

**City of Portage  
Utilities  
Wastewater Service Operator**

The City of Portage is accepting applications for a full-time Wastewater Service Operator. This position requires a High School Diploma and one to two years related experience, ability to obtain a Commercial Driver License within 6 months of hire, and ability to obtain State certifications in wastewater treatment. Prior wastewater treatment experience and certifications preferred. Working hours are 7:00AM-3:30PM, Monday through Friday. Position responds to after-hours calls as needed. The pay range for this position \$22.25 - \$27.81/hour with a comprehensive benefits package. Residency within 30 minutes of the City limits is desired. Complete position description and application may be found on City of Portage website at [www.portagewi.gov](http://www.portagewi.gov) or obtained from the Portage Municipal Building, 115 W. Pleasant Street.

**Apply: By 4:00 p.m. Thursday, January 16, 2025**, to Phil Livingston, Director of Public Works, 115 West Pleasant Street, Portage, WI 53901 or email [philip.livingston@portagewi.gov](mailto:philip.livingston@portagewi.gov). Position will remain open until filled.

**City of Portage  
Position Description**

**Department:** Sewer

**Position Title:** Waste Water Service Operator

**Pay Grade:** H FLSA Non-Exempt

**Date:** September, 2024

**Reports To:** Wastewater Foreman

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**Purpose of Position**

This position exists to maintain the waste water treatment facilities, lift stations, and equipment and to perform laboratory functions.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintains waste water treatment plant facilities, equipment, and grounds: inspects and cleans plant facility and equipment such as the pumping stations; performs preventative maintenance on equipment such as the annual cleaning of the digestors; repairs plant equipment; hauls sludge to landfill areas; maintains grounds by mowing lawns and removing snow.
- Performs laboratory functions: collects samples for analysis; tests samples; records test results; completes necessary reports; sterilizes laboratory equipment; assists with purchase of laboratory chemicals.
- Provides general support to the Department: monitors industry developments; attends educational seminars.
- Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent and additional technical coursework and one to two years laboratory experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess or have the ability to obtain an Operator-In-Training State certification for wastewater treatment within 6 months of hire. This is a requirement to complete probationary period. Following the probationary period, must possess or have the ability to obtain a Basic State certification for wastewater treatment within 12 months of Operator-In-Training certification..
- Must possess or have the ability to obtain a valid Wisconsin Class B Drivers License with "N" certification, within 6 months of hire. This is a requirement to complete probationary period.

- Ability to obtain proficiency in the use of computer software applications such as spreadsheets and supervisory control and data acquisition (SCADA) programs.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of hand held manual and powered equipment and tools as well as operate vehicles and off-road equipment.
- Ability to climb, carry, lift up to 50 pounds unassisted, wear breathing mask and other personal protective equipment
- Ability to respond outside of normal working hours to emergencies. Mathematical Ability
- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations. Ability to interpret statistical reports.

### **Language Ability and Interpersonal Communication**

- Ability to comprehend, interpret, and/or prepare a variety of documents such as laboratory and sampling reports and bench sheets, Quality Assurance documents, maintenance records, statistical analyses, purchasing forms, and flow charts and weather charts using prescribed format and conforming to state rules and regulations and all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret waste water, plant maintenance, pumping station, and environmental manuals, the Sacramento Book, and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, sales representatives, chemical companies, part-time summer employees, and the general public to convey or exchange information including receiving instructions from supervisors.

### **Environmental Adaptability**

- Work is generally performed in a waste water treatment plant and laboratory environment with corresponding hazards. Work is also performed outside in varying weather conditions.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.