs.

Knowledge, skills, & abilities

- Skills and abilities to be analytical, accurate, organized and possess a high level of attention to detail
- The ability to maintain confidentiality, meet deadlines and follow defined technical processes is crucial
- Ability to physically perform the essential functions of the job
- Skills and abilities in interpretive, interpersonal, problem-solving, and decision-making
- Skills and abilities in verbal and written communications
- Skills in computer software and use of various specialist applications
- Ability to concentrate on one task for long periods of time
- Ability to work independently and as part of a team
- Ability to have a polite, cheerful attitude and great customer service
- Ability to work and meet deadlines
- Ability to balance a number of conflicting demands
- Strong interpersonal skills to market both internally and externally to clients

Working conditions

While performing the duties of this job, employees are regularly required to sit for extended periods of time, walk and stand; talk both in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close and distant focus. The noise level in the work environment is usually quiet to moderate. May on occasion be exposed to loud sounds and distracting noise levels. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.