

# Water Service Operator – City of Portage, Utilities

## The Opportunity

The City of Portage is excited to announce an opportunity for a full time Water Service Operator to join the Portage Utilities team.

## What You'll Do

As a Water Service Operator, you will:

- Maintain water treatment facilities, distribution systems, and equipment.
- Perform routine inspections to ensure regulatory compliance.
- Provide general support to the department.

A full position description is available on our website at [www.portagewi.gov](http://www.portagewi.gov) or at the Portage Municipal Building, 115 W. Pleasant Street.

## What We're Looking For

The ideal candidate will bring:

- A high school diploma or equivalent.
- 1-2 years related experience.
- The ability to obtain a Commercial Drivers License within 6 months of hire.
- The ability to obtain a WDNR water license within 1 year of hire.
- Computer proficiency in the use of spreadsheets and SCADA programs.
- Combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

## Why Join Us?

The starting pay range for this position is \$23.26 - \$29.08/hour (commensurate with experience), with a comprehensive benefits package.

## Work Hours

This is a full-time role with regular hours from 7:00AM-3:30PM, Monday through Friday (May-September), and 6:30AM-3:30PM Monday through Thursday/6:30AM-10:30AM Friday (October-April), with rotational weekend (Saturday and Sunday), shifts monthly. Position responds to after-hours calls as needed.

## Apply Today!

Submit your resume and/or City of Portage Employment Application to [philip.livingston@portagewi.gov](mailto:philip.livingston@portagewi.gov) or by mail to Phil Livingston, Public Works Director at Portage Municipal Building, 115 W. Pleasant Street, Portage, WI 53901. All application materials must be submitted by 4:00PM on Wednesday, March 4, 2026. Applications will be accepted until the position is filled.

Join us and be part of Portage's team!

**City of Portage  
Position Description**

	<b>Department:</b>	Water Utility
<b>Position:</b> Water Service Operator	<b>Pay Grade:</b>	H (Non-Exempt)
<b>Date:</b> Rev. Feb. 2026	<b>Reports To:</b>	Water Utility Foreman

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**Purpose of Position**

This position exists to perform maintenance duties and to ensure accurate and effective water utility service for the City of Portage.

**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 water utility maintenance duties: installs, repairs, cleans, and tests hydrants; pumps; maintains and reads wells; performs necessary collection of and lab work on required water samples; installs and repairs main water lines; tests, repairs, and reads water meters; performs necessary plumbing, welding, and concrete jobs; performs necessary excavation and landscaping functions; inspects elevated tanks.
- Assists with routine inspection, diagnosis, and repair of well pumps and treatment equipment.
- Assists with cross connection inspection and compliance verification.
- Assists in maintenance of inventory; assists with buildings, grounds and vehicle inspections and maintenance.
- Performs other duties as required.
- Available after outside of normal working hours for emergencies.

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

- High school diploma or equivalent, additional schooling in the area of public works, and one to two years water utility or plumbing experience preferred, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a valid C.D.L. Wisconsin Driver's License with Air Brake and Tanker Endorsements within 6 months of hire (this is a requirement to complete probationary period).
- Must Obtain WDNR Grade 1 license (G, D) and Competent Person certification within 1 year of hire, probation period may be extended, if necessary, to complete this requirement.

- 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 equipment such as stand by engines, valve openers, loaders, portable water testing kits, portable pumps, main tapping machines, chemical analysis equipment, jack hammers, backhoe and all department vehicles including a snow plow.
- Ability to enter confined spaces.
- Ability to climb, walk, dig, lift up to 50 lbs. unassisted and operate a variety of off road, power, hand-held equipment and vehicles.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

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

- Ability to comprehend, interpret and prepare a variety of documents such as vehicle reports, production reports, lab reports, well maintenance reports, meter readings, cross connection reports, and inventory reports, using proper format, punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with co-workers, supervisors, customers, and others.

### **Environmental Adaptability**

- Work is performed indoors and in an outdoor environment which is subject to weather conditions and hazards associated with excavation, hazardous chemicals, and electricity.

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.