



# Comhairle Chontae Liatroma Leitrim County Council

## CANDIDATE INFORMATION BOOKLET

(Please read carefully)

**Post of:**

**Part-time Retained Firefighter  
Mohill Fire Unit**

**Closing Date: 4:00 p.m. on Monday, 6<sup>th</sup> January 2025**

### Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**Part-time Retained Firefighter Application**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

## 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 for an ambitious, thriving, vibrant, sustainable and connected Leitrim with opportunity for everyone. Our mission is to lead with ambition and deliver dynamic, innovative, sustainable and responsive solutions for all our people and communities, making Leitrim the best place to live, work, do business and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

Leitrim County Council is currently inviting applications from suitably qualified persons for the post of Part Time Retained Firefighter in the Mohill Fire Unit. Leitrim County Council will, following the selection process, form a panel for the post from which future relevant vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government & Heritage as appropriate. The panel will be in place for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

Leitrim, as a small rural County with an area of 1590 km<sup>2</sup> and a population of approximately 35,199 people, is one of the smallest Fire Authority areas in the country. Leitrim Fire Service is a retained fire service. Retained Firefighters are an essential part of the Fire & Rescue Service. They serve rural communities in Leitrim, and adjacent Fire Authority areas as required, responding to an alert when an emergency 999/112 call is received. Flexibility is key and Retained Firefighters will need to be either self-employed or have an employer who is supportive and willing to allow the Retained Firefighter to leave work at a moment's notice to attend an emergency call. The main requirement when recruiting Retained Firefighters is that they must reside and work, at time of appointment and for the duration of their employment as Retained Firefighter, within a reasonable distance of the Fire Station to allow him/her to respond **within the turnout time of 5 minutes**, and have a reasonable level of fitness.

Retained 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, Retained Firefighters in Leitrim are also involved in the promotion of Fire Safety through various Community Safety Initiatives.

Leitrim Fire Service has five fire units/stations across the County 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 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 shall be of good character.

### 2. Age

Candidates must be not less than 18 years of age on the closing date for receipt of application forms. The current retirement age for Retained Firefighters is 55 years of age. Where a Retained Firefighter wishes to serve beyond that age, and the fire authority who employs him or her is satisfied that he or she is declared

as medically fit to do so having undergone the appropriate medical assessment, he or she may continue to serve as a Retained Firefighter upon attaining that age, but not beyond attaining the age of 62 years. Where a Retained Firefighter is declared not to be medically fit to continue to serve as a Retained Firefighter, he or she shall retire.

### 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 Firefighter.

### 4. Residence/Work Location

Persons appointed must live and work within a reasonable distance of the Fire Station to allow him/her to respond within the **turnout time of 5 minutes** on appointment, and for the duration of their employment as a Retained Firefighter.

### 5. Health

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

- (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 Leitrim County Council's Medical Adviser, such as would indicate a reasonable prospect of ability to render regular and efficient service.
- (ii) To ensure that Retained Firefighters 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 Leitrim County 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 Firefighter.
- (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 cardiovascular 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 Retained Firefighter must maintain a good level of physical fitness through regular strenuous exercise. Following employment, Retained Firefighters must undergo Medical Examination by Leitrim County 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.

**6. Citizenship**

Candidates for any of the above panels 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.

**7. Driving Licence**

Candidates must, on the latest date for receipt of application forms, hold a current unendorsed Full Class B Driving Licence and have satisfactory experience of driving.

**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 Firefighter is:

- To save life and preserve endangered life;
- To protect 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 Retained 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 Retained Firefighter, while rostered, 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 Retained Firefighter who volunteers for the Fire Service must be prepared to accept the work entailed and to fulfil to the best of their ability their duty as a Retained Firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.
- Every Retained Firefighter who is on standby during fires or other incidents shall remain at the Fire Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.
- Retained Firefighters 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 Retained Firefighter must remain on duty until:
  - i. The fire has been extinguished and the brigade has returned to the Fire Station and the equipment has been carefully and properly stowed away, and the crew 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.
- Retained Firefighters are required to adhere to and co-operate with all National and Local Agreements pertaining to the Fire Service.
- Comply with all organisational policies, procedures and legislation.
- Any other duties as may be assigned from time to time.

### **Skills / Aptitudes for the Post:**

Candidates should have all the skills/aptitudes required of a Retained Firefighter and, in particular they must demonstrate, by reference to specific examples from their career to date, that they possess or have the capacity to acquire the qualities, skills and knowledge required for the role of Retained Firefighter as identified in the following skills/aptitudes framework.

Please take particular note of these when completing the application form as any short-listing or interview processes will be based around these skills/aptitudes and the associated information provided by candidates.

