



NAME OF POSITION: RETAINED FIRE FIGHTER, BALBRIGGIN FIRE STATION

POSITION No: 03/2024

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
MONDAY, 29TH JANUARY 2024**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR FIREFIGHTER IN THE RETAINED FIRE SERVICE, BALBRIGGIN FIRE STATION, DUBLIN FIRE BRIGADE, DUBLIN CITY COUNCIL MAY BE FILLED.

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

DEPARTMENT ROLE

Dublin Fire Brigade (DFB) provides the fully integrated Fire, Emergency Ambulance and Rescue Service for the four Dublin Local Authorities: Dublin City, Fingal, South Dublin and Dún Laoghaire / Rathdown County Councils. To facilitate the provision of this service DFB employs approximately 1000 personnel working in 6 districts with 12 full-time stations, 2 retained (part-time) stations, Training Centre, East Region Communications Centre, Fire Prevention, Administration and Workshops with a fleet of 115 + vehicles.

DFB provides a response to a diverse range of emergencies along with fighting fires and responding to Emergency Ambulance incidents. DFB also responds to incidents involving Water Rescue, High Line Rescue, Road Traffic Collisions, Flooding, Chemical Incidents and Marine Emergency Response.

THE JOB

Dublin Fire Brigade is committed to providing an efficient and effective Fire, Emergency Ambulance and Rescue Service which meet in full all statutory duties and public expectations.

The role of the Retained Firefighter is varied and includes the following responsibilities;

1. Promoting Community Fire Safety

- Being proactive in the community to identify risk, to reduce fire deaths and injuries and to protect the environment
- Delivering appropriate fire safety messages to those groups most at risk
- Educating and informing the community in fire safety

2. Resolving emergencies (fire and rescue)

- Responding to requests for assistance in the areas of fire rescue, road traffic accidents, chemical incidents, river rescue, flooding etc.
- Dealing with emergencies as directed

- Minimising distress and suffering by using pre-hospital emergency care skills

3. Support to Pre-Hospital Emergency Care

- Responding to requests for assistance
- Dealing with emergencies as directed
- Minimising distress and suffering by using pre-hospital emergency care skills

4. Developing local awareness

- Getting to know the local community area, including: streets, roads and buildings
- Being aware of the risks and possible hazards to be found within your fire station area
- Identifying fire risks during fire visits to local premises and be able to offer relevant advice and guidance

5. Promoting health and safety

- Recognising health and safety risks at work and deal with them appropriately
- Ensuring your own and others' personal safety at work at all times

6. Personal development

- Taking responsibility for developing your own skills
- Taking part in a training and development programmes
- Being prepared to consider continuous professional development opportunities
- Keeping a level of physical fitness necessary to carry out duties
- Supporting the development of colleagues

7. Managing resources and information

- Taking responsibility for ensuring operational equipment is ready for use
- Accessing and record information using computerised systems
- Undertaking paperwork, such as recording routine tests on pieces of equipment

THE IDEAL CANDIDATE

The ideal candidate shall have the following skills:

Problem Solving

Ability to solve problems using relevant information.

Flexibility

Flexible to new situations and open to change in the role.

Integrity and commitment

Ability to demonstrate ethical standards and commitment to the Firefighter role.

Motivation

Motivated to achieve high standards.

Personal development

Committed to personal development and learning new skills.

Coping with pressure

Ability to cope with pressures and demands.

Physical ability

Have the physical ability to carry out the Firefighter role – including adequate stamina and strength.

Communication

Ability to communicate effectively to varied individuals and groups.

Valuing others

Value the contribution of different types of people.

Confidence

Confident with others.

Co-operative working

Ability to work in a co-operative way to support others.

Knowledge

Have the knowledge to carry out the role and give advice.

QUALIFICATIONS

The declared qualifications for the post of Firefighter in the Retained Fire Service, Balbriggan Fire Station Dublin Fire Brigade, Dublin City Council, are as set out hereunder:-

CHARACTER

Each candidate shall be of good character.

EDUCATION

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 **Intermediate, Junior or Group Certificate Examination** or in an examination of at least equivalent standard.

