



## Recruitment Information Retained Fire-fighter (Part-Time)

**BEFORE COMPLETING AND SIGNING THE ATTACHED APPLICATION FORM FOR THE POST OF RETAINED FIREFIGHTER, IT IS IMPORTANT THAT YOU CAREFULLY READ AND UNDERSTAND THE FOLLOWING INFORMATION WHICH APPLIES TO THE POST**

### 1.0 Introduction

Thank you for enquiring about the position of Retained Firefighter with Waterford City and County Council, we hope this information assists you in your application for the position.

In most circumstances a Retained Firefighter has another job / career, and provides on call cover for the Fire Service either from home, or in some circumstances from their place of work. In the event of a fire call, the Retained Firefighter will be notified, typically by pager, and he/ she must respond to the Fire Station immediately.

***All applicants for the position of Retained Firefighter must have the ability to respond to the fire station within 5 minutes of a call being sent to their pager, which the fire fighter carries. In most cases this will mean being within one mile from the station when you are providing cover.***

The Fire 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, etc.

The firefighter'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 firefighters are called to the scene of an emergency they must be prepared to deploy each and every skill in which they have been trained. Fully qualified firefighters are skilled technicians capable of using the most modern equipment, methods and techniques to undertake the full range of duties which can be deployed at any emergency incident.



It is essential before applying for this position that you are aware of the on-going training demands and the personal commitment that must be given to fulfil the role of a Retained Firefighter. This includes being able to drop personal responsibilities at immediate notice to respond to a fire call, which may last anytime from 10 minutes, 10 hours, or longer.

## 2.0 Staffing

Operating under the Chief Fire Officer and Senior Officers of Waterford Fire Service, operational staffing includes:

Fulltime Operational Personnel	32
Retained Operational Personnel	84

Retained Firefighters are required to do duty on a roster or on an availability scheme arrangement and be available in accordance therewith for fires and other incidents.

## 3.0 Retained Firefighter Role:

- To save life and preserve endangered life
- Protection of property from damage by fire and from firefighting measures
- To render humanitarian services
- To inform and educate your community to improve awareness of safety

### A firefighter must be:

- At least 18 years of age on appointment
- 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 (*see Garda Clearance*)
- 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

### Health and Safety



Health and Safety forms a key part in the role of every firefighter.

- i. It shall be the duty of every firefighter while at work:
  - (a) to take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
  - (b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
  - (c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work; and
  - (d) to report to his/her employer or his/her immediate superior, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- ii. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, item or other means provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

#### **4.0 Garda Clearance**

The Service is in a position of trust with the public and has a duty to protect them. If you have a record of an offence, this will not necessarily disqualify you as all applications are considered strictly on their merit. However, you are required to declare any offence for which you have been convicted. You are advised to declare any charges that are pending; a subsequent conviction could lead to you being discharged from the Service.

If you fail to disclose information when required to do so, this will render your application void and if you have been employed may result in termination of employment.

A Garda clearance check will be carried out prior to your appointment to the Service.



Should you be charged with an offence between the date of the application or appointment you **must** notify the Service in writing, as this may affect your employment in the Service.

## 5.0 Training

Retained Firefighters are required to attend and pass a three week initial training course. To complete this training, each recruit will be required to attend a training centre selected by the Chief Fire Officer. The main purpose is to teach practical Firefighting skills incorporating search and rescue, and the safe use of equipment such as ladders, pumps and hose. This is followed by two weeks Breathing Apparatus training at a later stage. Failure to satisfactorily complete these training courses will demonstrate a lack of suitability for the position of Retained Firefighter and may result in termination of employment.

On completion of the initial training, the recruit firefighter is required to undertake a recruit induction and development program over a specified period of time designed to equip them with the necessary skills in performing the duties assigned to them by the Chief Fire Officer. This will involve an on going requirement to attend and pass subsequent training and refresher training courses.

Each Retained Firefighter is also required to attend a weekly 2 hour drill night and a 3 day Block training course typically held in the Spring.

Attendance at training is mandatory. This may result in absences from your current employment/ career.

