



Washington Township Fire Department

Recruiting
for

Assistant Fire Chief



www.wtwp.com



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About Us

We proudly serve more than 50,000 residents and a daytime population of 70,000 – and are the only township in Ohio to include portions of three counties – Delaware, Franklin and Union, with growth earmarked for a fourth county – Madison.

Washington Township contains 27.5 square miles in northwest Franklin County, southwestern Delaware County and eastern Union County. The entire City of Dublin is located within the Township. The Township is part of the greater Columbus metropolitan area. The Township is home to the PGA Memorial Tournament. Several large businesses also are within the Township including Cardinal Health, OCLC, and Wendy's International.

The Township is governed by an elected Board of Trustees and an elected Fiscal Officer. Day-to-day operations are managed by a trustee-appointed professional administrator and professional fire chief.

Our Fire Department has been accredited by the Commission on Fire Accreditation International since 2007 and boasts an ISO rating of 1. Even more importantly, the community supports the Township's Fire and EMS services and passed a fire operating levy with an 84% approval in 2020.

- Receives over 7,500 calls annually - over 75% are EMS calls.
- Conducts nearly 2,000 fire code compliance inspections annually.
- Maintains four fire stations located at 6255 Shier Rings Rd, 4497 Hard Rd, 5825 Brand Rd, and 5750 Blazer Pkwy.
- Employs 102 full-time and 5-15 part-time professional firefighters.
- 98 % of our full time firefighters are certified paramedics.
- Average response time is 5.5 minutes or less - significantly lower than the national average.
- We protect \$5.6 billion in real estate assets in Dublin and unincorporated areas.



Our Vision

Our Vision drives our long-term outlook and direction for future decision making. As the community grows and funding changes, the Township looks to our vision as a reminder of what the fire department, and other township programs, provide. Our vision is a combination of goals and intent of elected officials, administration, and stakeholder input as it pertains to the Township's influence and service in the community.

"Be a force that fuels community pride, cohesion, caring and wellness."

It is the Township's Mission to meet community expectations while taking into account the safety and wellbeing of employees. Our mission stands as the driving force behind Township strategic planning, development of policies and procedures and daily services provided by our employees.

The Washington Township Fire Department mission statement is:

"To provide for the protection and preservation of life and property, mindful of acceptable levels of risk by maintaining the highest standards of Emergency Medical Services, Fire Suppression, Fire Prevention, Education and Safety programs."

Our Mission

Our Values

The Department Core Values are reflected in the Department's organizational values. The manner in which we conduct business is as important as the business we conduct. Therefore, all employees shall have P.R.I.D.E., among other characteristics, and honor the following Township's core values:

Partnership – Collaborating to provide outstanding service;

Respect – High regard for our profession, ourselves, and community;

Integrity – Truthfulness and honesty in every action;

Dedication – To safety and wellness;

Excellence – In all we do.

The Position

The Assistant Fire Chief serves the Fire Department and the community as a whole. This position reports directly to the Fire Chief. The position's direct reports include three battalion chiefs, training/safety manager, and an EMS manager. The Assistant Fire Chief also supervises areas assigned by the Fire Chief, including additional personnel and functional assignment duties. The Assistant Fire Chief serves as the Acting Fire Chief in the absence of the Fire Chief. This position will open for Washington Township as the current Fire Chief is retiring in February 2025 and the Assistant Fire Chief will be promoted to Fire Chief. The Township is seeking an Assistant Fire Chief that will be well-positioned to compete for the Fire Chief position as part of our succession planning.

The Assistant Fire Chief assists with providing leadership and administrative direction for the Fire Department's operations, functions, and personnel, including fire prevention, fire suppression, emergency medical response services, emergency preparedness planning, public fire safety education, and related code enforcement, with accountability for results in terms of cost, personnel, and methods. Additionally, the Assistant Fire Chief assists in ensuring open and professional communications with the public in matters of safety and concern related to departmental activities.

Some specific responsibilities for this position include assisting with planning, directing, and prioritizing strategic goals and operations of the Fire Department and ensuring total operational effectiveness of the Fire Department. The Assistant Fire Chief is also expected to assist with developing and maintaining professional relationships with community members, community leaders, community organizations, staff, Board of Trustees, other fire departments and agencies, and the general public.

Further responsibilities include assisting with planning, directing, and controlling department activities such as the recruitment of personnel, purchase of equipment, assignment of officers and equipment, accreditation requirements, and budgeting and control of expenditures. The Assistant Fire Chief must be able to assist with developing and implementing policies and procedures applicable to administrative functions and provide policy guidance and leadership. Finally, the position needs to be able to coach, instruct, and guide assigned unit personnel in all facets of Department operations and leadership ideologies.



