



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Retained Fire-Fighter

The Position

Limerick City and County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for **Retained Fire-Fighter** may be filled throughout the lifetime of the panel.

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 their nominee, such fire-fighting duties including fire prevention duties, station routines, and other emergency duties that may be assigned from time to time.

Retained Fire-Fighters will be expected to carry out the following non-exhaustive list of duties:

- 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

The Person

1. Character

Candidates shall 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. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

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.

3. Education, Experience, etc.

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 them.

Candidates shall on the latest date for receipt of applications demonstrate through their application form and at the interview the following:

- Be 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
- Have reached a standard of education sufficient to enable the applicant to carry out the duties assigned to them satisfactorily
- Possess good communication and interpersonal skills
- Be self-motivated with a record of demonstrating initiative and ability to use judgement in a work place environment
- Have the capacity to contribute to and work well in a team
- Are required to be available for duty at all allocated times, unless approved absence has been previously arranged with the Officer-in-Charge of the brigade

4. Driving Licence

Candidates must hold a full driving licence, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

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.

Terms and Conditions

1. The Post:

Subject to the availability of suitably qualified candidates a panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Director General. The panel may be used by Limerick City and County Council to fill permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

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 the **maximum acceptable time of travel** from home and place of employment will be **7 minutes of the Newcastle West, Cappamore, Foynes, Abbeyfeale, Kilmallock & Rathkeale Fire Stations.**

3. Annual Leave

The successful candidate will have 28 days annual leave.

4. Salary:

Salary scale: **€16,852- €20,251** per annum, inclusive of LSIs. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (currently **€16,852**).

5. Availability

Availability means that a fire fighter is required to both **live and work** within the maximum time of travel 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.

Structured time off will be available to all staff, subject to operational requirements, approval of the Station Officer and subject to maintaining minimum staffing levels in the Fire Station at all times.

6. Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

7. Superannuation:

The relevant Superannuation Scheme if applicable will be applied.

8. Retirement Age

The retirement age for Retained Firefighters is 55 years. However, Firefighters in the Retained Fire Service have the option to continue working up to the age of 62, subject to a formal application process and passing an annual occupational health test.

9. Travel:

For the purposes of recruitment, we utilised the website www.smappen.com to configure maps showing a driving distance of 7 minutes from each of the fire stations. These maps can form an indicative measure of where possible new recruits can live and work.

<u>Page</u>	<u>Station</u>	<u>Driving Distance</u>
11	Cappamore	7 minutes
12	Foynes	7 minutes
13	Newcastle West	7 minutes
14	Abbeyfeale	7 minutes
15	Rathkeale	7 minutes
16	Kilmallock	7 minutes
17	County Wide View	7 minutes

10. Safety and Welfare:

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

11. Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

12. Taking Up Appointment:

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

13. Garda Vetting :

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

14. Probation:

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Director General and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

15. Citizenship:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or

- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

16. References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

17. General Data Protection Regulation:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

18. Pre-Employment Medical:

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

19. Canvassing:

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Application Process:

Completed application forms must be **e-mailed** to recruitment@limerick.ie

An official application form must be completed in full. CV's will not be accepted in lieu of an application form.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

Selection Process:

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

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. Short-listing may apply.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Shortlisting:

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same.

In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms by an expert board, appear to be the most suitable for the position.

An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some

candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.

NOTE- As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview. Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, based on the marked awarded in the shortlisting process. Further qualified candidates may be called at a later stage at the discretion of Limerick City and County Council.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion of the Local Authority.

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 post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate permanent and temporary vacancies arise.

Interview:

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency:

<u>Work Skills & Competence (150 marks)</u>
<ul style="list-style-type: none">• Knowledge of role, responsibilities and the Fire Service generally• Work skills of a relevant nature

<u>Personal Skills (150 marks)</u>
<ul style="list-style-type: none">• Interpersonal/communication skills• Initiative/teamwork skills

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 the candidate ineligible for appointment.

