



EMPLOYMENT OPENING

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

MMU is accepting applications for a Water Treatment Plant Operator. This employee operates and maintains the raw water treatment plant to ensure a safe and adequate water supply for domestic, commercial, and industrial use. 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.

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



POSITION OPENING
Water Treatment Plant Operator

DEPARTMENT:	Water Treatment	EXPECTED STARTING PAY:
REPORTS TO:	Water Treatment Plant Operator	\$18.00 - \$20.00 per hour
PREPARED BY:	Macon Municipal Utilities	APPLICATIONS DUE:
UPDATED:	March 2024	Until position filled

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 chart recorders; takes samples of, and conducts tests on, drinking water; mixes chemicals.
- 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 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.
- 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 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.

Signature of Applicant/Employee

Date

Brent Orbin, Water Treatment Plant Supervisor

Date

Dana Ulmer, General Manager

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