Priorities

- Build and maintain positive relationships in the Fire Department, with the Township administration, and the City of Dublin and NRECC leadership.
- Develop positive relationships with the community by attending stakeholder meetings for residents and build relationships with the Trustees through attendance to those meetings with the Chief.
- Continue to execute on the department's strategic plan and ensure alignment with Township's vision and critical success factors.
- Focus on software programs to assist with the efficiency and effectiveness of the Fire Department.
- Support ongoing succession planning initiatives. Provide leadership development and professional growth opportunities to prepare personnel for advancement and increased responsibility as well as prepare staff members to step into roles in anticipation of retirements.

Successful Candidate

The next Assistant Fire Chief is operationally focused, who knows how to be the chief of operations, and is able to decipher what is running smoothly currently, and what needs improvement. The successful candidate is a great relationship builder and will be able to continue to strengthen and retain a special relationship with the community. The Assistant Fire Chief leads by example, is committed to excellence, and effectively advocates for the Fire Department, its personnel, and the community.

The ideal candidate possesses strong leadership skills and can listen to and connect with others. Through strong decision-making skills, the successful candidate will be diplomatic and politically savvy. They also need to be firm with their employees and be able to command presence respectfully, and communicate information effectively while also understanding the importance of saying "no". Considered a proactive leader, the Assistant Fire Chief creates a forward-thinking culture and vision that supports collaboration and fosters a welcoming environment based on inclusion, trust, and empowerment. The ideal candidate possesses strong emotional intelligence and can be an excellent representative for the community and partners.

The Assistant Fire Chief will have EMS experience, budget and HR experience, and Executive level experience to be able to run Fire Department operations well. Professional experience in the State of Ohio is highly encouraged for this position. The next Assistant Fire Chief will be technologically savvy, dedicated to the department's ISO-1 rating and Accreditation with strong skills in using data analytics to identify the community's future needs for service and goals for the department.

Qualifications

Minimum requirements:

- Bachelor's Degree in related field
- Ten (10) years of progressive responsibility in fire service at officer level
- Two (2) years direct supervisory experience
- Valid Ohio driver's license and insurable on Washington Township's auto insurance
- State of Ohio Firefighter Level II
- State of Ohio Paramedic certification
- ICS 100, 200, 300, 400, 700, 800

Preferred qualifications:

- Ohio Fire Executive Officer / Executive Fire Officer
- State of Ohio Fire Officer III and IV
- State of Ohio Fire Safety Inspector
- State of Ohio EMS or Fire Instructor certification

Compensation & Benefits

The salary is \$161,795, with an excellent benefits package. Benefits include a High Deductible Healthcare Plan (HDHP) accompanied with Health Savings Account (HSA), Dental and Vision coverage, Life / Accidental Death & Dismemberment (AD&D) insurance, and Long Term Disability Insurance - all funded by the Township.

Additionally, the Township offers supplemental voluntary accident insurance, disability insurance, cancer insurance, hospital indemnity insurance and more. Plus the option of contributing to either or both a traditional and Roth 457 plans. This position qualifies for the Ohio Police & Fire Pension.

How to Apply

Interested qualified candidates should send their resume and cover letter electronically in either a Microsoft Word or Adobe PDF format to cgrossman@wtwp.com.

The position is open until filled, with a first review date of January 27, 2025. All application materials are subject to Ohio's public information laws. Candidates will be informed if an information request is made.

For consideration, please forward
your resume by January 24, 2025



Selection Process

For those candidates who meet the position's qualifications after the initial review, the Township's selection process begins with an introductory video conference call with the Township Administrator, Fire Chief and Human Resource Manager the week of January 27, 2025. Those meeting the Township's requirements will be invited to a Chief Panel Interview with the Ohio Fire Chiefs' Association on February 6th.

Successful candidates will then be invited for a face-to-face interview with the Township Administrator, Fire Chief and Human Resource Manager on or about February 19th. Then, there may be an additional one-on-one interview with the Fire Chief and/or Township Administrator the week of March 3rd. If necessary, the successful candidate(s) will meet with the Township's Board of Trustees on March 11th.

Finalists are subject to the Township's background check which includes FBI / BCI background, a psychological evaluation, work and professional reference checks, education verification, a public records request to previous / current public sector employers to verify disciplinary and performance, a polygraph, and a physical exam with drug screen.

Questions

Questions are welcomed and may be directed to either Assistant Chief John Donahue or Human Resource Manager Catherine Grossman. Contact information is below.

Assistant Fire Chief
John L. Donahue
(614) 652-3938
jdonahue@wtwp.com

Human Resource Manager
Catherine Grossman
(614) 652-3942
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Washington Township Administration & Training Facility

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