



EMPLOYMENT OPENING

Macon Municipal Utilities
has an opening for a full-time
Underground Facilities Operations Mechanic

MMU is accepting applications for an Operations Mechanic in the Underground Facilities Department. This employee will perform duties necessary in operating and maintaining the water distribution system, wastewater collection system, and the natural gas distribution system within the City of Macon, Missouri. This employee will be involved in construction, repairs, and preventative maintenance for all aforementioned systems utilizing tools and light-to-heavy equipment to carry-out noted duties. Once trained, position requires after hours call outs to cover rotational on-call position. Employee must work individually and collectively as required. Expected starting pay will be \$18.24 per hour and includes a full benefits package. Potential employees must also meet residency requirements, pass background check, pre-employment physical, and drug/alcohol testing. Interested applicants may obtain an employment application and job description at the business office, located at 106 W. Bourke, Macon, MO or at www.maconutilities.com. Applications will be accepted until 5:00 pm on Friday, January 31, 2020.

Macon Municipal Utilities is an equal opportunity employer and promotes a drug free environment.



**POSITION OPENING
UNDERGROUND FACILITIES OPERATIONS MECHANIC**

DEPARTMENT:	Gas & Water Distribution and Wastewater Collection	EXPECTED STARTING PAY: \$18.24
REPORTS TO:	Supervisor – Underground Facilities	
PREPARED BY:	Macon Municipal Utilities	APPLICATIONS DUE:
UPDATED:	January 2020	January 31, 2020 by 5:00 pm

Summary

Performs all essential duties necessary in operating and maintaining the water distribution system, wastewater collection system, and the natural gas distribution system. Including construction, repairs, and preventative maintenance for all aforementioned systems. Utilized tools and equipment to carry-out noted duties.

Position requires after hours call outs to cover rotational on-call position. Employee must work individually and collectively as required.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following (other duties and responsibilities may be assigned):

- Fills out daily work orders neatly.
- Locates gas, water, and wastewater distribution/ collection facilities.
- Inspects, maintains, and repairs gas and water distribution and wastewater collection systems and facilities.
- Responds to gas odors, water leaks, dig-ins, etc.; repairs damaged gas and water distribution facilities and wastewater collection facilities.
- Installs and tests gas, water, and wastewater mains and services.
- Changes gas and water meters.
- Reads gas, water, and electric meters.
- Repairs or replaces fire hydrants.
- Flushes and cameras wastewater lines.
- Keeps trucks stocked with parts and materials.
- Inspects, maintains, and calibrates equipment.
- Conducts gas leak surveys.
- Inspects and maps new service facilities, distribution facilities, and transmission facilities.
- Welds high pressure gas lines (if certified).
- Repairs areas of disturbed ground (e.g. replace dirt, grass, and plants)
- Callout duty per rotation.
- Works with public and contractors. Possesses good public relations skills.

Supervisory Responsibilities

No supervisory responsibilities.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required for this employment position.

Education/Experience

High school diploma or equivalent; two years' experience in natural gas or water distribution or wastewater collection system operations; or an equivalent combination of education and experience.

Certification/Licensure

Plastic pipe welding certification (if certified)

Missouri Driver's License

Commercial Driver's License (Class A) with air brakes

CPR/First Aid Training

Knowledge of

- General plumbing.
- Safety procedures for working with natural gas and water distribution and wastewater collection facilities.
- Construction of gas and water distribution and wastewater collection facilities.
- Street names and specific locations within the City of Macon.
- Macon Municipal Utilities and City of Macon codes and policies.
- Welding procedures and regulation (if assigned welding duties)

Skill in

- Operating heavy machinery (e.g., tractor, truck, loader, backhoe, trencher, boring machine, vacuum excavator, etc.).
- Using specialized tools and equipment (e.g., leak detector, regulator, fusion equipment, etc.).
- Troubleshooting to diagnose distribution system and equipment malfunctions.
- Communicating routine information and ideas to coworkers, supervisors, citizens, and other personnel.
- Interacting with people and dealing with strained and violent personal contacts.

Ability to

- Read and comprehend basic work instructions written in standard business English.
- Read and interpret maps, blueprints, or other pictorial material.
- Add, subtract, multiply, and divide whole numbers, fractions, and decimals.
- Use experience and training to select the most appropriate action to take or procedure to use when performing a job (problem-solving ability).
- Organize work activities.
- Be thorough and accurate in performing inspections (attention to detail).
- Judge depth and distance (depth perception).
- See things clearly that are within arm's reach (near visual acuity).
- See things clearly that are beyond arm's reach (far visual acuity).
- See colors (color vision).
- Hear.
- Gather information through the sense of touch.
- Gather information through the sense of smell.
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination).
- Manipulate objects using the fingers and hands (finger and hand dexterity).
- Lift and carry objects weighing up to 100 pounds.
- Push, pull, or move objects weighing up to 100 pounds.

