

**City of Portage  
Utilities  
Wastewater Utility Foreman**

The City of Portage is accepting applications for a full-time Wastewater Utility Foreman. This position requires a High School Diploma, two years related experience, Wisconsin Commercial Drivers License, and ability to obtain State DNR Advance Waste Water certifications within 1 year of hire. Sampling and laboratory experience preferred. Consideration will be given to combination of education and experience that provides equivalent knowledge, skills, and abilities. Position will assist in transitions from existing treatment processes to new upgraded processes intended to be constructed over the next few years.

Working hours are 7:00AM-3:30PM, Monday through Friday, with rotational weekend (Saturday and Sunday), shifts monthly. Position responds to after-hours calls as needed.

The pay range for this position \$26.50 - \$39.74/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. Friday, August 1st, 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:** Waste Water Utility

**Position Title:** Wastewater Utility Foreman

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

**Date:** September, 2024

**Reports To:** Utility Manager

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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.**

- Ability to perform the essential duties and responsibilities of the WWTP Operator.
- Performs administrative duties under supervision of Utility Manager, including maintenance of vehicles, equipment and wastewater treatment processes, managing the inventory of parts and supplies, and assisting with the implementation of the City's Safety and Health Program.
- Assist Utility Manager in coordination and scheduling of annual operational needs for the wastewater utility (i.e., supervise and record reporting with DNR, review flow and lab analysis, etc.), preparation of annual budgets, audit and compiling information for rate case adjustments.
- Supervise wastewater utility field staff including coordination of schedules, assignment of daily tasks and responsibilities, approval of time off requests, payroll preparation and conducting annual performance evaluations.
- Performs other duties as required and subject to emergency response/and on-call directed by the Utility Manager.

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

- High school diploma or equivalent and additional technical coursework and at least 2 years as WWTP Operator; and sampling laboratory experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a Wisconsin C.D.L Drivers License with Air Brake and Tanker Endorsements at time of hire.
- Must possess a Wisconsin DNR Waste Water Advance A1, A2, B, C, P, N, D, L & SS operator certifications and Competent Person Certificate within 1 year of hire.
- Additional Training required to operate Waste Water Treatment Facility.

## **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.
- Ability to enter confined spaces.

### **Supervisory Skills**

- Ability to operate SCADA System
- Ability to instruct, assign and coordinate work functions of others.
- Possess good record keeping and organizational skills.
- Experience and/or training in supervision desirable.

### **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 and pump equipment O&M manuals and the Sacramento Manuals, Standard Methods Wisconsin Laboratory Manuals, safety manuals, Columbia County Plat Book, DNR/DMR Forms 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 odors and 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.