



## EMPLOYMENT OPENING

\*\*\*\*\*

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

MMU is accepting applications for an Operator 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 between \$19.00 - \$19.50 per hour and includes a full benefits package. Potential employees must also meet residency requirements recently increased to be 15 miles from 106 W. Bourke Street as a measurement of a radius of a concentric circle, 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](http://www.maconutilities.com). Applications will be accepted until 5:00 pm on Friday, July 28, 2023.

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



**POSITION OPENING**  
**Underground Facilities Operator**

<b>DEPARTMENT:</b>	Gas & Water Distribution and Wastewater Collection	<b>EXPECTED STARTING PAY:</b>
<b>REPORTS TO:</b>	Underground Facilities Supervisor	\$19.00 - \$19.50 per hour
<b>PREPARED BY:</b>	Macon Municipal Utilities	<b>APPLICATIONS DUE:</b>
<b>UPDATED:</b>	March 2023	July 28, 2023 by 5:00 pm

**Summary**

Performs all essential duties necessary in operating and maintaining the general 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 using legible handwriting.
- 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 leak surveys.
- Performs cathodic protection work on natural gas mains and services.
- 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.
- Callout duty assistance required when available.
- Occasional travel for training.
- Business grease trap inspections.
- Customer service.

### **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 preferred but not required; or an equivalent combination of education and experience.

### **Certification/Licensure**

Plastic pipe welding certification (when certified)  
 Missouri Driver's License  
 Commercial Driver's License (Class A)  
 CPR/First Aid Training  
 Water Distribution System License (as needed)  
 Energy Worldnet Natural Gas Operator Qualification 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)
- Trench Safety Procedures.

### **Skill in**

- Operating heavy machinery (e.g., tractor, truck, loader, backhoe, trencher, etc.).
- Using specialized tools and equipment (e.g., leak detector, regulators, fusion equipment, sewer camera etc.).

- Operating hand tools (e.g., shovels, rakes, pipe wrenches, pry bars, ratchets and sockets, 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.
- Basic computer functions used for operator qualification training, Missouri 811, GIS and ExakTime, time management system.

### **Ability to**

- Understand and follow safety procedures.
- 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).
- Fill out work orders and make maps using very neat and legible handwriting to be read by office personnel and supervisors in data entry.
- 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 describe 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.
- Works in public sewer systems

- Is occasionally required to work in awkward or confining areas.
- Is exposed to a moderately noisy and loud environment.
- Works in trenches.

---

Signature of Applicant/Employee

Date

---

Ben Stueve, Assistant General Manager

Date

---

Bryce Butner, Manager of Utility Operations

Date

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 \_\_\_\_\_ City &

high school \_\_\_\_\_ State \_\_\_\_\_

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

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