## 6.0 Selection

In recruiting or promoting staff, Waterford City and County Council is keen to provide the best possible advice and guidance to ensure everyone has the opportunity to secure employment and reach their potential. We constantly monitor our systems and processes to ensure applicants are respected and receive no less favourable treatment because of age, gender, race, sexual orientation, membership of Travelling Community, religion, disability, or family or civil status. The selection process for Retained Firefighter has a number of stages, each applicant must successfully complete each stage before being advanced to the next.

### Application form

You are required to complete an application form and application support form. It is essential you complete these fully. Any part which you feel is not applicable to you, insert not applicable unless stated otherwise, so that we know you have considered the question. You must be honest in your answers and with the information you



share. Failure to do so could result in your application or employment being void or terminated without notice. Please ensure the form is written legibly.

### **Assessment**

The selection process may require you to attend a Psychometric/ Aptitude assessment and physical assessment. These tests are designed to identify your potential to become a firefighter. A short basic test on reading, writing, mathematical and time calculation will be conducted as part of the recruitment process. You must pass all the tests to move on to the next stage of the process

### **Formal Interview**

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Fire Service's opportunity to assess your suitability for the role of firefighter.

### **Medical Assessment**

Waterford City and County Council has a responsibility to protect the Health & Safety of its staff, and the communities it serves. Firefighters must be fit enough to perform tasks that are both physically and mentally demanding.

If you are successful at interview you will be asked to attend for a medical with an occupational health doctor and nurse.

## **7.0 Qualifications and Particulars of Employment:**

### **1. CHARACTER:**

A candidate must be of good character and will be required to submit a certificate of character from two responsible citizens who are not related to him/her.

### **2. AGE:**

Candidates shall be over the age of 18 years at the date of appointment. The normal retirement age is 55 years.

### **3. HEALTH:**

Candidates must:



- (a) Be free from any defect or disease which would render him/her unsuitable for duty with the Brigade 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.
- (b) Before being accepted for appointment a candidate will be required to pass a medical examination by a qualified medical practitioner nominated by Waterford City and County Council; and as a condition of retention of the appointment, to pass further such medical examinations at specified intervals.

Successful candidates to the position will be required to co-operate with the National Occupational Health System for Retained Firefighters.

**4. EDUCATIONAL STANDARD:**

Each candidate must have obtained at least Grade D (or a pass) in five subjects, including Mathematics and English, from the approved list of subjects in the Department of Education Junior Certificate Examination or in an examination of at least equivalent standard.

**5. DRIVING LICENCE:**

A candidate must, at the date of application, be the holder of an unendorsed Class 'B' Driving Licence or a provisional Class 'B' Driving Licence. On appointment and after an interval decided by the Chief Fire Officer, Firefighters will be required to obtain a HGV licence to enable them to drive Fire Appliances.

**6. PARTICULARS (including duties):**

- i. A person appointed must reside and, if in employment, work within a reasonable distance of their appointed Fire Station which will allow him/her respond within the turnout time set by the Chief Fire Officer. Any changes to address or employment after appointment to the position must be notified in writing to the Chief Fire Officer.
- ii. Turnout Time – All applicants must have the ability to present at the Fire Station within **5 minutes** of a call being sent to their pager, which the fire



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fighter carries when providing cover. In most cases this will mean being within one mile from the station when you are providing cover.