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

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

Limerick City and County Council is an Equal Opportunities Employer.

February 2026

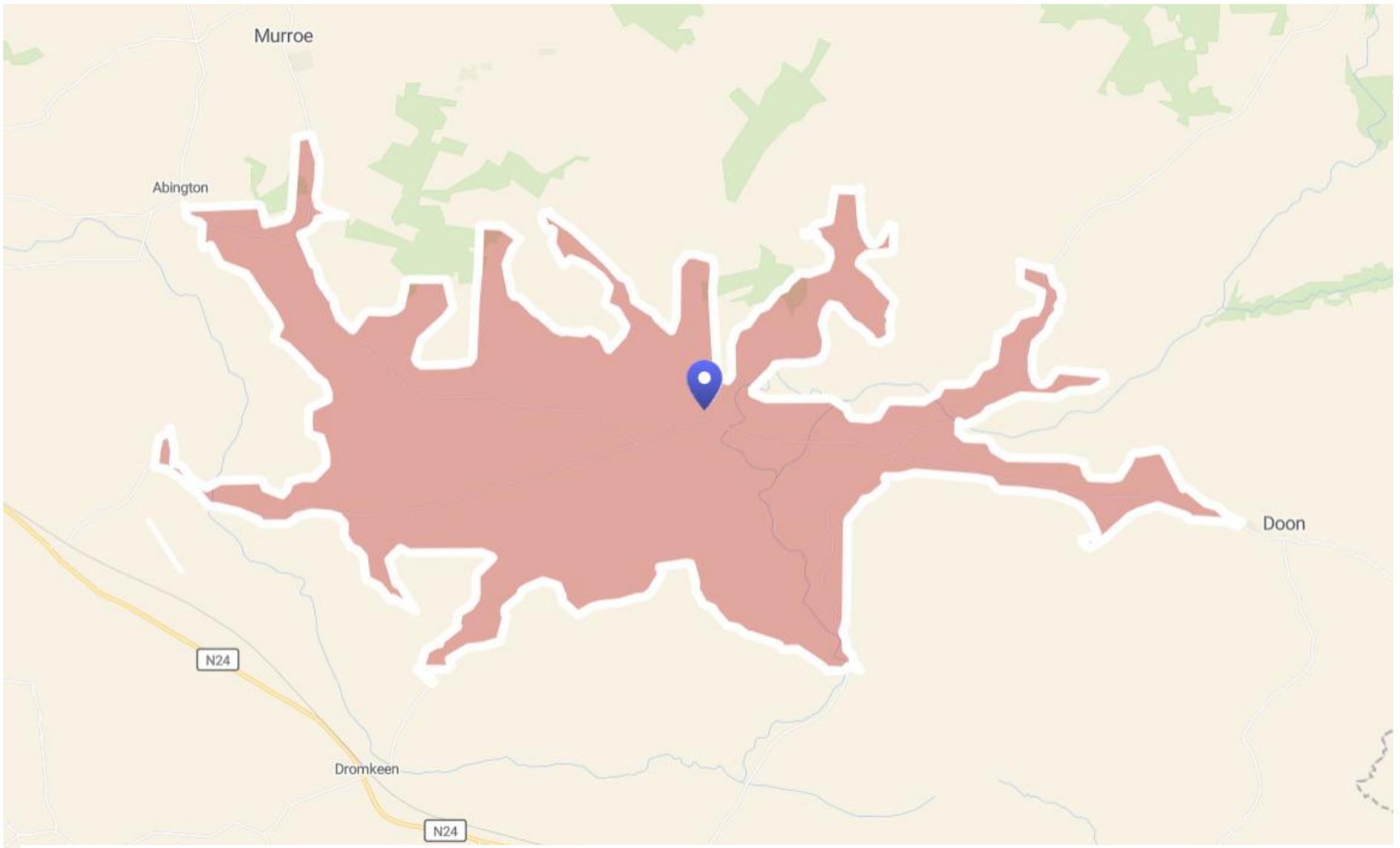


Figure 1- Cappamore

