

**SPRING GROVE BOROUGH  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 5-2008**

**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 desires to implement a personnel manual establishing polices and procedures and to establish job descriptions for employees of the Borough; 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 – April 2008" 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 7<sup>th</sup> day of April, 2008.

ATTEST:

SPRING GROVE BOROUGH COUNCIL

\_\_\_\_\_  
Andrew N. Shaffer, Secretary

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Richard P. Legore, President

SEAL:

I approve the within Resolution.

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Dolores J. Aumen, Mayor

**"SCHEDULE A"**

**BOROUGH  
OF  
SPRING GROVE**

**YORK COUNTY  
PENNSYLVANIA**



**JOB DESCRIPTIONS**

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Administrative Assistant	1
Community Center Facility Manager	3
Fitness Center Attendant	5
Parking Enforcement Officer	6
Parks and Recreation Director	8
Public Works	10
Zoning & Codes Enforcement Officer	13
Wastewater Treatment Plant Operator	15
Wastewater Treatment Plant Operator Assistant	17

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