Post of: Part Time Retained Fire Fighter – Drumshanbo Fire Unit

Closing Date: 4.00 P.M. on Thursday 12th November 2020

Completed Application Form with copy of supporting documentation should be submitted to:

Human Resources Department
Leitrim County Council
Aras an Chontae
Carrick on Shannon
Co. Leitrim

Email: jobs@leitrimcoco.ie
COMHAIRLE CHONTAE LIATROMA - LEITRIM COUNTY COUNCIL

POST OF: Part Time Retained Fire Fighter – Drumshanbo Fire Unit

Background:
Leitrim County Council is at the heart of the local community and is a key provider of economic and social development in Leitrim. Our vision is to build an economically strong creative and inclusive county making Leitrim the best place to live, to work, to invest and to visit.

Leitrim, as a small rural County with an area of 1590 km² and a population of approximately 32,044 people, is one of the smallest Fire Authority areas in the country. Leitrim Fire Service is a retained fire service. Retained Fire Fighters are an essential part of the Fire & Rescue Service. They serve rural communities in Leitrim, responding to an alert when an emergency 999/112 call is received. Flexibility is key and retained fire fighters will need to be either self-employed or have an employer who is supportive and willing to allow the firefighter to leave work at a moment’s notice to attend an emergency call. The **position of Retained Firefighter is very onerous in that a person is available for calls at all times** unless he/she has got approval not to attend from his/her Station Officer. The main requirement when recruiting Firefighters is that they live and work within 3km of the Fire Station, and to have a reasonable level of fitness.

Firefighters are called upon to tackle a wide range of emergency situations. Incidents vary from tackling fires and rescuing people from burning buildings to dealing with chemical spillages and road traffic collisions. A sensitive approach is required when dealing with members of the public who may be distressed and confused. In addition, fire fighters in Leitrim are also involved in the promotion of Fire Safety through various Community Safety Initiatives.

Leitrim Fire Service has a complement of 48 firefighters based throughout the county in five fire units/stations located in: Ballinamore, Carrick on Shannon, Drumshanbo, Manorhamilton and Mohill. Each fire unit is under the command of a station officer, who has a sub-officer to assist and deputise in his/her absence. Each unit also has one or more driver mechanics, depending upon the number of appliances at a particular station. All members of the units are employed on a temporary part-time retained basis.

Leitrim fire service responds to approximately 300 emergency incidents each year, ranging from chimney fires, road traffic collisions, hazardous incidents, wildfires and special service incidents.

The Qualifications:

1. **Character**
   Each candidate must be of good character and shall not at any time bring the Fire Authority into disrepute. The County Council may make whatever enquiries it considers necessary to satisfy this condition prior to appointment.
2. **Age**
Each candidate must be not less than 18 years on the latest date for receipt of application forms. The current retirement age for Retained Fire Fighters is 55 years of age (up to 58 years of age subject to conditions).

3. **Education**
Candidates must have attained a suitable level of education to enable him/her to successfully complete the appropriate training, and to perform satisfactorily the duties of a Retained Fire Fighter.

4. **Residence/Work Location**
Candidates must live and work within **3 kilometers of the relevant Fire Station at time of appointment**, and persons appointed shall reside and work within 3 kilometers of their fire station for the duration of their employment as a Fire Fighter.

5. **Health**
   
   (i) Candidates must be free from any condition which would render him/her unsuitable for duty with the Fire Service and be in a state of health, as determined by the Council’s Medical Adviser, such as would indicate a reasonable prospect of ability to render regular and efficient service.
   
   (ii) To ensure that Fire Fighters are capable of safely and efficiently undertaking the tasks that they are required to perform, it is necessary to specify standards, which should be achieved by all entrants to the service. Successful candidates, before being employed, will have to successfully complete a medical examination (which may include x-ray, eye test, fitness test and/or other special tests), at his/her own expense, in accordance with the ‘Medical Standards for Recruitment to Retained Fire Service’, carried out by the Council’s Medical Advisor. On taking up appointment, the expense of the medical examination will be refunded to the candidate.
   
   (iii) Failure to satisfy the requirements set out in the ‘Medical Standards for Recruitment to the Retained Fire Service’ will render an applicant unsuitable for recruitment as a Retained Fire Fighter.
   