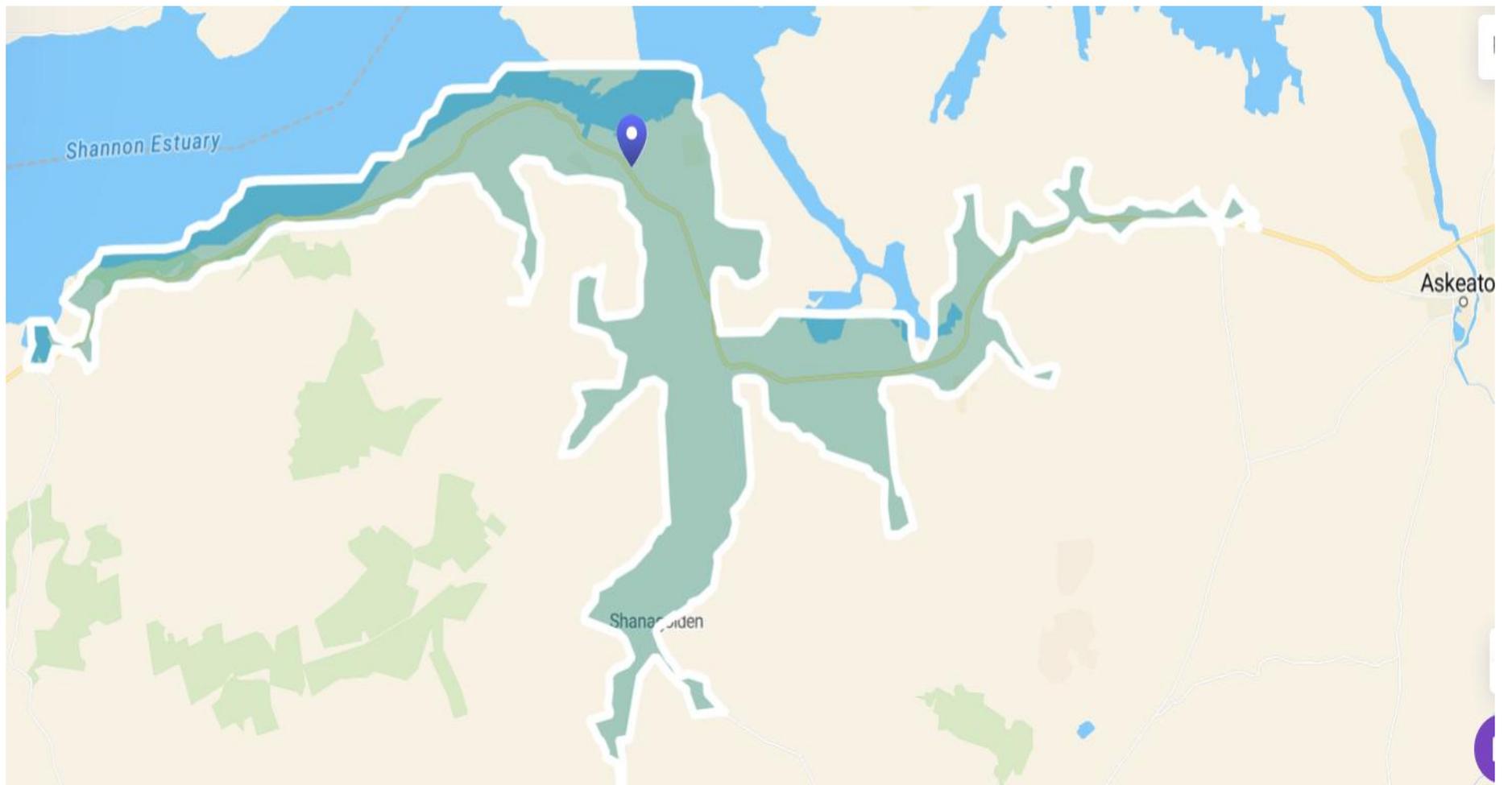


Figure 2 Foynes

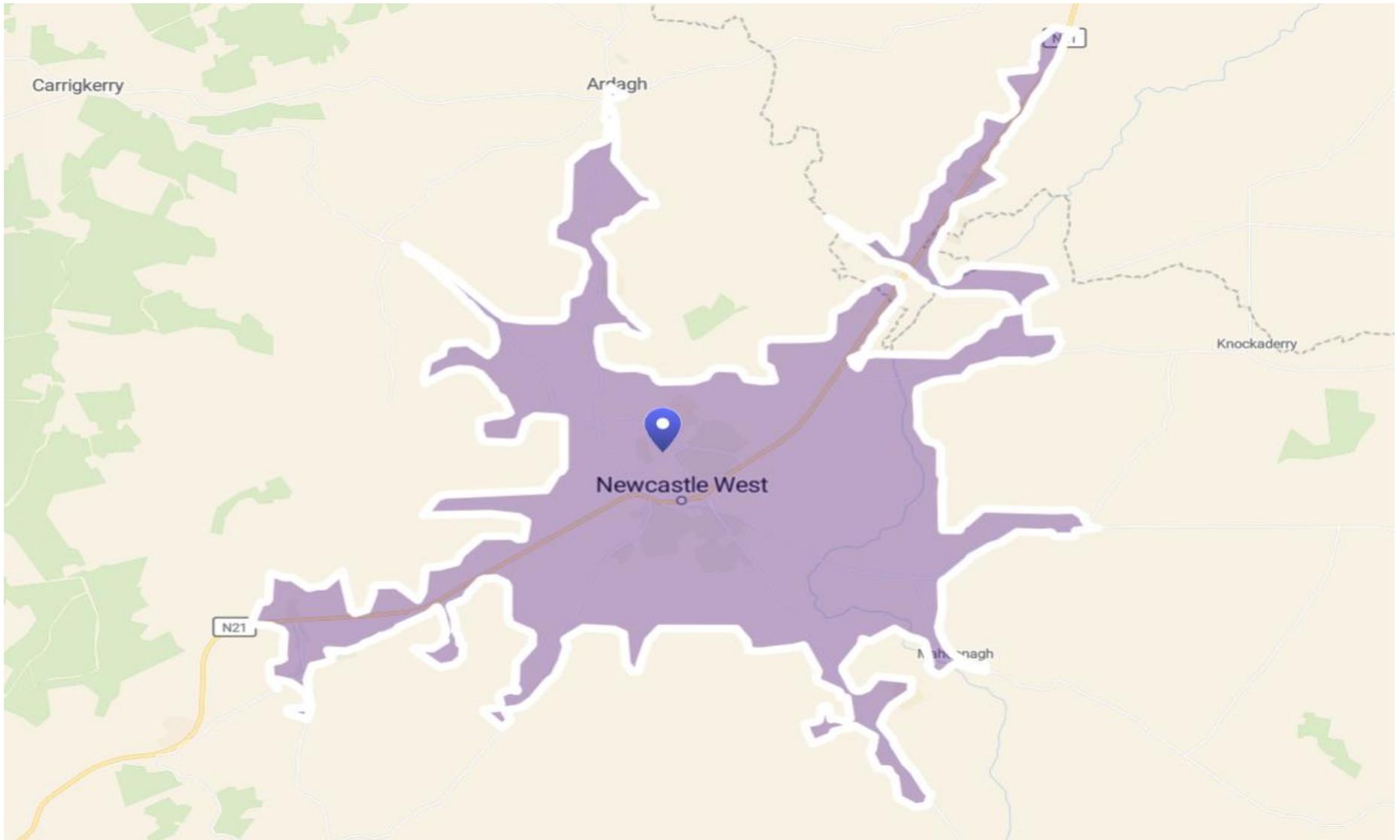