It is in candidates' interest to provide a detailed and accurate account of their experiences relevant to this post in the application form.

<b>Communication / Interpersonal Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrate effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues.</li> </ul>
<b>Teamwork:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrate versatility &amp; ability to take instruction.</li> </ul>
<b>Adaptability / Flexibility:</b>	<ul style="list-style-type: none"> <li>• Adjust to changing environments whilst maintaining effectiveness.</li> <li>• Modify his or her approach to achieve a goal.</li> <li>• Is open to change and new information.</li> <li>• Rapidly adapts to new information, changing conditions, or unexpected obstacles.</li> <li>• Demonstrate availability.</li> </ul>
<b>Relevant Knowledge / Experience / Awareness:</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding and knowledge of the Retained Fire Service.</li> <li>• Demonstrate an awareness of the operational abilities of Leitrim Fire Service and the demands placed on members of the Retained Fire Service.</li> <li>• Demonstrate an awareness of the types of policies and procedures that may apply (including Health and Safety) and the ability to conform with same.</li> </ul>

### **The Principal Terms and Conditions:**

**The employment is retained, part-time and pensionable, and subject to terms and conditions of national agreements pertaining to the Retained Fire Service.**

#### **1. Availability**

When a station has a full complement of staff, based on an annual 52 weeks, excluding 4 weeks annual leave, Retained Firefighters will be required to be available and attend alerts 24 weeks in the year on a week on/week flexible basis. Across the 24 weeks where a Retained Firefighter is rostered flexible they can, if they so wish, attend incidents.

During the process of achieving a full complement of staff local arrangements will apply, in so far as is reasonably practicable, to ensure Retained Firefighters avail of rostered time off.

In the event of occasional unavoidable absence of one rostered member for part of his/her week, it is the responsibility of the rostered member to arrange cover for the period of his/her absence with an available (off duty) member. This agreement has to be notified and agreed with by the Station Officer or Sub-Station Officer in advance. This is to guarantee that the Station Officer is in a position to ensure that the minimum manning levels for each station are met before any cover arrangement can be approved.

#### **2. Residence/Work Location**

Persons appointed must live and work within a reasonable distance of the Fire Station to allow him/her to respond within the **turnout time of 5 minutes** for the duration of their employment as a Retained Firefighter.

A Retained Firefighter shall notify Leitrim County Council in writing of any subsequent changes of residence or place of employment. A change of residence or place of employment that would place the Retained Firefighter outside these limits will mean automatic termination of employment. Leitrim County Council will check this prior to appointment and at periodic intervals after appointment. On receipt of an alert a Retained Firefighter must be able to attend at the Fire Station within the turnout time.

Written evidence must be provided from the employer as to availability prior to appointment, and Leitrim County Council in its sole discretion, shall decide as to whether the availability as so provided is acceptable. If the Retained Firefighter's employer subsequently changes his/her conditions of employment and does not allow the Retained 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 Retained Firefighter may be required by Leitrim County Council to perform. If Leitrim County Council deems a Retained Firefighter's attendance to be unsatisfactory, it may terminate the Retained Firefighter's service.

### 3. 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 is currently made quarterly but is scheduled to move to fortnightly payment in early 2025.

#### ***Retained Fire Service – Firefighter - Rates Applicable from 1<sup>st</sup> October 2024:***

<b>RETAINER ALLOWANCE</b>		
<b>Service</b>	<b>Duration</b>	<b>Allowance</b>
0-1 year	1 Year	€13,523.00
2-4 Years	3 Years	€14,515.00
5-7 Years	3 Years	€15,739.00
8+ Years		€16,854.00

***Increments are payable subject to satisfactory overall performance, attendance etc.***

<b>ACTIVITY RATES</b>				
<b>Basic Hourly Rate for Activity (Drill Rate)</b>	<b>Standard Attendance Rates</b>		<b>Premium Attendance Rates</b>	
	1st Hour	Subsequent Hours	1st Hour	Subsequent Hours
<b>€24.77</b>	<b>€49.54</b>	<b>€24.77</b>	<b>€99.08</b>	<b>€49.54</b>

<b>Hourly Attendance at Drills (Double Drill Rate)</b>	<b>€49.54</b>
--------------------------------------------------------	---------------

<b>Community Fire Safety Annual Payment (40 hours at Basic Rate Annually)</b>	<b>€38.11 (Fortnightly)</b>
-------------------------------------------------------------------------------	-----------------------------

<b>Community Fire Safety Payment - Hourly</b>	<b>€24.77</b>
-----------------------------------------------	---------------

***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, Leitrim County Council shall pay the flat hourly rate in lieu of wages.

