

## **BOROUGH OF WYOMISSING POSITION DESCRIPTION**

### **FIRE CHIEF**

**Job Title:** Fire Chief

**Department:** Fire

**Reports To:** Borough Manager

**FLSA:** Exempt

**Prepared By:** Michele Bare

**Approved By:** Borough Council

**Approved Date:**

#### **POSITION SUMMARY:**

Responsible for the command and control of the Borough of Wyomissing Fire Department, providing effective leadership and management for all aspects of fire service management including operational, training, organizational and personnel matters. This includes day to day operations, risk management, oversight of fire code management and enforcement, training, apparatus maintenance and recruitment and retention activities. Responsible for adhering to all Borough policies, applicable laws and regulations, and ensuring full compliance with departmental policies and Borough Council instructions.

#### **LEVEL OF SUPERVISION:**

Work is performed under the general direction of the Borough Manager but the position reports directly to Borough Council. This is a top-level managerial position with overall responsibility for all Fire Service activities and personnel, career and volunteer.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES: (Includes but is not limited to the following)**

##### **General Responsibilities:**

- Responsible for the overall day to day management of the Fire Station and the Fire Apparatus, including overseeing Department Fire Police operations and activities.
- Respond to alarms within the Borough of Wyomissing and initiate incident command per Department Standard Operating Procedures.
- Presents appropriate appearance and sustains a culture of wellness throughout the Department, particularly through his/her personal example.
- Manages the Fire Department Health, Safety and Wellness Program.
- Establishes and maintains positive communications and a strong working relationship with all Department members.
- Manages the Fire Department Risk Management Program in conjunction with the Borough's safety initiative/Safety Committee.

- Ensure effective use of risk assessment and situational awareness principals at all times in accordance with best practices and the Department's Rules of Engagement.

#### **Policy and Procedure Development:**

- Formulates policies, plans, procedures, regulations and program priorities governing the administration of, and activities performed by, the Fire Department.
- Prepares updates and implements Standard Operating Procedures for the Fire Department and ensures members are trained adequately in compliance with these procedures. Develop and monitor appropriate training program(s) to ensure all members understand, are properly trained and are in compliance with all Standard Operating Procedures and their essential job functions.

#### **Training, Mentoring, and General Oversight:**

- Plans, directs and supervises firefighting personnel in the use of firefighting equipment at fires and/or other related incidents and emergencies, including participating in firefighting activities, control over the means and methods to be utilized in the containment and suppression of fires and/or other fire/rescue related incidents and emergencies
- Implements fire prevention and fire control policies, procedures and techniques.
- Oversees the department training program for all members including training information, course availability and scheduling.
- Oversees the implementation of fire prevention programs and activities for the Borough including coordinating and addressing general public safety concerns with the Borough Manager and Borough Council.

#### **Human Resources:**

- Responsible for the supervision, direction and evaluation of all Fire Department personnel including ensuring an effective mentorship plan is in place. Provide guidance, mentoring and constructive feedback to the Deputy Chiefs and Captains to assist in developing leadership capabilities within the Fire Department.
- Maintains personnel files on all members to ensure records of participation, certification, training, awards, discipline, etc., are properly documented.
- Ensures appropriate disciplinary action is taken against any Department member(s) violating applicable laws, Borough and/or Department policies, rules and regulations, or established procedures.
- Ensure personnel complaints are investigated and disciplinary action is taken when warranted.
- Responsible for scheduling staff in emergent and non-emergent situations

#### **Equipment:**

- Oversees the scheduling of maintenance of all apparatus, equipment, hose, buildings and properties of the Fire Department. Responsible for oversight of the safe keeping and inventorying of all Fire Department equipment and other property.

### **Goals and Objectives Planning:**

- Directs, develops and implements short and long-range plans, goals and objectives for the Fire Department. Additionally, plans for availability and efficient utilization of financial and human resources.
- Plans and makes recommendations for the acquisition of the Fire Department's equipment, supplies and apparatus.

### **Fiscal Planning:**

- Prepares the annual operating and capital budgets and controls expenditures of budgeted funds.
- Directs fire service operations in order to achieve goals within budgeted funds and available personnel.
- Develops funding sources and oversees the preparation of grants on behalf of the Fire Department.
- Supervises and coordinates the payroll and insurance requirements for all Fire Department members, career and volunteer.