Figure 3 Newcastle West

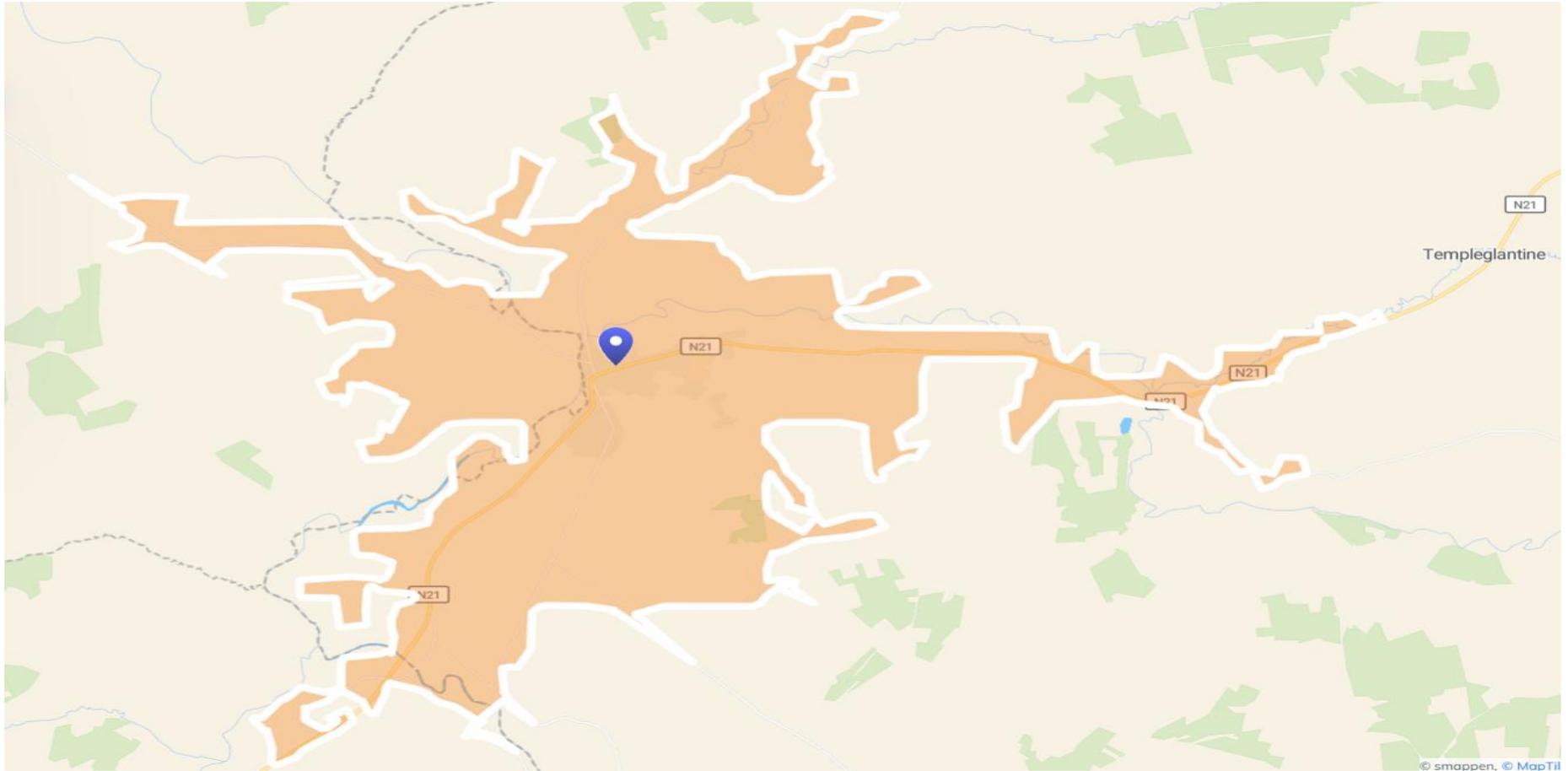


Figure 4 Abbeyfeale