DRIVING LICENCE

Successful candidates will be required to hold a current full unendorsed Driving Licence - Category B, prior to commencement of training.

Candidates who do not meet this requirement will be required to forfeit their place on the panel.

AGE

Candidates shall be at least 18 years of age on or before the closing date for the submission of application forms. 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 60, subject to a formal application process and passing an annual occupational health test.

HEALTH

Candidates shall be in a state of health as determined by the City Council's Medical Advisor such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates must comply with the following physical standards:-

Physical Capacity – have attained the level of fitness required to undertake all fire service duties.

Strength – be assessed by undertaking test of hand grip and leg/back pull strength on a load cell dynamometer.

Vision – (unaided) – 6/6 each eye.

Colour perception - to the satisfaction of the City Council's Medical Advisor.

Hearing – to the satisfaction of the City Council's Medical Advisor.

Candidates will be required to undergo a satisfactory Physical Examination which will be administered by Dublin Fire Brigade personnel, which aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises.

The following tests are designed to reflect operational practice and may change from time to time. Candidates will be asked to complete a Medical Screening Form prior to undertaking any of these tests, this is to ensure that individuals are fit enough to undertake them.

1. Acrophobia Assessment
2. Casualty Evacuation
3. Ladder Extension Test
4. Claustrophobia Assessment
5. Manual Dexterity Assessment
6. Equipment Carry Test

In view of the nature of the duties of Retained Firefighter, Retained Firefighters will be required to undergo regular medical examinations during the course of their employment. In addition, Retained Firefighters shall, if instructed, report to the Medical Advisor as deemed appropriate.

DUTIES

The duties of the post include:-

The duties of the post are to give to the local authority and to

- (a) the local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate Retained Firefighter, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The **Retained Firefighter** in the Retained Fire Service, Balbriggan Fire Station, shall perform under the control and direction of the Chief Fire Officer and/or any other appropriate supervisory officers of the Brigade, as may be assigned, such firefighting (including all aspects of driving), community fire safety, fire prevention duties and station routines as may be assigned.

The holder of the post will be assigned to Balbriggan Fire Station, Dublin Fire Brigade, Dublin City Council. Dublin City Council reserves the right to at any time, assign an employee to any premises in use by the City Council now or in the future.

TRAINING

Successful candidates must:-

- attend a Retained Recruit Training Course before becoming operational;
- complete successfully a B.A. Wearers Course during their probationary period;
- attend courses from time to time during their period of service;
- attend a minimum of eighty one (81) hours training per annum – the maximum number of drill hours will be 96 hours (2 hours per week, by 48 weeks). Training will consist of drill nights and block release training courses;
- be prepared to attend driving courses and to drive all Fire Brigade vehicles as required.

AVAILABILITY

Successful candidates will be required to be available on a twenty-four (24) daily basis on an on-call roster (excluding periods in which they are on annual leave). 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 off basis. Where rostered off, Retained Firefighters can attend incidents if they so choose.

ATTENDANCE AT FIRES ETC.

Retained Firefighters will be required to attend weekly training sessions at Stations and carry out other duties that may be assigned to them from time to time. They will be required to attend 85% of normal training practices and have attendance of a minimum 50% at fires.

Retained Firefighters may be required to attend special courses of training of longer duration than normal if detailed by the appropriate Fire Service Officers.

The matter of drills, attendance at fires or other emergencies, Retained Firefighters shall comply strictly with the orders and directions of the Fire Service Officers.

TURNOUT TIME

The turnout time limit as determined by the Chief Fire Officer is **five (5) minutes**.
The maximum turnout time limit is **ten (10) minutes**.

Successful candidates will be required to provide verification from their full time employers that they will be released to attend incidents as required.

RESIDENCE

Retained Firefighters must live and work within a reasonable distance (as per Turnout Time) of the fire station in which they are employed. A change of residence or place of employment which would take them

an unreasonable distance from the station will mean automatic termination of their service. Candidates will be required to provide proof of address. (Applicants must submit 2 current (i.e. dated within the last 3 months) alternative proofs of address showing your name and address from the following i.e. Gas, Home Telephone, Electricity or TV bill; Bank, Credit Card or Credit Union statement. Non-domestic bills and mobile phone bills will not be accepted by Dublin City Council.)

