

Utility Manager – Public Works Department

The Opportunity

The City of Portage is excited to announce an opportunity for a full-time Utility Manager to join its Public Works Department team. This leadership position plays a key role in overseeing and coordinating utility operations, managing a combined operating and capital budget of more than \$2.4 million, and supporting a skilled team of two superintendents, six operators, and two clerical staff. The Utility Manager reports directly to the Director of Public Works and will help shape the future of our community's utility services, as well as be part of a \$55 million dollar Waste Water Treatment Plant Facility Improvements project that is currently underway.

What You'll Do

As the Utility Manager, you will:

- Partner with the Director of Public Works to ensure a smooth transition of day-to-day utility oversight, taking on important administrative and supervisory responsibilities.
- Lead innovative projects, such as implementing a mobile meter-reading system to complement our existing automated infrastructure.
- Collaborate on long-term planning and improvements, including evaluating upgrades to the wastewater treatment plant.
- Oversee the Wisconsin DNR discharge permit renewal process to ensure compliance and operational excellence.
- Maintain and enhance the high standard of service our customers expect, fostering a culture of responsiveness and community-focused service.

A full position description is available on our website at www.portagewi.gov or at the Portage Municipal Building, 115 W. Pleasant Street.

What We're Looking For

The ideal candidate will bring:

- An associate's degree in business administration, chemistry, or a related field.
- 5–7 years of progressively responsible experience in municipal public works, utilities, or a related area, or an equivalent combination of education and experience, including supervisory skills.
- The ability to obtain Wisconsin DNR operator certifications for water and wastewater utilities.
- Strong skills in service delivery, project and time management, problem-solving, and team leadership.
- Exceptional interpersonal, communication, and listening skills.

Why Join Us?

This is your chance to make a meaningful impact in a growing community while enjoying a competitive starting salary range of **\$70,000 – \$105,000** (commensurate with experience), excellent benefits package, pension, and a supportive, team-oriented work environment. Residency within 30 minutes of the City limits is strongly preferred.

Work Hours

This is a full-time role with regular hours from 7:30 a.m. to 4:00 p.m., Monday through Friday with occasional evening meetings (1-2 a month). Enjoy a balanced schedule with dedicated breaks and a work/life balance.

Apply Today!

Ready to take the next step in your career? Submit your resume and cover letter or a completed City of Portage Employment Application to Philip.Livingston@portagewi.gov or by mail to Phil Livingston, Public Works Director at Portage Municipal Building, 115 W. Pleasant Street, WI 53901. All application materials must be submitted by 4:00PM on Friday, September 19, 2025. Applications will be accepted until the position is filled.

About the City of Portage

Situated in the heart of Columbia County, the City of Portage blends rich history, small-town character, and exceptional accessibility. Home to approximately 10,600 residents, Portage is part of the Madison metropolitan area and is known as “Where the North Begins.” The community boasts a charming historic downtown district with boutique shops and restaurants, as well as the commercial area offering a variety of retail options. Outdoor amenities include the scenic Portage Canal bike path and community parks. With three interstate highways running past the city, residents enjoy a 30-minute commute to Madison, 15 minutes to Wisconsin Dells, and convenient travel to Milwaukee, Chicago, and the Twin Cities. The City of Portage organization is made up of dedicated employees committed to delivering high-quality services and fostering a welcoming, vibrant community.

Join us and be part of shaping Portage’s future!

**City of Portage
Position Description**

Position Title:	<u>Utility Manager</u>	Department:	Water & Wastewater Utility
Pay Grade:	<u>N</u>	FLSA:	Non-Exempt
Date:	June 2021	Reports To:	Director of Public Works

Purpose of Position

This position exists to provide management and supervision of the Portage Water Utility and the Portage Wastewater Utility and maintain effective service for utility customers.

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.

- Performs Utility administrative functions: schedules and oversees utility projects under the Supervision of the Director of Public Works/City Engineer, and in coordination with the Manager of Parks and Recreation, Public Works, Water and Wastewater Superintendents; prepares plans, specifications and bidding documents; implements State and Federal legislative codes; attends public hearings and regulatory meetings; participates in general meetings and conferences; serves on and advises various committees; prepares and assists in preparation of various reports for Utilities; reviews water meter reading records and customer payment problems; conducts analytical sampling procedures for water utility.
- Performs Utility Supervisory duties: plans, instructs, assigns and reviews work of Water and Wastewater Superintendents and Utility employees; makes recommendations regarding Utility employee selection, advancement, discipline and discharge; supervises Utility employee evaluations; conducts succession planning for supervisory positions and strategic planning to recommend goals and capital improvements for Water/Wastewater Utility employees and facilities; responsible for the proper preparation and submission of required Utility regulatory reports, and assists in the implementation and administration of City Safety and Health Program.
- Performs financial duties: prepares and presents Water and Wastewater Utility operating and capital budgets in conjunction with Utility Superintendents; review/approval of Water and Wastewater capital purchases, assists Water and Wastewater Superintendents with monthly expenditures and claims as needed; assist with the preparation of the annual Water & Wastewater financial audits and financial reports, engages in financial planning and investments with assistance of Finance Director/Treasurer; in consultation with Utility personnel, assists Finance Director/Treasurer in the preparation, approval and implementation of user rate case adjustments; makes recommendations for Utility long range planning; assists with updates and maintenance of Utility billing/accounting computer hardware and software.

- Provides customer information: answers questions and hears customer complaints; engages in public and media relations; organizes and presents informational community presentations.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration, Chemistry, or a related field and five to seven years administrative experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess or have the ability to obtain Wisconsin DNR operator certifications for Water and Wastewater Utilities. Must possess a valid Wisconsin Drivers License or ability to obtain within 6 months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment such as personal computer, fax machine, and telephone.
- Familiarity in the operation of various field equipment associated with the pumping, treatment and distribution of public drinking water and the collection, treatment and discharge of wastewater.
- Manual dexterity in the use and operation of field equipment, hand and power tools associated with water and wastewater operations.
- Ability to perform the Minimum Physical and Mental abilities of the Water and Wastewater Superintendents' positions.

Supervisory Skills

- Ability to plan, instruct, assign, and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and utilize principles of accounting, algebra, geometry, trigonometry, and descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as general ledger, purchase orders, disconnection notices, employee payroll, claims, monthly well information, and analytical information.
- Ability to prepare a variety of documents such as claim approvals, budgets, agendas, utility reports, audits, specifications, and legislative reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret analytical, civil engineering, and basic legal terminology.
- Ability to communicate effectively with engineers, commissioners, public health officials, contractors, civic organizations, the general public, and others.

Environmental Adaptability

- Work is performed in an office environment as well as in the field, giving direction, verifying construction, and consulting.

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.