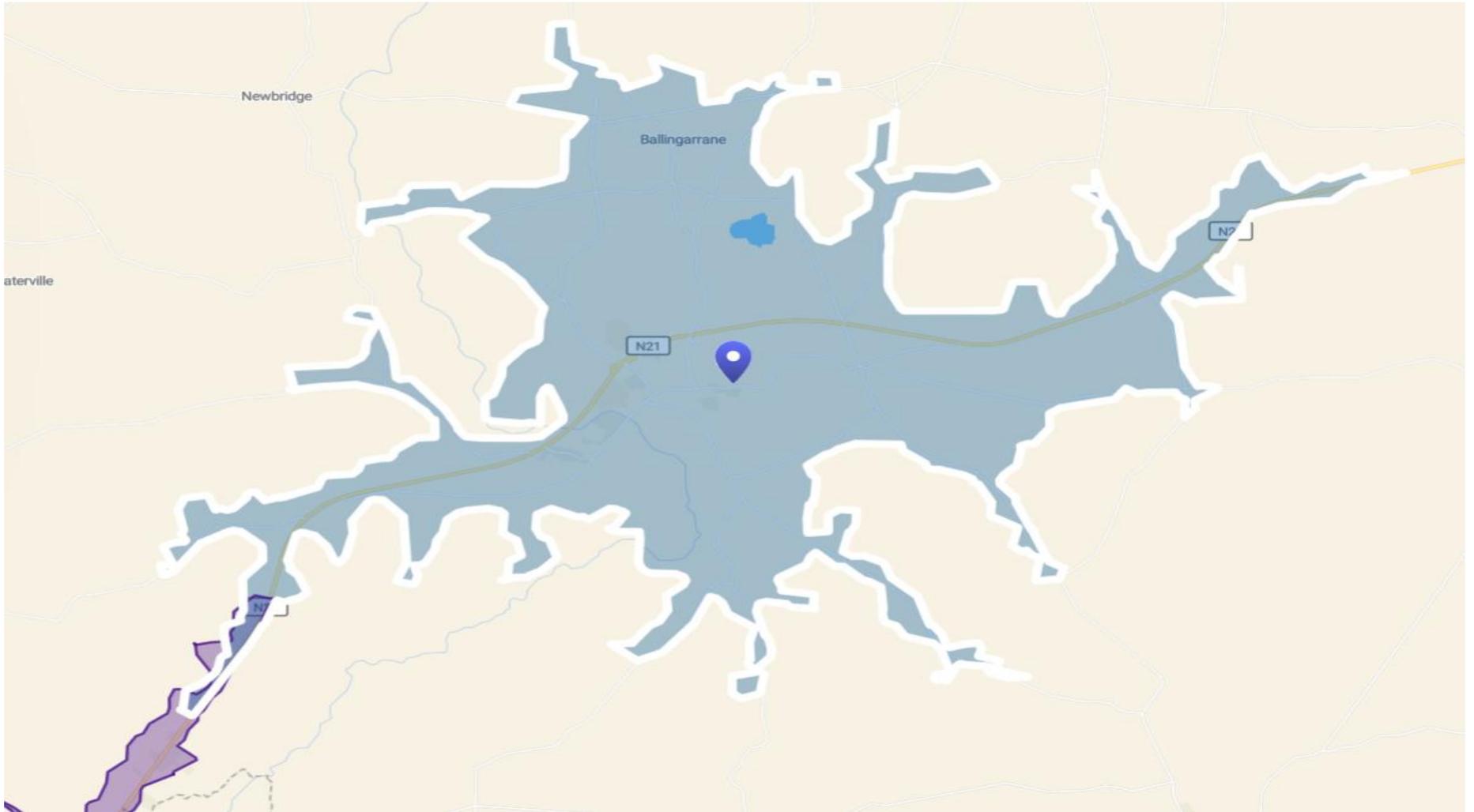


Figure 5 Rathkeale

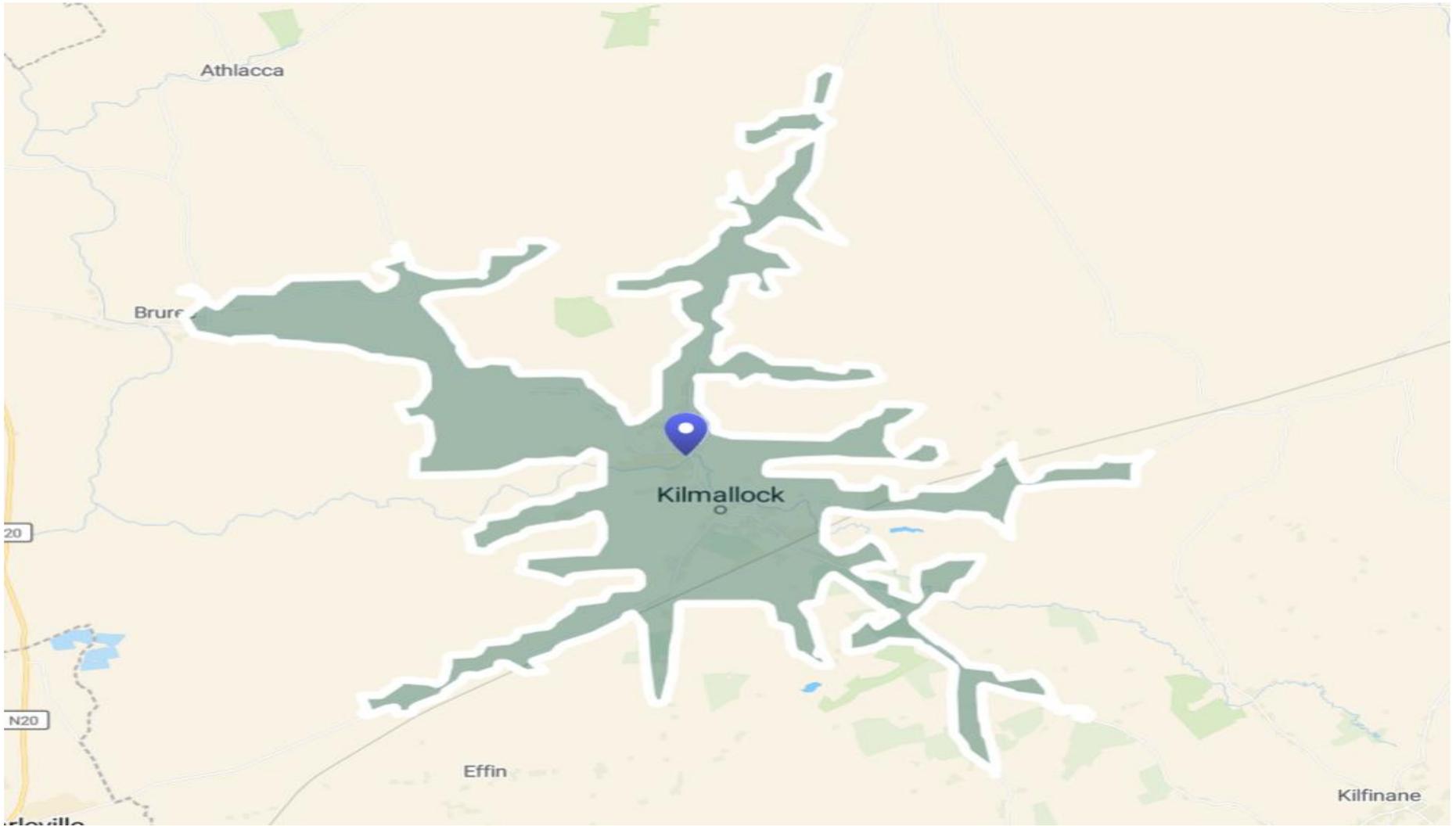


