



## EMPLOYMENT OPENING

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Macon Municipal Utilities  
has an opening for a full-time  
Wastewater Treatment Plant Operator

MMU is accepting applications for a Wastewater Treatment Plant Operator. This employee operates and maintains the wastewater treatment plant to provide an effluent that meets the requirements of Federal and State regulatory agencies. Expected starting pay will be between \$18.00 - \$20.00 per hour based on experience and includes a full benefits package. Potential employees must also 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).

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



**POSITION OPENING**  
**Wastewater Treatment Plant Operator**

<b>DEPARTMENT:</b> Wastewater Treatment	<b>EXPECTED STARTING PAY:</b>
<b>REPORTS TO:</b> Wastewater Treatment Plant Supervisor	\$18.00 - \$20.00 per hour
<b>PREPARED BY:</b> Macon Municipal Utilities	<b>APPLICATIONS DUE:</b>
<b>UPDATED:</b> February 2024	Until position filled

**Summary**

Operates and maintains the wastewater treatment plant to provide an effluent that meets the requirements of Federal and State regulatory agencies.

**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 wastewater treatment plant maintenance activities on shift.
- Determines action to be taken in the event of emergencies, such as machine, equipment, or power failure.
- Monitors wastewater treatment plant operations by reviewing records of activities and by reviewing and analyzing water sample test results.
- Takes readings from measurement instruments; takes samples of and conducts tests on wastewater; mixes chemicals.
- Determines the appropriate quantities and feed-rates for chemicals that are to be added to the wastewater treatment process and inspects wastewater treatment plant facilities and equipment to ensure proper operation.
- Reviews and evaluates water reports, records, logs, and graphs to confirm adequacy of existing and future wastewater requirements.
- Conducts Employee Safety Programs for the wastewater treatment plant when assigned.
- Prepares chemical and bacteriological analyses reports of wastewater and biosolids for administrative purposes and governmental agencies.
- 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 diploma with courses in chemistry, or equivalent combination of education and experience.

### **Certification/Licensure**

State of Missouri Certification as a Class “A” Wastewater Treatment Plant Operator  
“D” certificate must be received within one year.

Missouri Driver’s License

Commercial Driver’s License (“B” with air)

CPR/First Aid Training

DNR training as assigned and required.

### **Knowledge of**

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

### **Skill in**

- Driving a motor vehicle.
- Operating heavy equipment.
- 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 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 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 wastewater treatment operations.
- Is exposed to chemicals and reagents in the laboratory setting.
- Is exposed to chemicals and other contaminants in the wastewater.
- Is exposed to air contamination of fumes or airborne particles, toxic or caustic chemicals and disagreeable odors.
- Is exposed to wastewater/sewage.

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Signature of Applicant/Employee

Date

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Dana Ulmer, General Manager

Date

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David Ausmus, BPW Vice President

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
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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