



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick City**  
& County Council

## **BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS**

### **RETAINED FIRE-FIGHTER**

Limerick City & County Council is responsible for the provision of a wide range of services including the provision of a fire-fighting and fire prevention service. The Council is now establishing panels for the position of Retained Fire-Fighter for its brigades based at Abbeyfeale, Cappamore, Foynes, Kilmallock, Newcastle West and Rathkeale.

#### **The Position**

The common image of the Fire & Rescue Service is naturally one of fire-fighters turning out in fire appliances and fighting fires. While some of the work involves attendance at fires, the role of the Fire & Rescue Service is much wider and the needs of the community much more varied.

Limerick Fire & Rescue Service responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Many emergency calls, however, are not to fires, but to incidents where members of the community are trapped in vehicles following road traffic accidents, trapped in machinery, or trapped in less life threatening circumstances, as well as being called to chemical spillages and toxic emissions, river rescues, etc.

To deliver this service to the public, Limerick Fire & Rescue Service has to develop operational plans, including the provision of adequate water supplies for fire fighting; ensure that effective arrangements exist to receive emergency '999' calls and mobilise resources; implement effective operational communication systems throughout the Fire & Rescue Service; enforce, promote and encourage fire safety throughout Limerick by programmes of inspection and publicity; conduct effective training to develop the skills and abilities of personnel; and provide, maintain and repair its premises, vehicles, plant and equipment.

The Fire-Fighter's working life and training is geared to responding safely and effectively to emergency calls, regardless of weather conditions or the time of day or night. Every time Fire-Fighters are called to the scene of an emergency they must be prepared to deploy each and every skill in which they have been trained. When they arrive at an incident as part of a team under the command of an Officer, they may individually have to absorb a great deal of information rapidly and apply the skills they have learned in conditions which will often be extremely dangerous and confusing. Despite all the training given in preparation for such incidents, however, Fire-Fighters will from time to time be faced with new situations where they may individually be required to provide the answers using previous experiences as a guide. Fire-Fighters wearing breathing apparatus, feeling their way through a smoke filled building with toxic hazards, in order to effect a rescue, cannot ask for instructions.

In order to function effectively in emergencies every fire-fighter's pre-eminent characteristics must be those of:

- courage
- physical strength
- the capacity for rapid, intense and sustained effort
- an unquestioning acceptance of orders at emergencies
- capacity to use initiative when alone
- the skilled technician's complete and automatic familiarity with the equipment and tools of the profession (which may range up to major items of plant such as hydraulic platform)
- a practical understanding of the basis of a wide range of subjects necessary to anticipate and overcome hazards
- sympathy towards victims of emergencies
- ability to carry on in what may occasionally be emotionally harrowing circumstances.

**Duties:**

Retained Fire-Fighters will perform under the control and direction of the Chief Fire Officer or his/her nominee, such fire-fighting duties including fire prevention duties, station routines, and other emergency duties that may be assigned from time to time.

The Retained Fire-Fighter's duties may include, but will not be limited to the following:

- All Retained Fire Fighters are required to both live & work within an agreed distance of the Fire Station
- Be available to respond in accordance with the attendance times to all emergency calls on the brigade being alerted, and remain on duty and undertake such activity as directed by the Officer-in-Charge
- Attend and successfully complete all training courses both within and outside of Limerick City & County as designated by the Chief Fire Officer
- Attend training nights as required
- Attend and complete all Special Duties as required by brigade management
- Drive Fire Brigade vehicles
- Operate Fire Brigade equipment
- Operate within a ranked structure & comply with all lawful commands of management
- Comply with the Safety Health & Welfare at Work Act 2005

**Rate of Pay:**

<b>Part-Time Fire Service Personnel – Inclusive Annual Allowance</b>	
<b>FIRE FIGHTER</b>	
0 – 2 Years	€8,033
2 – 5 Years	€8,927
5 – 10 Years	€10,010
10 + Years	€11,001

<b>Part-Time Fire Service Personnel – Hourly Rate of Attendance</b>	<b>Drill</b>	<b>FIRE</b>			
		<b>Day</b>		<b>Night/Weekend</b>	
		1 <sup>st</sup> Hour	Subsequent Hours	1 <sup>st</sup> Hour	Subsequent Hours
Rate per hour	<b>€21.19</b>	€42.38	€21.19	€84.76	€42.38