### **Meetings, Reporting, and EMA Planning:**

- Attends Borough meetings as required, including Fire and Police, Borough Council and other meetings as requested by Borough Council.
- Prepares monthly and annual reports informing municipal officials of Fire Department activities, planning and budgeting. Oversees the preparation of all records and reports as required by the Borough, County, Commonwealth of Pennsylvania and other applicable organizations. Act as point of contact for regional/county/state interface.
- Provides technical support for the Borough Manager and Borough Council. This includes the interpretation and application of policies and procedures, developing recommendations regarding fire and emergency services related matters and interpretations of legislated matters.
- Develops a positive working relationship with elected and appointed officials of other fire services agencies, community groups, businesses and the public regarding all aspects of Fire Department activities.
- Implements recommendations in the Fire and Emergency Medical Services Assessment and all future studies performed for improved delivery of fire and emergency services and/or operations.
- Assists the West Side EMA Coordinator in preparation of emergency management plans and serves as an assistant coordinator in the absence of the West Side EMA Coordinator.

### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

- Bachelor's degree in fire science or public administration or related field from an accredited institution of higher learning.
- Experience in all phases of fire protection work including fire prevention and administration.

- Experience working with career and volunteer firefighters/departments.
- Five to eight years of progressively responsible experience in a Career or Combination Fire Department.
- Fire Officer III certification from any state by the National Board on Fire Service Professional Qualifications.
- EMT certification preferred but not required.

*Note: The Borough reserves the right to consider hiring an otherwise exceptionally qualified candidate who does not have a Bachelor's Degree, and/or who does not have experience working in a municipal government, if, at the time of position vacancy, the Borough, in its sole discretion, determines such an exception is warranted. Such factors to be considered when determining if such an exception is warranted include but are not limited to: an individual candidate's specific work experience, the quality, relevance and credibility of professional references a candidate is able to provide, particular unique skill set of candidate, especially as it pertains to any current Borough priorities/issues/needs at time of vacancy, the overall strengths and weaknesses of experience/skill of the rest of the management team, long-term business needs and specific labor market conditions/candidate pool available at time of position vacancy.*

#### **LANGUAGE SKILLS:**

- Ability to read, analyze and interpret technical and professional journals, documents, policies and procedures, budget data and reports and regulatory/legal documents; prepare clear, concise and comprehensive financial statements, reports and written materials; respond in a clear, courteous and professional manner, both verbally and in writing, to inquiries from customers, the business community, regulatory agencies, business owners and other stakeholders and effectively present sometimes complex information in a variety of formats to diverse audiences (including Borough Council, Borough Manager, Borough Committees, general public, etc.) in a manner that is understandable and best communicates the information to the respective audience.
- Must also be familiar with reading and understanding various types of blueprints, diagrams, schematics, land development plans and construction drawings.

#### **MATHEMATICAL SKILLS:**

Ability to apply and perform various mathematical concepts such as would be required to calculate costs, percentages, ratios, fractions, proportions, common units of measure, etc. to practical situations

#### **REASONING ABILITY:**

- Must be able to effectively analyze and make sound recommendations in situations involving multiple variables in sometimes unique and complex situations where standardization does not exist.
- Must be able to effectively prioritize and identify potential risk management issues and/or emergent situations that require immediate decision-making/intervention and determine when it is necessary to involve and/or inform others, such as the Borough Manager.
- Ability to analyze complex data, information and operational factors, properly understand, interpret and apply policies, regulations and procedures and properly plan, implement and deliver services and address issues or problems accordingly.

- Must also be able to analyze information and operations from a variety of perspectives in order to make well researched and prudent recommendations for improvement/enhancements or additions/deletions to services and/or to facilities/parks.

#### **OTHER REQUIRED AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Clear understanding of modern fire and rescue operations, procedures, records and functions.
- Clear understanding, or able to demonstrate clear understanding within twelve (12) months of hire, of all municipal policies and ordinances affecting Fire Department operations.
- Clear understanding of fire hiring specifications and in-service training techniques.
- Knowledge of emergency management systems.
- Strong leadership skills with the ability to inspire others and recruit and engage volunteers.
- Capacity to work under pressure, organize, plan and prioritize multiple work activities; and meet deadlines.
- Strong partnering skills with the ability to develop effective relationships throughout the community with local school districts, local and county governments, private businesses and non-profit agencies.
- Self-motivated and able to work effectively with little supervision.
- Excellent verbal and written communications skills, with well-developed networking, presentation and facilitation skills.
- Outgoing, positive, and solution-oriented attitude.
- Demonstrated ability to solve problems, think strategically, positively influence others and foster teamwork to achieve results that are in the best interest of the Borough.
- Ability to produce high-quality work reflecting attention to detail and accuracy.

