



# Washington Township Fire Department

Recruiting  
for

## Training / Safety Manager



[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, 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 78% approval in 2025.

- 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 Training / Safety Manager serves the Fire Department and the community as a whole. This position reports directly to the Assistant Fire Chief and indirectly to the Fire Chief. The Training / Safety Manager develops, delivers, administers and manages all aspects of the Township's Fire Department training and safety program in collaboration with the Township's Human Resource Manager. The incumbent will retire in the first quarter of 2026. The Township is seeking his replacement now so that the next Training / Safety Manager will be well-positioned and trained.

The Training / Safety Manager plans, coordinates, schedules and monitors the Fire Department's training schedule, working with both internal and external instructors as well as instructing classes themselves. Developing lesson plans, maintaining detailed records, reviewing and approving / disapproving training requests and developing and following the set training budget are some examples of the position's responsibilities.

Some specific responsibilities for the safety aspect of the Training / Safety Manager include, but are not limiting to, analyzing and recommending policies, procedures and Standard Operating Procedures, assisting with training and compliance of the Township's Drug Free Workplace policy and heads the Township's safety committee.

Further responsibilities may include purchasing of equipment, participating in public education and public events, committees and peer reviews. Finally, the Training / Safety Manager needs to professionally handle confidential information and situations, be a leader of the Township's Core Values, and work collaboratively and professionally with other Township departments and employees.



# Priorities

- Build and maintain positive relationships in the Fire Department, with the Township administration, and the community.
- Identify Department training needs and develop a plan to successfully meet all training requirements;
- Continue to execute the department's reputation of being a leader of firefighter and EMS training;
- Focus on programs to assist with the efficiency and effectiveness of the Fire Department training and safety programs.
- Support ongoing training and safety initiatives. Provide leadership development and professional growth opportunities to prepare personnel.

# Successful Candidate

The next Training / Safety Manager is process oriented, is able to focus on running a smooth training and compliance operation. The successful candidate is a great relationship builder and will be able to continue to strengthen the Township's training program. The Training / Safety Manager leads by example, is committed to excellence, and effectively advocates for the Fire Department, its personnel, and the community.

The ideal candidate is energetic, and believes our employees are the foundation of the Township's success. The ideal candidate will be able to analyze training needs and opportunities, then develop plans that foster professional growth to successfully address these needs. The ideal candidate is able to develop and deliver engaging learning experiences and is supportive and advocate for our employees as they develop and expand in their careers. The successful candidate will be diplomatic and communicate information effectively. The ideal candidate possesses strong emotional intelligence and can be an excellent representative for our community.

The Training / Safety Manager will have firefighting, EMS and budgeting experience. Professional experience in the State of Ohio is highly encouraged for this position. The next Training / Safety Manager will be technologically savvy, dedicated to the department's ISO-1 rating and Accreditation with strong skills in using data to identify the community and department's future needs for service.

# Qualifications

## Minimum requirements:

- High School diploma, GED or equivalent required
- Associate's Degree in Fire Science, EMS or related area preferred;
- Bachelor's Degree in Fire Science, Education, Organizational Development or related field a plus;
- Minimum five (5) years experience of full-time, progressive Firefighter and EMS experience;
- Minimum three (3) years of service as a certified State of Ohio Fire or EMS instructor;
- Valid Ohio driver's license and insurable on Washington Township's auto insurance;
- State of Ohio Firefighter II certification;
- State of Ohio Paramedic certification;
- Obtain Commission on Professional Chief Training Officer Credential within three (3) years of appointment;
- AHA PALS Instruction certification within one (1) year of appointment;
- NIMS-ICS 100, 200, 300, 700, and 800 certifications within one (1) year of appointment;
- AHA-ACLS and BLS Healthcare Instructor certifications within one (1) year of appointment.

# Compensation & Benefits

The salary is \$119,888.94, 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](mailto:cgrossman@wtwp.com).

The position is open until filled, with a first review date of October 20, 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 October 17, 2025



# Selection Process

The following dates are tentative and subject to change.

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 Fire Chief, Assistant Fire Chief and Human Resource Manager on or around the week of October 27. Those meeting the Township's requirements will be invited to a Panel Interview around the week of November 3rd.

Successful candidates will then be invited for a face-to-face interview with the Fire Chief, Assistant Fire Chief and Human Resource Manager on or about November 10th.

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 or Human Resource Manager Catherine Grossman. Contact information is below.

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

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

**Washington Township Administration & Training Facility**

**6200 Eiterman Road**  
**Dublin, Ohio 43016**  
**(614) 652.3920**