## **Annual Leave:**

28 days per annum

## **Pension:**

The Local Government Superannuation Scheme applies

## **The Person**

Candidates will demonstrate through their application form and at the interview that he/she has/is:

- of good character and prepared at all times to act with a keen and responsible approach to both training and such other duties as may be assigned
- reached a standard of education sufficient to enable him/her to carry out the duties assigned to him/her satisfactorily
- good communication and interpersonal skills
- self motivated with a record of demonstrating initiative and ability to use judgement in a work place environment
- capacity to contribute to and work well in a team
- required to be available for duty at all times, unless approved absence has been previously arranged with the Officer-in-Charge of the brigade

**Each candidate must, on the latest date for receipt of completed application forms, meet the following criteria:**

### **1. Character**

A candidate must be of good character and will be required to submit as references the contact details of two responsible persons to whom he/she is well known but not related.

### **2. Residence/Employment**

Applicants who may be considered for membership are **confined to those who reside in the area of the fire brigade and whose ordinary employment does not take them away from the area of the fire brigade.**

The Retained Fire Service is an emergency service and requires an immediate turnout – therefore:

- **maximum acceptable distance** from home and place of employment will be **2 road miles of the Abbeyfeale, Kilmallock, Newcastle West & Rathkeale Fire Stations.**
- **maximum acceptable distance** from home and place of employment will be **2.5 road miles of the Cappamore Fire Station.**
- On this occasion only, having regard to the geography/topography of the **Foynes** area, the Council will consider **a maximum distance of 3 road miles from an applicant's home and place of employment to Foynes Fire Station.**

### 3. Age

Candidates shall be over the age of 18 years at the date of appointment. Any candidate who reaches the age of 55 years prior to appointment will cease to be eligible for appointment on the result of the competition.

### 4. Driving Licence

Candidates must hold a full, unendorsed, category B driving licence and have access to their own car.

A current category C licence is desirable. Where a candidate does not hold a C licence on appointment, he/she must obtain same within the first year of appointment.

### 5. Health

Each candidate shall be in a state of health such that meets the required standards and as determined by the Council's medical adviser would indicate a reasonable prospect of ability to render regular and efficient service.

### 6. Education

Each candidate should have reached a standard of education sufficient to enable him/her to benefit from training provided and to carry out the duties assigned to him/her.

### 7. Availability

Availability means that a fire fighter is required to both live and work within the maximum distance of the fire station at all times while on call for emergencies. A minimum level of staffing is required to be available in all Limerick Retained Fire Stations at all times as per the table below:

<b>Available Personnel *</b>	<b>Minimum Crewing Level Required</b>
12 Personnel	8 Personnel
11 Personnel	7 Personnel
10 Personnel	6 Personnel
9 Personnel	6 Personnel
8 Personnel	6 Personnel
7 Personnel	6 Personnel **

\* Personnel that are on course leave, short term sick leave (less than one month), annual leave, or special leave are all deemed to be Available Personnel.

\*\* The minimum crewing level may, in exceptional circumstances be reduced to five subject to the approval of the Assistant Chief Fire Officer.

## **Application Process**

Completed application forms must be e-mailed to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) no later than **Wednesday 6<sup>th</sup> May 2020**

**Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that email address.**

## **Selection Process**

Candidates will initially be assessed to ensure that they meet the minimum qualifications.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview.

Please note that it may be necessary to short-list applicants on the basis of information supplied on their Application Form with reference to the job and person specification set out above.

**Interview:**

Candidates at the interview will be assessed and marked on the following areas:

<b>Work Skills &amp; Competence</b> <b>150</b>	<b>Personal Skills</b> <b>150</b>
<ol style="list-style-type: none"><li>1. Knowledge of role, responsibilities and the Fire Service generally</li><li>2. Work skills of a relevant nature</li></ol>	<ol style="list-style-type: none"><li>1. Interpersonal/ communication skills</li><li>2. Initiative/teamwork skills</li></ol>

A short literacy skills evaluation will take place immediately after the interview.

Following interview, successful candidates will be required to undergo a medical and physical fitness test (by a doctor nominated by the Council), as set out in the *Medical Standards for Recruitment to Retained Fire Service*. Failure to pass medical and physical fitness test will render him/her ineligible for appointment.

Before employment, candidates will also need to satisfy a Garda vetting procedure.

Prior to appointment, successful candidates will be required to attend a Recruits Training Course for a 3 week period which will include Work Related Tests consisting of Ladder Climb, Casualty Evacuation, Equipment Carry and Confined Space Tests.