Figure 6 Kilmallock

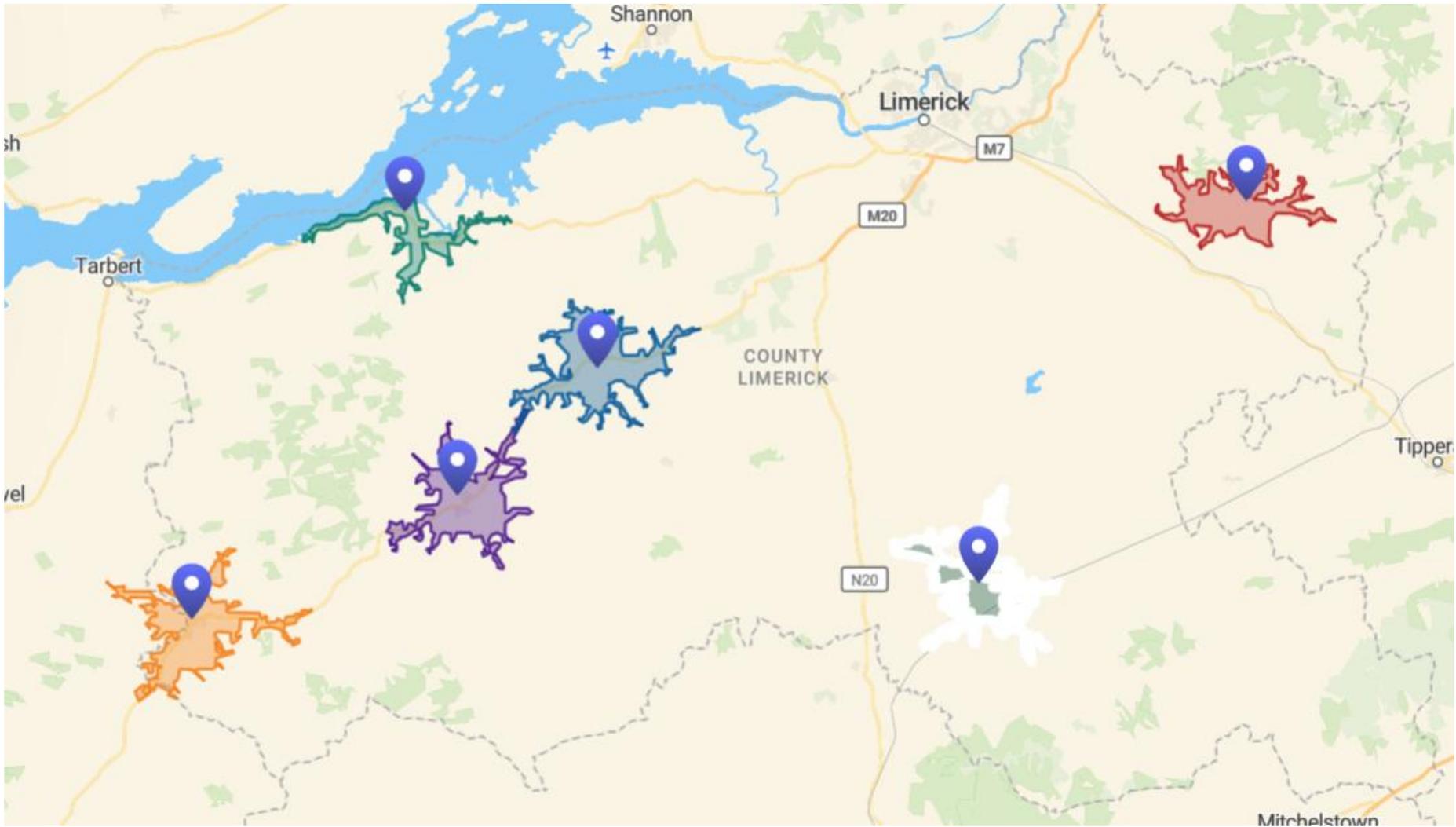


Figure 7 County View