   (iv) Given the strenuous nature of fire-fighting duties the medical examination will be of a very thorough nature. Please note that the following conditions could be considered as disqualifying a candidate:
      
      a. Failure to comply with requirements in relation to physical capacity, limbs, loco motor systems, hearing, eyesight, colour vision;
      
      b. History of epilepsy
      
      c. Alcohol or drug dependency
      
      d. Chronic bronchitis, asthma or other disabling disease of the lungs
      
      e. Organic disease of the cardio vascular system, including blood pressure
      
      f. All types of diabetes mellitus whether insulin dependent or non-insulin dependent
      
      g. A history of vertigo or an illness which would affect sense of balance
      
      h. History of mental instability
      
      i. History of low back symptoms
      
      j. History of significant knee joint injury or disease
k. history of night blindness
l. chronic skin disease, specifically allergic contact dermatitis, irritant dermatitis and severe psoriasis

(v) An Operational Firefighter must maintain a good level of physical fitness through regular strenuous exercise. Following employment, Retained Fire Fighters must undergo Medical Examination by the Council’s Medical Advisor when required to do so by the Fire Service/Leitrim County Council.

Note re Fitness Test:
Part of the pre-employment medical examination includes completing a fitness test. Candidates successful at interview must successfully complete the fitness test prior to employment being offered. The fitness test at the recruit medical is the Chester Step Test. The Chester Step Test measures aerobic capacity and fitness and entails a moderately vigorous level of physical activity. The level of fitness needed to pass this test requires regular exercise and the test pass level is difficult to achieve if the candidate does not already have a good level of physical fitness prior to the test.

Job Description

The Role
The Fire Service is a front-line emergency service and is made up of staff trained, equipped and available to respond to a variety of emergency situations that arise. The employment is part-time and the role of the Retained Fire Fighter is:
- To save life and preserve endangered life;
- Protection of property from damage by fire and from firefighting measures;
- To inform and educate your community to improve awareness of safety.

The Ideal Candidate should be:
- Physically fit and agile with good stamina;
- Able to work in hazardous conditions for long periods, including at heights and in confined spaces;
- Mechanically adept with good dexterity and co-ordination;
- Trustworthy, honest, dependable and generally of good character;
- Self-reliant and self-assured with a keen sense of discipline;
- Able to contribute to, and work within a team;
- Able to understand and memorise technical information;
- Able to communicate effectively verbally and in writing.
- Highly motivated with a strong sense of community commitment

Duties
The duties of a retained firefighter are as follows:
- A firefighter shall be required to attend at fires and other emergencies, drills, displays and other duties at such times and for such periods as required by the fire authority.
- To participate in a structured programme of training and development in order to achieve and maintain competence against National Standards
• To undertake the routine testing and maintenance of station appliances, equipment and other resources and personal protective equipment to ensure its operational readiness
• To undertake driving of Fire Service vehicles including their operation and deployment at incidents commensurate with the level of training received
• To undertake the inspection of operational risk premises and sites in the station area, ensuring information and plans are disseminated to all relevant people in accordance with Service policies and procedures
• To participate in Community Safety initiatives, providing information, education and advice to promote understanding of safety matters so as to reduce risk in line with identified needs and foster positive relations with the local community in support of service objectives
• To undertake fire safety inspections of premises, completing reports and taking action as required so as to reduce risk and, where applicable, ensure compliance with legislative requirements
• To assist in the training and development of colleagues, as required, communicating own skills and knowledge and through demonstration and instruction
• To take personal responsibility for own performance and health and safety, ensuring that personal appearance, conduct and levels of fitness are maintained in line with Service standards
• To actively promote and demonstrate personal commitment in respect of the Service’s values and policies concerning quality of service and customer care, equality, diversity, and health, safety and welfare
• A firefighter must remain within convenient proximity of the fire station. Failure to respond promptly to fire or other emergency calls shall at the discretion of the County Council, result in termination of service.
• Each firefighter who volunteers for Fire Brigade service must be prepared to accept the work entailed and to fulfil to the best of their ability their duty as a firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.
• Every firefighter who is on standby during fires or other incidents shall remain at the Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.
• Fire fighters shall ensure that the Fire Station is kept clean and tidy at all times. Fire fighting equipment shall be kept clean, maintained properly and stowed away in a safe manner.
• Every firefighter must remain on duty until:-

  i. The fire has been extinguished and the brigade has returned to the Station and the equipment has been carefully and properly stowed away, and the party has been dismissed by the Officer in Charge,
  ii. Dismissed by the Officer in Charge,
  iii. Relieved by another member on the order of the Officer in Charge.
• Fire-fighters are required to adhere to and co-operate with all National and Local Agreements pertaining to the Fire Services.
• Comply with all organisational policies, procedures and legislation.
• Any other duties as may be assigned from time to time