The above fees shall be reduced by the amount of such statutory deductions as may apply from time to time.

Holders of the position will be required to pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their position or in respect of any services which they are required by or under any enactment to perform.

#### **4. Driving Licence**

A recruit Retained Firefighter 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 Firefighters will be required to obtain a Class C Driving Licence within their probationary period. The cost of obtaining a Class C Driving License will be borne by Leitrim County Council. Should a Retained Firefighter leave the service within one year of obtaining the licence however, the cost of this training will be recouped.

#### **5. 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 Retained 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. The annual leave year is aligned to the calendar year and runs from 1 January to 31 December.

#### **7. Probation**

Before appointment as a recruit Firefighter, a recruit shall attend and successfully complete a Recruit training course.

From the date of commencement as a recruit Retained Firefighter, there shall be a period of 12 months during which the recruit Retained Firefighter shall be on probation. During this time the recruit Retained Firefighter shall be continually assessed to determine his/her suitability for continued employment. Such period of 12 months may be extended at the absolute discretion of Leitrim County Council. The recruit shall not become an operational Retained Firefighter at the end of the period of probation unless Leitrim County Council is satisfied that the recruit Retained Firefighter has been satisfactory in all respects.

#### **8. Training and Attendance at Drills and Incidents**

Recruit Retained Firefighters will be required to undergo the following recruit training programme during their probationary period:

- A three-week Recruits Course (including manual handling); and
- A two-week Breathing Apparatus Wearers' Course; and
- Any other course that Leitrim County Council may consider necessary.

Payment will be made at the relevant flat hourly rate for firefighters during training.

Failure to successfully complete such courses will result in the termination of the Retained 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 Retained Firefighter shall attend and participate in drills and shall undergo from time to time, courses and further training as required or deemed appropriate by Leitrim County Council. Leitrim County Council shall decide the location(s) of the training. Adequate advance notice shall be given to Retained Firefighters. This training may include on-going assessments as deemed appropriate.

There is an obligation on Retained Firefighters to attend at alert/fire calls and at drills. This is the basis on which a retainer is paid. The onus on arranging to receive an alert/fire call shall rest with the Retained Firefighter.

Notwithstanding any other disciplinary action that Leitrim County Council may apply, failure to attend or participate in 85% of drills or at the pre-determined % of calls in any quarter of a year, without good reason, will be addressed through the Local Authority's disciplinary procedure.

In the case of an alert/fire call the Retained Firefighter shall attend all calls within their Rostered-On duty Period. Retained Firefighters who attend calls will be remunerated as per the Crew Management Arrangements for Retained Firefighters as operated by Leitrim County Council.

Where the Chief Fire Officer considers that a Retained Firefighter is not fulfilling the above attendance standards which he/she considers reasonable in all the circumstances, the Chief Fire Officer will consider the matter of attendance under Leitrim County Council's Disciplinary policy and procedure. Subsequent continuing failure to meet the above attendance standards, without good reason, shall be dealt with through the disciplinary procedure, and may result in termination of service at the absolute discretion of Leitrim County Council.

## **9. Superannuation**

Membership of the Single Public Service Pension Scheme is **compulsory** for all new entrant Retained Firefighters 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 Firefighters, with the exception of minimum pension age, as an earlier pension age is applicable to those employed in the Retained Fire Service. Circular letters S. 6/2013 and S. 6/2013 (amended) apply.

## **10. Retirement Age**

On reaching 55 years of age, or sooner if found to be medically unfit, a Retained Firefighter shall cease to hold office. Where the Retained Firefighter wishes to serve beyond that age, and Leitrim County Council/Leitrim Fire Service is satisfied that he or she is declared as medically fit to do so, having made an application and undergone compulsory medical assessment on an annual basis on the basis of set medical standards, he or she may continue to serve as a Retained Firefighter upon attaining that age, but not beyond attaining the age of 62 years. Where a Retained Firefighter is declared not to be medically fit to continue to serve as a Retained Firefighter, he or she shall retire.

## **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 Retained Firefighter. 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 **skills / aptitudes** 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 for the Fire Unit 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 Firefighter, a recruit shall attend and successfully complete a 3-week Recruits' training course.

**All applications must be made on the official Application Form** which is available to download on Leitrim County Council's website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department by emailing [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

**Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document** (not individual scanned documents) via email.

**Closing date for receipt of applications is 4:00 p.m. on Monday, 6<sup>th</sup> January 2025** via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this date and time will not be considered.

Please quote '**Part-time Retained Firefighter Application**' followed by your name in the subject line of the email.

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.**

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

**NOTES:** 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.**