- iii. Payment in respect of attendance at incidents shall be in accordance with the August 1999 Agreement for Retained Firefighters.
- iv. Attendance and payment in the case of fire drills shall be in accordance with the August 1999 Agreement for Retained Firefighters.
- v. A successful candidate will be employed by Waterford City and County Council as Retained Firefighter for fire-fighting and special service duties.
- vi. Retained Firefighters are required to do duty on a roster or an availability scheme arrangement and be available in accordance therewith for fires and other incidents.
- vii. Retained Firefighters must carry a Fire Service pocket alerter at all times and must ensure that it is in proper working order. The onus of arranging to receive the call out alarm rests with the Retained Firefighter. Rostering and availability scheme arrangements are subject to alteration from time to time according to need, or in interest of efficiency.
- viii. A successful candidate will be required to attend and pass a Recruit Training Course before taking up appointment; also to attend and qualify at a Breathing Apparatus Course and attend such other training courses as may be required. He/she must attend weekly training sessions at the Fire Station and participate in all relevant training programmes.
- ix. A person appointed will be required to undertake a course of training in heavy vehicle driving and qualify as a Category C Driver.
- x. The duties of the employment will include such other duties appropriate to the employment assigned from time to time by the Chief Fire Officer, or other Officer deputising for him, or any Officer of the Brigade duly designated for the purpose; and, in particular, to carry out, or assist at, the cleaning, testing or repair of any equipment.
- xi. A person appointed will be required to conform to the Disciplinary Code and Duty System operating in the Fire Brigade. If at any time his/her availability is adversely affected by change of work, or any other cause, he/she shall be required to resign his/her appointment.
- xii. **Candidates who are in employment should inform their employers of their candidature and the requirements of this appointment. Such**



**candidates will be required to produce at the interview employer's statement that they will be released to attend Fire Service Calls and fulfil training when required.**

**7. PROBATION:**

Initial appointment will be for a probationary period of twelve months. The person appointed will cease to hold the appointment at the end of the probationary period unless the Chief Fire Officer certifies that he/she has complied with the requirements for appointment and is otherwise satisfactory.

**8. REMUNERATION, etc:**

The employment is part-time.

Retained Fees are paid quarterly, subject to the 1999 Agreement for Retained Firefighters, prescribed conditions.

**Current pay rates are:-**

**Inclusive Annual Retained Allowance**

0-2 years service €7,740

3-5 years service €8,600

5-10 years service €9,645

10 year + €10,599

**Hourly Rate of Attendance**

Attendance at Drill €20.42



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**Attendance at Fires (Daytime)**

1<sup>st</sup> Hour €40.84

Subsequent hours €20.42

**Attendance at Fires (Night / Weekend)**

1<sup>st</sup> Hour €81.68

Subsequent hours €40.84



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**We hope this information has helped you to come to a decision about pursuing a career with Waterford Fire Service. If you are a suitable candidate, a career as a Retained Firefighter can be very fulfilling and rewarding.**

**Further information about becoming a Firefighter can be obtained from Human Resources Department, Waterford City and County Council on 0761 102020.**

[www.waterfordcouncil.ie](http://www.waterfordcouncil.ie)

**Thank you for your interest in Waterford Fire Service  
Niall Curtin  
Chief Fire Officer**

**A CAREER AS A RETAINED FIREFIGHTER - IS IT REALLY FOR YOU?**



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Before completing the attached Application Form please satisfy yourself that being a Retained Firefighter is really for you. Simply tick YES or NO to each of the following questions.

	<i>YES</i>	<i>NO</i>
Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people? Can you accept the need to keep to rules that tell you what you can and cannot wear and the standard of appearance you must maintain e.g. how you should wear your hair?	_____	_____
Can you get on with people from different backgrounds and cultures?	_____	_____
Do you have the emotional strength to deal with a road traffic accident or other instances where there may be severe injuries or loss of life?	_____	_____
Can you work as part of a close knit team?	_____	_____
Can you work under pressure without letting the rest of your team down?	_____	_____
Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive?	_____	_____
Can you take the responsibility for representing the Brigade when you are at work and <i>when you are not</i> ?	_____	_____
Are you committed to maintaining and developing your skills? Are you prepared to study on top of your normal working day?	_____	_____
Can you work at heights or in confined spaces?	_____	_____
Are you committed to maintaining your health and physical fitness? Is regular exercise a part of your everyday life?	_____	_____
Are you prepared to work day and night shifts, evenings, weekends, public holidays?	_____	_____
Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work?	_____	_____
Are you someone who can always be relied on to be somewhere on time?	_____	_____
Are you someone that others see as dependable?	_____	_____
Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish?	_____	_____
Are you someone who can arrange your personal responsibilities, to respond to a fire call within the turnout time?	_____	_____

If you answered yes to the above, can you give good examples to back your answers up? If you can, then complete the attached application form.

***Note: This form is for your use only. Do not send it back to us.***