



## EMPLOYMENT OPENING

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Macon Municipal Utilities  
has an opening for a full-time  
Raw Water Treatment Plant Operator  
Swing Shift: 12:00 am – 8:00 am, 8:00 am – 4:00 pm, and 4:00 pm – 12:00 am

This position will receive training to operate and maintain the raw water plant to ensure a safe and adequate water supply for domestic, commercial and industrial use. This swing shift position is guaranteed 40 hours per week, but the days off and hours worked will rotate throughout a calendar month. Successful applicant must meet residency requirements, possess a high school diploma or an accredited GED, pass a drug and alcohol test, background check and physical. Valid driver's license required. Starting pay is expected to be between \$15.74 to \$21.44 per hour, based on qualifications and experience, and includes a full benefits package. Interested applicants may obtain an employment application and job description at the business office, located at 106 W. Bourke, Macon, Missouri or at [www.maconutilities.com](http://www.maconutilities.com). Applications will be accepted until 5:00 pm on Wednesday, September 15, 2021.

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



**POSITION OPENING  
RAW WATER TREATMENT PLANT OPERATOR**

<b>DEPARTMENT:</b>	Raw Water Treatment Plant	<b>EXPECTED STARTING PAY:</b>
<b>REPORTS TO:</b>	Supervisor – Ed Samel	\$15.74 to \$21.44 per hour
<b>PREPARED BY:</b>	Macon Municipal Utilities	<b>APPLICATIONS DUE:</b>
<b>UPDATED:</b>	September 2021	September 15, 2021 by 5:00 pm

**Summary**

Operates and maintains the raw water treatment plant to ensure a safe and adequate water supply for domestic, commercial, and industrial use.

**Essential Duties and Responsibilities**

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

- Operates filtering and chemical treatment equipment, coagulating and settling basins, and other plant facilities.
- Performs raw water treatment plant maintenance activities on shift.
- Determines action to be taken in the event of emergencies, such as machine, equipment, or power failure.
- Monitors raw water treatment plant operations by reviewing records of activities and by reviewing and analyzing water sample test results.
- Takes readings from measurement instruments; monitors SCADA; takes samples of, and conducts tests on drinking water.
- Monitors that the appropriate quantities and feed-rates for chemicals to be added to the water treatment process are correct.
- Inspects Water Treatment Plant facilities and equipment to ensure proper operation.
- Conducts Employee Safety Programs for the raw water treatment plant when assigned.
- Enter data from routine testing into Excel spreadsheets.
- Cover other shifts in emergencies and for vacations.

**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 graduate with some courses in chemistry or equivalent combination of education and experience.

**Certification/Licensure**

Must obtain a class “D” Missouri State Water Treatment Operator’s certification within one year.

Missouri Driver's License  
CPR/First Aid Training  
DNR training as assigned and required.

**Knowledge of**

- Basic math and science skills.
- Safety procedures when working with chemicals.
- Mechanical/electrical maintenance and repair.
- Federal, State, and Municipal codes and regulations related to Raw Water Treatment Plant operations.
- Water treatment testing procedures and equipment.

**Skill in**

- Driving a motor vehicle.
- Using a computer.
- Reading and interpreting charts and graphs.
- Interpreting measurement equipment readings.
- Using laboratory test equipment.
- Analyzing test results.
- Using hand-held measurement devices.
- Troubleshooting to diagnose system and equipment malfunctions.
- Communicating routine information, technical information, and ideas to coworkers, supervisors, or other personnel.
- Communicating routine information, technical information, and ideas in written form.

**Ability to**

- Read and comprehend basic work instructions written in standard business English.
- Read and comprehend technical manuals, testing procedures, and other technical materials.
- Calculate figures and amounts, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.
- Gather relevant information to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving ability).
- Organize and plan daily work activities, short-term projects, and long-term projects.
- Gather information from the sense of touch.
- Hear and smell.
- See things clearly that are within arm's reach (near visual acuity).
- See things clearly that are beyond arm's reach (far visual acuity).
- Distinguish colors (color vision).
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination).
- Manipulate objects using the fingers and hands (manual and finger dexterity).
- Lift and carry objects weighing up to 100 pounds.
- Push, pull, or move objects weighing up to 100 pounds.
- Walk and climb.
- Stoop, bend, twist, and kneel.
- Judge depth and distance (depth perception).

### *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 in an office and plant environment, but is occasionally exposed to an out-of-doors environment subject to all weather conditions.
- Is occasionally exposed to air contamination of dust, fumes, or exhaust.
- Is occasionally exposed to vibration.
- Is occasionally required to work in awkward or confining areas.
- Is exposed to a moderately noisy to loud environment.
- Is exposed to chemicals used in water treatment operations.
- Is exposed to chemicals and reagents in the laboratory setting.
- Is exposed to chemicals and other contaminants in the water.
- Is exposed to air contamination of fumes or airborne particles, toxic or caustic chemicals and disagreeable odors.



List machines or equipment you can operate \_\_\_\_\_

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

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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*). \_\_\_\_\_

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

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What kind of work are you unwilling to perform? \_\_\_\_\_

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

Driver's License No.	State	Class	Endorsements	Expiration Date
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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