



# Washington Township Fire Department

## Recruiting for Battalion Chief



[www.wtwp.com](http://www.wtwp.com)



[washingtontwpdublin](https://www.instagram.com/washingtontwpdublin)



[Washington Township Fire Department-Dublin OH](https://www.facebook.com/WashingtonTownshipFireDepartment-Dublin-OH)



# 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, southwest Delaware County and east 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. The operating levy is on the May 6, 2025 ballot as a renewal levy.

- 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 Battalion Chief directs emergency scene operations on an assigned unit and supervises and/or performs specialized functions in support of the Fire Department. The Battalion Chief engages in public safety by responding to community emergencies for the protection of life and property through firefighting and emergency medical activities, often performed under conditions which require strenuous physical exertion. Considerable time is spent supervising and performing the special and routine maintenance of equipment and apparatus, supervising and performing the routine care of buildings and grounds, and supervising station staff. This position reports to the Department's Assistant Fire Chief and current vacancy is due to a promotion to our Assistant Fire Chief position in April 2025.

Some specific responsibilities of the Battalion Chief position include, but are not limited to, commanding all firefighting, lifesaving and fire prevention operations on assigned unit, setting up incident command, assisting with planning, directing, and prioritizing goals, personnel matters, and staffing to optimize operational effectiveness of the Fire Department. The Battalion Chief is also expected to assist with developing and maintaining professional relationships with community members, community leaders, community organizations, staff, other fire departments and agencies, and the general public.

Further responsibilities include coaching and counseling unit staff, evaluating performance, assisting with the recruitment of personnel and purchasing of equipment, assigning personnel and equipment, as well as assisting with Department's accreditation requirements and process, budgeting and controlling expenditures. The Battalion Chief ensures compliance with Department's Employee Handbook, policies, procedures, Standard Operating Procedures, protocols, and directives. Finally, this position coaches, instructs, and guides assigned unit personnel in all facets of Department operations and leadership ideologies.



# Successful Candidate

The Township's next Battalion Chief is operationally focused, knows how to lead a staff and remain calm and collective in emergency situations. The successful candidate is able to build relationships with personnel and retain the Township's excellent reputation with the community. The Battalion 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 Battalion Chief creates a forward-thinking culture and vision that supports collaboration and fosters a welcoming environment based on trust and empowerment. The ideal candidate possesses strong emotional intelligence and can be an excellent representative for our community and partners.

The next Battalion Chief has EMS experience, budget and HR experience. Professional experience in the State of Ohio is highly encouraged for this position. The next Battalion 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
- Fire Officer III (a plus during testing), required within 12 months of appointment
- Credentialed as a Fire Officer through Commission on Professional Credentialing or Ohio Fire Chiefs (required within 36 months of appointment);
- Seven (7) years of continuous and progressive responsibility as an active full-time firefighter, two (2) years as a Captain or equivalent rank.
- Valid Ohio driver's license and insurable on Washington Township's auto insurance
- State of Ohio Firefighter Level II
- State of Ohio Paramedic certification
- 100, 200, 300, 700 and 800 NIMS certifications within twelve (12) months of appointment
- Satisfactorily complete pre-employment as well as annual physical and mental health wellbeing examinations by the Township's healthcare providers, background checks and drug screen.

# Compensation & Benefits

The Battalion Chief position is an exempt position with a salary of \$151,210, 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.

This position is eligible for the Township's performance bonus program after one (1) year of employment up to four percent (4%) of base salary for meeting and/or exceeding annual professional goals. Township offers plentiful paid time off benefits including Earned Time, Sick Leave, and Vacation.

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 [hr@wtwp.com](mailto:hr@wtwp.com).

The position is open until filled, with a first review date of May 22, 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 May 20, 2025



# Selection Process

Candidates meeting the position's qualifications will be invited to an introductory video conference call with the Fire Chief, Assistant Fire Chief and Human Resource Manager on or about May 27<sup>th</sup> - May 29<sup>th</sup>. Those meeting the Township's requirements will be invited to a face-to-face Panel interview with a selection of the Township's leadership team the week of June 9<sup>th</sup>.

Successful candidates will then be invited to an Ohio Fire Chief's Assessment Center on June 19<sup>th</sup>, followed by a second face-to-face interview with the Fire Chief, Assistant Fire Chief, Human Resource Manager and other selected Officers during the week of July 7<sup>th</sup>. It is anticipated to present a resolution to appoint to the Board of Trustees in August. The above is a tentative schedule and candidates should anticipate some variance.

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 Chief John Donahue, Assistant Chief Adam Smith or Human Resource Manager Catherine Grossman. Contact information is below.

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

**Assistant Fire Chief**  
**Adam M. Smith**  
**(614) 652-3920**  
asmith@wtwp.com

**Human Resource Manager**  
**Catherine Grossman**  
**(614) 652-3942**  
cgrossman@wtwp.com

**Washington Township**  
**Administration & Training Facility**  
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