UNIFORM, CLOTHING AND EQUIPMENT

Retained Firefighters are supplied with protective clothing and standard equipment. They shall, while on duty, use the clothing and personal equipment provided by the City Council, from time to time. Retained Firefighters supplied with a uniform shall wear same while carrying out duties as specified by the Brigade.

MEDICAL EXAMINATION

Successful candidates will be subject to the Occupational Health Scheme for Retained Firefighters.

PROBATION

Successful candidates will be required to serve a satisfactory probationary period of two years, in relation to Permanent appointment.

INSURANCE

All Retained Fire Service Staff are covered by Personal Accident Insurance.

SUPERANNUATION

The employment is part time and pensionable. The Department of the Environment Circular EL6/2013 specifies that for all Retained Fire Fighters appointed after 1st January 2013 and deemed to be “new entrants”, membership of the Single Public Service Pension Scheme (SPSPS) is compulsory and members are liable to pay superannuation contributions at the rate of:

3% of pensionable remuneration

plus:

3.5% of net pensionable remuneration (weekly amount earned less twice the weekly rate of the state pension contributory).

Membership of the Fire Service is voluntary and members are free to resign from the service should they so wish on giving one month's notice. All members of the Retained Fire Service will be subject to the Dublin City Council Disciplinary Policy 2021 and the Dublin City Council Grievance Procedure.

CONDITIONS OF EMPLOYMENT

It is a condition of employment that successful candidates will be available as required. In this regard, written confirmation from successful candidate's employers ensuring that they will be available during daytime must be submitted prior to any employment taking place.

DISCIPLINE

Successful candidates will, before employment, be required to subscribe in writing to the condition of the Dublin Fire Brigade Disciplinary Code.

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 60, subject to a formal application process and passing an annual occupational health test.

SELECTION PROCESS

- Posts of **Retained Fire Fighter, Balbriggan Fire Stations** will be filled from this *publicly* advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- **Candidates may only make one application for either Skerries Fire Station or Balbriggan Fire Station.**
- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Motivation to be a Retained Firefighter
- Dealing with People
- Coping with Difficult Situations
- Adaptability and Willingness to Learn
- Effective Communication Skills

Panel

Following the interviews a Panel will be formed on which successful candidates will be ranked in Order of Merit.

REMUNERATION

Retainer:	0 - 2	Years Service	€11,769 pa
	2 - 4	Years Service	€12,751 pa
	5 - 7	Years Service	€13,963 pa
	8+	Years Service	€15,067 pa

Drill:- €47.50 per hour

Fire:-	Day (1 st hour)	€47.50 per hour
	Subsequent hours	€23.75 per hour
	Night and Week-end (1 st hour)	€95.00 per hour
	Subsequent hours	€47.50per hour

Day	-	08:00 to 19:59
Night	-	20:00 to 07:59
Weekend	-	Friday 20:00 to Monday 07:59

The above allowances are subject to the following conditions:-

- (i) The onus of arranging to receive the call-out alarm shall rest with members;
- (ii) failure to comply with the foregoing condition will result in the Retained Firefighter forfeiting their right to payment of the retainer fee for a period of 2 weeks. Any subsequent failure may be the subject of disciplinary action;
- (iii) failure to attend 85% of drills will result in the Firefighter forfeiting their right to payment of the retainer fee as follows:
 - a loss of 50% of the retainer fee in the first quarter and 100% of the retainer fee in the second quarter in any twelve month period.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Remuneration shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than their inclusive remuneration) payable to or received by them by virtue of the post or in respect of any services, which they are required by or under any enactment to perform.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://bit.ly/DCCVacancies> for additional relevant information pertaining to the salary scale and the recruitment process.

CITIZENSHIP

Candidates must, by the date of application 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.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- 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 Dublin City 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 the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form are completed. For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Monday, 29th January 2024.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2024

This document is also available in Large Print, High Contrast Print and Braille on request.