

Submitting Work Orders

Effective 3/01/2017



A work order is submitted when there is an issue outside of the normal daily job duties. Ex: Water line break, culvert issue, water color issues, damage and any other issues that have been used in the past to create a work order. The city secretary can also create work orders that will go to the city IT consultant as well.

Work orders can be created by the city secretary, public works director and mayor and can be assigned.

How to get to the Submit a work order

- 1) Go to the city website and in the top right hand corner, click the down arrow on "Quick Links" and click on "Work Orders".



- 2) Enter all the required information into the form and click submit. Once submitted, an email will automatically go to the person assigned to the work order and it will be attached as a PDF document for printing.

Work Order Submission

Fill out the form to submit a work order

Work Order
Work Order Submission Form

Date *

Work Order Submitted By *

0 of 100 max characters

Description of Work Order *

0 of 2000 max characters

Describe in detail the issues that need to be resolved.

Work Order Assigned To *

- Jack Baker
- Brad Bost
- Jackie Dangerfield
- Michael Smith
- IT Consultants

Items Below to be completed by person assigned to complete the work order.
If you are the person submitting this form online, leave the fields blank below. Scroll to the bottom and then click submit.

- 3) The person assigned needs to print out the work order. Once the job is completed, fill out the bottom half of the form and place it in a file. We need to keep all work orders and the Public Works director will make that part of the monthly public works report to the council. These forms will be kept and filed in order to keep up with jobs completed and future audits. Please be sure to be extremely detailed in the work completed.