#### **CERTIFICATIONS/LICENSES/REGISTRATIONS:**

- Valid Pennsylvania Class C Driver's License (If out of state license, must obtain Pennsylvania license within six (6) months of hire)
- Emergency Vehicle Operations Certification
- NFPA 1021 Fire Officer III
- NFPA 1041 Fire Instructor II - or obtain within eighteen (18) months of hire
- NFPA 1031 Fire Inspector I
- NFPA Fire Inspector II – or obtain within eighteen (18) months of hire
- NFPA 1031 Plans Examiner – or obtain within eighteen (18) months of hire
- FEMA NIMS Certifications, ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-703, IS-706, and IS-800 – or for IS-703 and IS-706 within eighteen (18) months of hire
- NFPA 472 Hazardous Materials Operations

#### **COMPUTER OPERATIONS:**

- Minimum of intermediate level/full proficiency in the use of personal computer skills including electronic mail/internet, word processing software, and Microsoft Office applications including Word, PowerPoint, Access, etc. Must be proficient in using common software such as MS Publisher, Adobe or similar.
- Ability to learn and become proficient in all other departmental and/or Borough related software as may be required. Must be able to create professional level presentations, spreadsheets, and reports which present all relevant and necessary information to a variety of

audiences including the public, Borough Council, outside auditors and government entities, using the most appropriate method and style for the audience; Excel, Word and PowerPoint.

### **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee, is required to walk or stand on a frequent basis and safely navigate trails, paths, roads, stairs, obstacles and uneven surfaces.
- The employee must be able to use his/her hands to finger, handle or feel and reaches and lift with hands and arms.
- The employee is regularly required to talk and hear on a telephone or in face-to-face interactions and occasionally lifts weight up to fifty (50) pounds, and with lesser frequency lift over two hundred (200) pounds per NFPA requirements
- Specific vision abilities required by this job include close vision, distance vision and minimal color vision.

### **WORK ENVIRONMENT AND PHYSICAL CONDITIONS:**

- Performing fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and SCBA, including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Climb six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lbs. (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg).
- Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility.
- Advancing water-filled hoselines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.

- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

**OTHER:**

- Requires successful completion of any required licenses/certifications, current Criminal Background, Child Abuse and FBI clearances as a condition of hire (and kept current while employed) and successful post-offer/pre-employment drug test.
- A post-offer/pre-employment physical examination MAY be required to ensure ability to successfully perform, with or without reasonable accommodation, all essential requirements of the position.
- The hiring process for and appointment to this position may be subject to the non-competitive Civil Service Commission approval process, subject to the discretion of Borough Council.
- The location of the primary residence of the Fire Chief and its distance to the Wyomissing Borough Fire Station may be taken into consideration when hiring for this position.

I have read the above job description and acknowledge receipt of same. I understand that this job description is not intended to be all inclusive and other duties may be required and/or assigned at the sole discretion of the Borough Manager. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements/duties. I acknowledge that I am capable of performing the requirements of the position.

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Printed Name of Employee

Date

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Employee Signature

Date

My signature below indicates that I have personally presented and reviewed above job description with the employee listed above.

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Borough Manager Signature

Date

**BOROUGH OF WYOMISSING RESOLUTION NO. 2026-09**

**A RESOLUTION OF THE BOROUGH OF WYOMISSING  
ESTABLISHING A WAGE GARNISHMENT FEE FOR  
EMPLOYEES**

WHEREAS, the Borough of Wyomissing ("Borough") is a municipality organized under and governed by the Pennsylvania Borough Code, as amended and supplemented, 53 P.S. §§45101 et seq. (the "Code"); and

WHEREAS, the Borough, pursuant to the powers vested in it by the Code and other applicable law, may charge reasonable and necessary fees and expenses; and

WHEREAS, the Borough is, from time to time, ordered by the court to garnish the wages of employees of the Borough; and

WHEREAS, the Borough's payroll service provider is implementing a fee for such garnishments; and

WHEREAS, the Borough has previously charged the Borough's reasonable and necessary fees and expenses incurred for its services; and

WHEREAS, the Borough is authorized pursuant to 23 Pa. C.S.A. § 4348 to impose upon its employee a one-time fee of Fifty Dollars (\$50.00) for reimbursement of the expense of complying with the court order for garnishment.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Wyomissing that the Borough shall deduct a fee of Fifty Dollars (\$50.00) from the wages of any employee of the Borough who is the subject of a court order directing the Borough to garnish the wages of said employee.

FURTHER RESOLVED, that this fee shall be deducted from the first pay after which the garnishment takes effect with notice of the fee to be given to the employee in writing prior to the deduction from his or her pay.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

BOROUGH COUNCIL  
BOROUGH OF WYOMISSING  
BERKS COUNTY, PENNSYLVANIA

By: \_\_\_\_\_  
Kristen Gajewski, President of Borough Council

Attest: \_\_\_\_\_  
Melissa Miller  
Borough Secretary

\_\_\_\_\_  
Fred Levering, Mayor



## CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Borough Council of WYOMISSING, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Melissa Miller, Borough Secretary

Dated: \_\_\_\_\_, 2026