



MR. SPENCER CROPPER  
MR. DANIEL JONES  
MR. JONATHAN SAMS  
MS. AMANDA CHILDERS

TRUSTEE  
TRUSTEE  
TRUSTEE  
FISCAL OFFICER

## Battalion Chief (2 positions)

### Turtlecreek Township Fire Department

Turtlecreek Township is located in the center of Warren County, Ohio. The township consists of a 62 square mile area that covers portions of Interstates 71 and 75, has nearly 17,000 residents, and surrounds the City of Lebanon. Turtlecreek Township is a largely residential/rural community that is also home to a racino correctional facilities, retirement communities, large recreational complexes, sprawling residential developments, and the Warren County Airport. Turtlecreek Township Fire and EMS (TTFE) provides fire, EMS, and rescue services from 3 stations staffed by 25 full-time, 14 part-time, and 7 paid-on-call staff. The department responds to over 2800 calls for service each year. The TTFE is undergoing restructuring and growth to better meet the increasing demands of the population it serves and the two new Battalion Chiefs will play a pivotal role in the new structure.

TTFE is currently seeking highly qualified, experienced, and dynamic fire service professionals to fill two positions of Battalion Chief and help implement ongoing changes identified by the 2024 TTFE Assessment Study and work as directed by the Assistant Chief. These are key leadership positions within the TTFE and will supervise shift captains and firefighters. These leadership roles are responsible for overseeing daily operations, emergency incident response, and the professional development of fire personnel within the department. Currently, each shift consists of 6 full-time firefighter/EMTs and paramedics and one shift captain. Additional staffing comes from part-time staff and paid on call responders. These two Battalion Chiefs will complete our leadership team and result in 8 full-time shifted daily, including 1 Battalion Chief, 1 Captain, and 6 Firefighter/EMT(P)s.

### Key Responsibilities:

1. Supervise fire suppression operations and incident response, taking command as needed.
2. Oversee administrative functions of the department, including personnel evaluations, fleet management, and budgeting assistance.
3. Develop a positive working relationship with the captains, while embracing and encouraging a positive leadership style.
4. Project management with significant duties involving Emergency Medical Services programs.
5. Conduct training and support for fire crews, ensuring continuous development and operational effectiveness.
6. Collaborate with the Assistant Chief on strategic initiatives and long-term planning.



670 North State Route 123  
Lebanon, OH 45036



513.932.4902



[info@turtlecreektownship.org](mailto:info@turtlecreektownship.org)





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### Required Minimum Qualifications:

1. An Associated level education with a minimum of 10 years recent documented progressive full-time experience as a firefighter including 2 years full-time experience as a company officer or greater in a city, town, village, or other local government unit within a defined territory.
2. Intermediate level knowledge and experience in administration, management, and supervision of a fire unit.
3. Any documented equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities (KSAs) indicated in Qualifications 1 and 2.
4. Ohio Certifications in Firefighter 2, Paramedic, Instructor.
5. Hazmat Technician, Fire Officer 1 and 2.
6. Must possess valid driver's license and remain insurable under the township vehicle insurance policy.
7. Proven leadership and decision-making skills in high-pressure emergency situations.

### Preferred KSA:

The successful candidate will possess or have the ability to attain a comprehensive understanding in the management of emergency medical services and the Greater Miami Valley Emergency Medical Services protocols. In addition, the best candidate will be able to readily adapt to changes as the department moves through the next two years of growth.

Bachelor level education or greater.

Ohio Fire Executive or Executive Fire Officer, documented multi-company IMS training, Health and Safety Officer, Fire Investigator I, Hazmat Incident Commander and Fire Officer 3.

### Schedule:

52-hour work week, 24/48 with a Kelly day every 6 weeks.



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**Benefits:**

Paid Time off includes:

- Holidays – 11.5 days annually
- Personal – 24 hours annually after 1<sup>st</sup> year
- Vacation – 96 hours after 1<sup>st</sup> year
- Sick Leave – 4.87 hours bi-weekly

Insurance Benefits:

- Health Insurance, Vision and Dental Premiums employer paid 100%.
- Co-Insurance and Deductible reimbursement up to an allotted amount.
- \$100,000 Life Insurance Policy paid by the employer to all employees.

Position pays into the Ohio Police and Fire Retirement Fund

Any questions regarding benefits can be directed to Administrator, Tammy Boggs at [tboggs@turtlecreektownship.org](mailto:tboggs@turtlecreektownship.org) or 513-932-4902.

**Salary: Hourly employee non-exempt position**

Base Salary Annually:  
\$86,528 to \$89,472 (DOQ)

**Application Process:**

Candidates must submit completed township application, cover letter, resume, driver's license and copies of all required certifications and licensures by Thursday, April 24<sup>th</sup>, 2025 at 4:00pm. Candidates must also complete the Firefighter mile through National Testing Network and submit results by email or by Network to Turtlecreek Township Fire Department. Completed applications can be emailed to [tboggs@turtlecreektownship.org](mailto:tboggs@turtlecreektownship.org).

Selected applicants will be contacted on April 29<sup>th</sup>, 2025 by 4:00pm and invited to proceed in the process which will include a four-hour assessment center on May 9<sup>th</sup>, 2025.

Questions can be addressed by emailing Administrator, Tammy Boggs at [tboggs@turtlecreektownship.org](mailto:tboggs@turtlecreektownship.org)



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