

Deputy Public Works Director – Public Works Department

The Opportunity

The City of Portage is excited to announce an opportunity for a full-time Deputy Public Works Director to join its Public Works Department team. This leadership position plays a key role in overseeing and coordinating daily operations in water, wastewater, street maintenance, and engineering departments, along with managing operating and capital budgets, while supporting a skilled team of various superintendents, foreman, operators, technicians, and clerical staff. The Deputy Public Works Director reports directly to the Director of Public Works and will help shape the future of our community's various services, as well as be part of a \$55 million dollar Waste Water Treatment Plant Facility Improvements project that is currently underway, along with many more projects.

What You'll Do

As the Deputy Public Works Director, you will:

- Partner with the Director of Public Works to ensure a smooth transition of day-to-day oversight, while taking on important administrative and supervisory responsibilities.
- Collaborate on long-term planning and improvements, including evaluating upgrades to existing operations.
- Assist in oversight of regulatory requirements for a variety of agencies, including communication, coordination, and reporting.
- Maintain and enhance the high standard of service our customers expect, fostering a culture of responsiveness and community-focused services.

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, Civil Engineering, Construction Management, 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.
- Must possess a valid Wisconsin Driver's License or ability obtain within 6-months of hire.
- 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 **\$71,000 – \$107,000** (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 8:00 a.m. to 4:30 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 Thursday, April 23, 2026. 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!