

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2-2010

**A RESOLUTION SETTING POLICES AND PROCEDURES
AND ESTABLISHING JOB DESCRIPTIONS
FOR PERSONS EMPLOYED BY THE BOROUGH OF SPRING GROVE**

WHEREAS, the Borough of Spring Grove (Borough) is a duly constituted and incorporated Borough of the Commonwealth of Pennsylvania; and,

WHEREAS, as a duly constituted Borough, the Borough is subject to the Borough Code, Act of February 1, 1996, P.L. (1965), as amended; and,

WHEREAS, pursuant to the Borough Code, Council is authorized to set compensation, polices, procedures, and job descriptions for its employees; and,

WHEREAS, the Borough implemented a personnel manual establishing polices and procedures and established job descriptions for employees of the Borough by Resolution 5-2008; and,

WHEREAS, the Borough wishes to amend the personnel manual and job descriptions, and;

WHEREAS, the Borough Manager is authorized by Borough Council to enforce and oversee all policies established in the personnel manual,

NOW, THEREFORE, BE IT RESOLVED by the Council of The Borough of Spring Grove, York County, Pennsylvania, and it is hereby resolved, that the Personnel Manual identified as “The Borough of Spring Grove – Personnel Manual – May 2010” and the job descriptions as described in the attached “Schedule A”, are approved and shall become effective immediately upon passage of this resolution.

RESOLVED this 3rd day of May, 2010.

ATTEST:

SPRING GROVE BOROUGH COUNCIL

Andrew N. Shaffer, Secretary

Richard P. Legore, President

SEAL:

I approve the within Resolution.

Dolores J. Aumen, Mayor

"SCHEDULE A"

**BOROUGH
OF
SPRING GROVE**

**YORK COUNTY
PENNSYLVANIA**



JOB DESCRIPTIONS

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Administrative Assistant	1
Parking Enforcement Officer	3
Public Works	5
Zoning & Codes Enforcement Officer	8
Wastewater Treatment Plant Operator	10
Wastewater Treatment Plant Operator Assistant	12

Note: Job description for the Borough Manager is provided for in Chapter 23 of the Borough of Spring Grove Code.