**Competencies for the Post:**
Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<table>
<thead>
<tr>
<th>Communication/Interpersonal Skills</th>
<th>• Demonstrate effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues.</th>
</tr>
</thead>
</table>
| Team Work                         | • Demonstrate a clear understanding of Teamwork and group dynamics and contribute fully to the team effort and play an integral part in the smooth running of teams without necessarily taking the lead.  
• Demonstrate versatility & ability to take instruction |
| Adaptability/Flexibility          | • Adjust to changing environments whilst maintaining effectiveness.  
• Modify his or her approach to achieve a goal  
• Is open to change and new information  
• Rapidly adapts to new information, changing conditions, or unexpected obstacles  
• Demonstrate availability |
| Relevant Knowledge/Experience/Awareness | • Demonstrate an understanding and knowledge of the Retained Fire Service.  
• Demonstrate an awareness of the operational abilities of Leitrim Fire Service and the demands placed on members of the Retained Fire Service.  
• Demonstrate an awareness of the types of policies and procedures that may apply (including Health and Safety) and the ability to conform with same |

**The Principal Terms & Conditions**

The employment is retained, part-time and pensionable.
1. **Salary**
A Part-Time Retained Firefighter shall be paid at the appropriate approved national rates of Fire and Drill Fees and Retainer Fees and in accordance with any national agreements for retained firefighters. Payment of fees shall be quarterly.

**Salary Scales Applicable at 1st October 2020**

<table>
<thead>
<tr>
<th>Annual Allowance – Firefighter</th>
<th>0-2 years</th>
<th>2-5 years</th>
<th>5-10 years</th>
<th>10+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>€8,194 p/a</td>
<td>€9,106 p/a</td>
<td>€10,210 p/a</td>
<td>€11,221 p/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRILLS</th>
<th>FIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per Hour</td>
<td>1st Hour</td>
</tr>
<tr>
<td>€21.61</td>
<td>€43.23</td>
</tr>
</tbody>
</table>

These rates are subject to review on an ongoing basis.

The terms of the Organisation of Working Time Act, 1997 apply.

During recruit training consisting of three weeks and courses lasting one day and upwards, the County Council shall pay drill fees in lieu of wages.

2. **Residence/Work Location.**
Candidates must live and work within 3 kilometers of the relevant Fire Station at time of appointment, and persons appointed shall reside and work within 3 kilometers of their fire station for the duration of their employment as a Fire Fighter. A Fire Fighter shall notify the fire authority in writing of any subsequent changes of residence or place of employment. A change of residence or place of employment that would place the Fire Fighter outside these limits will mean automatic termination of employment. The Council will check this prior to appointment and at periodic intervals after appointment. On receipt of an alert a Fire Fighter must be able to attend at the fire station within five minutes.

Written evidence must be provided from the employer as to availability prior to appointment, and the County Council in its sole discretion, shall decide as to whether the availability as so provided is acceptable. If the firefighter's employer subsequently changes his/her conditions of employment and does not allow the firefighter to attend fire calls/drills during working hours, employment will be terminated. Self-employed must also provide written evidence as to availability prior to appointment. Such written evidence must cover a candidate's availability for initial training and for fire and other calls, drills, training and such other duties which the firefighter may be required by the County Council to perform. If the County Council deems a firefighter's attendance to be unsatisfactory, it may terminate the firefighter's service.
3. **Driving Licence**
A recruit Fire Fighter shall possess a current Class B Driving Licence and ideally a Class C Driving Licence for HGV with up to eight passengers. All newly appointed Part-Time Retained Fire Fighters will be required to obtain a Class C Driving Licence within their probationary period.

