



CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

RETAINED FIREFIGHTER (PART-TIME)

ROLLING CALL

TALLOW – LISMORE – CAPPOQUIN – ARDMORE –
KILMACTHOMAS – PORTLAW – DUNMORE EAST

***PLEASE NOTE THE TURNOUT TIMES FOR EACH FIRE STATION VARIES
AND ARE NOTED WITHIN THIS DOCUMENT***

**WATERFORD CITY & COUNTY COUNCIL IS COMMITTED TO
A POLICY OF EQUAL OPPORTUNITY**

Recruitment Information Retained Firefighter (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 & 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 a specific number of minutes outlined for the Fire Station, upon a call being sent to their pager, which the fire fighter carries. Please see the number of minutes outlined by Fire Station below.

<i>5 MINUTE TURNOUT TIME</i>	<i>8 MINUTE TURNOUT TIME</i>
<i>Tallow</i>	<i>Ardmore</i>
<i>Lismore</i>	<i>Kilmacthomas</i>
<i>Cappoquin</i>	<i>Portlaw</i>
<i>Dungarvan</i>	<i>Dunmore East</i>
<i>Tramore</i>	
<i>Waterford City</i>	

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:

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

The role of the firefighter is:

- 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 ongoing 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

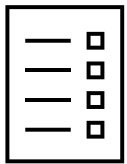
In recruiting or promoting staff, Waterford City & County Council is keen to provide the best possible advice and guidance to ensure everyone has the opportunity to secure employment and reach their potential. We constantly monitor our systems and processes to ensure applicants are respected and receive 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



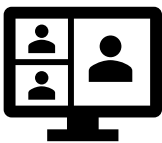
You are required to complete an application form. It is essential you complete these fully. Any part which you feel is not applicable to you, insert not applicable unless stated otherwise, so that we know you have considered the question. You must be honest in your answers and with the information you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



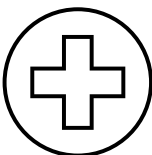
The selection process may require you to attend a Psychometric/Aptitude assessment and physical assessment. These tests are designed to identify your potential to become a firefighter. A short basic test on reading, writing, mathematical and time calculation will be conducted as part of the recruitment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

Four weeks annual leave per annum (28 days). Payment for annual leave is 8% of earnings. These earnings will be calculated based on the previous year's earnings excluding the retainer, clothing allowance and payment for annual leave and public holiday leave in the previous year. The payment for annual leave will be made when employees take annual leave as part of the fortnightly pay cycle.

7. REFERENCES

Each applicant is required to submit as references the names, address, e-mail addresses and contact number of two responsible persons to whom he/she is well known but not related and of which at **least one must be a previous employer**. Any offer of employment will be subject to both references being of a satisfactory standard. In the event an unsatisfactory reference is received, Waterford City & County Council reserves the right not to proceed with the offer of employment.

8. 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 the specified minutes outlined for that Fire Station upon a call being sent to their pager, which the fire fighter carries when providing cover.

<i>5 MINUTE TURNOUT TIME</i>	<i>8 MINUTE TURNOUT TIME</i>
<i>Tallow</i>	<i>Ardmore</i>
<i>Lismore</i>	<i>Kilmacthomas</i>
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<i>Waterford City</i>	

- iii. Payment in respect of attendance at incidents shall be in accordance with the WRC Agreement for Retained Firefighters 2023.
- iv. Attendance and payment in the case of fire drills shall be in accordance with the WRC Agreement for Retained Firefighters 2023.
- v. A successful candidate will be employed by Waterford City & County Council as Retained Firefighter for fire-fighting and special service duties.
- vi. Retained Firefighters are required to fulfil the 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 (when on duty) 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 all staff policies operating in Waterford City & County Council. 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. Firefighters will be offered the opportunity to take part in Community Fire Safety projects such as school visits, community group talks, smoke alarm campaigns etc.
- xiii. **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.**

9. 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.

10. REMUNERATION, etc:

The employment is part-time.

Pay Schedule – All Firefighters will move to a fortnightly pay schedule with effect from 2024 as per Circular E.L. 03/2023.

Current pay rates are;

€	Inclusive Annual Retained Allowance	
	0-2 years service	€11,769 / Year
	2-4 years service	€12,751 / Year
	5-7 years service	€13,963 / Year
	8 years plus	€15,067 / Year
€	Hourly Rate of Attendance	
	Attendance at Drill (Drill usually 2 hours in duration per week)	€47.50 / Hour
€	Attendance at Fires (Daytime)	
	1 st Hour	€47.50 / Hour
	Subsequent Hours	€23.75 / Hour
€	Attendance at Fires (Night 20.00 – 08.00hrs / Weekend / Public Holidays)	
	1 st Hour	€95.00/ Hour
	Subsequent Hours	€47.50/ Hour
€	Community Fire Safety	
	Community fire safety annual payment (Paid €36.54 fortnightly)	€950.04 / Year
	Community fire safety projects payment (Minimum potential of 40 hours per year available)	€23.75 / Hour

8.0 The Application Process

Only fully completed application forms will be accepted. Please ensure that:

- Your application is made on the official application form only – CV's should not be included. (Note: a C.V. will not be accepted as an application or as part of an application).
- You have fully completed all sections of the application form and included all relevant, detailed and accurate information. Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.
- You attach a copy of your Certificates and Qualifications

- You attach a copy of your Driving Licence (Front and back)
- You attach a copy of your Birth Certificate
- You submit your application by email with “Rolling Call” in the subject line to recruitment@waterfordcouncil.ie **HARD/PAPER COPIES WILL NOT BE ACCEPTED**

Further information about becoming a Firefighter can be obtained from the Human Resources Department, Waterford City & County Council on 0818 10 2035

**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?

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.

	YES	NO
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.