- Stoop, bend, twist, and kneel.
- Walk and climb.

Work Environment

The characteristics listed herein described the work environment the employee encounters while performing the essential functions of this employment position. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. While performing the duties of this employment position, the employee:

- Works out-of-doors subject to all weather conditions.
- Is exposed to wet conditions.
- Is exposed to air contamination of dust, fumes, and exhaust.
- Works in a dirty environment.
- Is occasionally required to work in awkward or confining areas.
- Is exposed to a moderately noisy and loud environment.
- Works in trenches.

**This application must be
in your own handwriting.**

**City of Macon and
Macon Municipal Utilities
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer**

Personal Information

Name _____
Last First Middle
(City of Macon verifies employment eligibility with the Department of Homeland Security)
Phone Number _____ E-Mail address _____
Present Address _____
Street City State Zip
How long have you lived at the above address? _____
For Reference Purposes – If you have ever
Used another name, state name and dates _____

Employment Desired

In making this application for employment, I understand that this particular application is for the below listed position only, and may be considered active for six months.

Position _____ Date you can start _____ Salary desired _____
Have you received and read the job duty description related to the position for which you are applying?
 yes no
Have you ever been employed by us? yes no
If yes, when and where? _____
Are you employed now? yes no
Are you available for work... Full-time Part-time Nights Overtime Temporary
If Part-time, specify times you can work. _____
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? yes no (*proof of citizenship or immigration status will be required upon employment*)

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
Did you receive a high school diploma? yes no --or-- GED? yes no
Name of high school _____ City & State _____

List your college, business, trade, correspondence, or other courses below:

Name of school	From Year	To Year	Major subject or course of study	List degree certificate of completion of course

List machines or equipment you can operate _____

List any special skills and/or qualifications acquired from employment, education, or other experiences

Have you been convicted of or pled guilty to any federal, state, or municipal criminal offense? yes no
(include all TRAFFIC VIOLATIONS in the past five years for which you have paid fines)

If yes, describe in full below (*will not necessarily exclude you from consideration*). _____

List any friends or relatives working for us, and give their relationship to you.

What kind of work are you unwilling to perform? _____

Do you possess a valid Driver's License? yes no

Driver's License No.	State	Class	Endorsements	Expiration Date
----------------------	-------	-------	--------------	-----------------

Are you willing to undergo an Examination and Drug Screening by City Physician? yes no

Employment Experience

Start with your present or last job. Include military service assignment and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Date Month & Year	Company Name, Address and Phone No.	Salary	Position	Reason for Leaving	Supervisor's Name
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					

May we contact the employers listed above? ____ If not, indicate which one(s) you do not wish contacted.

References

Give names address and phone number of three persons not related to you and are not previous employers

1. _____
2. _____
3. _____

Certificate of Applicant

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statement of material facts shall be considered sufficient cause for dismissal.

It is my understanding that if given employment I will be on probation for a period of 6 months from the date I report for work. I hereby authorize the companies or persons named in this application to furnish any information regarding me or my employment, whether or not it is in the records, personal or otherwise, thereby releasing said companies or persons from all liability for damages whatsoever for issuing this information. Inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. Any examining doctors, hospitals (public, private, state and including the United States Veterans Administration), may give the City of Macon any information or data as the result of any examinations made.

I understand that if I am employed by the City of Macon I will be an employee at will, my employment, regardless of the manner or duration of my compensation, will be for no definite term, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, for any reason, at the option of the City of Macon or by my own choosing. I understand that no representative of the City of Macon has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If I am employed, I agree to comply with and be bound by the safety and other rules, regulations, and practices (written or implied) of the City of Macon. I understand and agree with the City's drug and alcohol free workplace and that my employment with the City is contingent upon drug free and alcohol free test results.

My signature authorizes the City of Macon to review my previous employment, personal references, driving and criminal records, and/or other background data as it may relate to the position(s) for which I am applying or have been hired.

_____ Date

_____ Signature of Applicant

The City of Macon is an Equal Employment Opportunity Employer. In compliance with the provisions of Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, Executive Order 11141, Age Discrimination of Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and the Americans with Disabilities Act, it is the policy of the City/Utilities to promote and ensure equal employment opportunity for all persons without regard to race, creed, color, marital status, national origin, religion, sex, age, handicap, political affiliation, ancestry, or other protected class.

_____ **APPLICANT DO NOT WRITE BELOW THIS LINE** _____

Date offered _____ Decision Date _____

Special Probation Conditions _____

Hired yes no

Date reporting for work _____

Position _____ Salary _____

Physical Exam Scheduled _____ Completed _____

_____ Signature