4. **Garda Vetting**
The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

6. **Annual Leave**
The terms of the Organisation of Working Time Act 1997 shall apply. A Firefighter is entitled to 8% of the hours he/she worked in the leave year (subject to a maximum of 4 working weeks). Hours worked include attendance at drills.

7. **Probation**
Before appointment as a recruit Fire Fighter, a recruit shall attend and successfully complete a Recruit training course.

From the date of commencement as a recruit Fire Fighter, there shall be a period of two years during which the recruit Fire Fighter shall be on probation. During this time the recruit Fire Fighter shall be continually assessed to determine his/her suitability for continued employment. Such period of two years may be extended at the absolute discretion of the County Council. The recruit shall not become an operational Fire Fighter at the end of the period of probation unless the County Council is satisfied that the Fire Fighter has been satisfactory in all respects.

8. **Training and Attendance at Drills**
Recruit firefighters will be required to undergo the following recruit training programme during their probationary period:

1) A three-week Recruits Course (including manual handling), and
2) A two-week Breathing Apparatus Wearers’ Course;
3) Any other course that the County Council may consider necessary.

Drill fees will be paid at the current hourly rate for firefighters during training.

Failure to successfully complete such courses will result in the termination of the firefighter’s employment. Some or all of the above courses will be held at a recognised training centre which may or may not be situated locally.

A firefighter shall attend and participate in drills and shall undergo from time to time, courses and further training as required or deemed appropriate by the County Council. The County Council shall decide the location(s) of the training. Adequate advance notice shall be given to firefighters. This training may include on-going assessments as deemed appropriate.
9. **Superannuation**
Membership of the Single Public Service Pension Scheme is **compulsory** for all new entrant Retained Fire Fighters who commence employment on or after 1 January 2013. The provisions of the Single Public Service Pension Scheme will apply in the case of Retained Fire Fighters, with the exception of minimum pension age, as an earlier pension age is applicable to those employed in the retained fire service.

10. **Retirement Age**
The normal retirement age is 55. On reaching 55 years of age, or sooner if found to be medically unfit, a firefighter shall cease to be a firefighter.

Firefighters who would be physically capable of working beyond age 55 have the option to continue working for a defined limited period, subject to compulsory medical assessment on an annual basis measured against agreed Standards. The extended optional period is currently to age 58. It is anticipated however that, following national negotiations and pending legislation being enacted, this upper extended age limit will be increased to age 60 (subject to compulsory medical assessment on an annual basis).

### The Selection Process

(i) The first stage of the selection process will require applicants to undergo assessments tests to determine the suitability of each applicant to face the wide range of tasks, which are required to be undertaken by a Fire Fighter.

The assessment test will consist of two parts as follows:
- Assessment of literacy and numeracy
- Assessment for physical strength, claustrophobia and ability to work at heights.

Candidates must achieve 50% of the overall marks in each assessment test in order to get to the next stage of the selection process.

(ii) The second stage of the selection process shall be by means of a competition based on a competitive interview conducted by or on behalf of Leitrim County Council. Candidates called for interview will be assessed on the **competencies** for the post as set out above i.e. Communication/Interpersonal Skills; Team Work; Adaptability/Flexibility; Relevant Knowledge/Experience/Awareness

(iii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.

(iv) Before appointment as a recruit Fire Fighter, a recruit shall attend and successfully complete a 3 week Recruits training course.
All applications must be made on the official Application Form. Application Forms are available to download on Leitrim County Council’s website [www.leitrimcoco.ie](http://www.leitrimcoco.ie) or alternatively, contact the Human Resources Department, Leitrim County Council, Aras an Chontae, Carrick-on-Shannon, Co. Leitrim – Telephone: 071 9620005 ext 154.

Completed Application Form together with supporting documentation will be accepted via email, post or by hand.

**CLOSING DATE:**

Completed Application Forms must be submitted by **4.00pm on Thursday 12th November 2020** to

**HUMAN RESOURCES DEPARTMENT**  
LEITRIM COUNTY COUNCIL  
ARAS AN CHONTAE  
CARRICK-ON-SHANNON  
COUNTY LEITRIM  
Email: [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie)

Any claim in relation to the late receipt of Application Forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

**NOTE:**  
Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

**Leitrim County Council is an equal opportunities employer.**