



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

PLEASE READ CAREFULLY

Dublin City Council intend (with the assistance of the Public Appointments Service) to hold a competition for the purpose of appointment to the position(s) of:

FIREFIGHTER

DUBLIN FIRE BRIGADE, DUBLIN CITY COUNCIL

Closing Date: Midnight on Thursday 12th November 2015

Dublin City Council (DCC) and the Public Appointments Service (PAS) are committed to a policy of equal opportunity.

PAS TELEPHONE NUMBER: (353) 1 858 7470
PAS EMAIL: DCCFIREFIGHTER@PUBLICJOBS.IE

FIREFIGHTER DUBLIN FIRE BRIGADE, DUBLIN CITY COUNCIL

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FIREFIGHTER

DUBLIN FIRE BRIGADE, DUBLIN CITY COUNCIL

Dublin City Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for **Firefighter, Dublin Fire Brigade**, Dublin City Council, may be filled.

JOB DESCRIPTION

Background:

Dublin City Council is responsible for the management and development of the capital city. The City Council is committed to improving the quality of life for all the citizens of Dublin and for those who work in or visit the city on a daily basis. The City Council provides a wide range of services including housing, planning and development, environmental, roads and traffic, leisure and community services. The City Council is also structured to provide a number of support services to the organisation such as Human Resources, Finance, Information Communications Technology and Corporate Services. Many of the services including water, drainage, fire and ambulance are provided on a regional basis for the greater Dublin region. The City Council also provides a number of area offices as part of its commitment to service delivery and community development. With effect from January 2014, water services are provided under a Service Level Agreement for Irish Water.

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 Firefighter is varied and the following are some of the main responsibilities:-

1. Promoting Community Fire Safety

- Be proactive in the community to identify risk, to reduce fire deaths and injuries and to protect the environment.
- Deliver appropriate fire safety messages to those groups most at risk.
- Educate and inform the community in fire safety.

2. Resolving emergencies (fire and rescue)

- Respond to requests for assistance in the areas of fire rescue, road traffic accidents, chemical incidents, river rescue, flooding etc.
- Deal with emergencies as directed.
- Minimise distress and suffering by using Paramedic Skills.

- 3. Resolving Emergency Ambulance cases**
 - Respond to requests for assistance.
 - Deal with emergencies as directed.
 - Minimise distress and suffering by using Paramedic skills.
- 4. Developing local awareness**
 - Get to know the local community area, including: streets, roads and buildings.
 - Be aware of the risks and possible hazards to be found within your fire station area.
 - Identify fire risks during fire visits to local premises and be able to offer relevant advice and guidance.
- 5. Promoting health and safety**
 - Recognise health and safety risks at work and deal with them appropriately.
 - Ensure your own and others' personal safety at work at all times.
- 6. Personal development**
 - Take responsibility for developing your own skills.
 - Take part in a training and development programme.
 - Be prepared to consider continuous professional development opportunities.
 - Keep a level of physical fitness necessary to carry out duties.
 - Support the development of colleagues.
- 7. Managing resources and information**
 - Take responsibility for ensuring operational equipment is ready for use.
 - Access and record information using computerised systems.
 - Undertake paperwork, such as recording routine tests on pieces of equipment.

The ideal candidate shall have the following skills:

Solving problems

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.

THE QUESTIONNAIRE BELOW IS FOR YOUR OWN USE ONLY**A CAREER AS A FIREFIGHTER - IS IT REALLY FOR YOU?**

Dublin City Council often receives enquiries from men and women who want to be Firefighters. Our objective is to be fair to all applicants in our recruitment and selection procedures. The following list of questions have been put together to help you decide whether being a 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?	_____	_____
• Do you suffer from aqua phobia claustrophobia or vertigo?	_____	_____

- 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 cope with routine, knowing that you may have to do the same things at the same time on most days, with the frustration of sudden interruptions to your routines? _____

Note:

Having completed the above, if you are still confident that a career as a Firefighter is for you, proceed to make an application on-line.

QUALIFICATIONS

The declared qualifications for the post of **Firefighter, Dublin Fire Brigade**, Dublin City Council, are as set out hereunder: -

1. 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.

2. 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 or any of the requirements specified above will be required to forfeit their place on the panel.

3. Character:

Each candidate must be of good character.

4. **Age:**

Candidates shall be at least 18 years of age on or before the closing date for the submission of application forms. Persons appointed to the position of Firefighter will be required to retire on reaching the age of 55 years.

5. **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. Candidates should have a handgrip strength of:

Dominant Hand – 35 kg or above;
Subordinate Hand – 33 kg or above;
and a leg/back pull strength of 117 kg or above.

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

THE APPLICATION AND SELECTION PROCESS

Practical Matters

- Dublin City Council has engaged the Public Appointments Service to accept applications and conduct the initial stages of the selection process on it's behalf.
- Applications should be made online through www.publicjobs.ie
- To apply, candidates must have a "user-account" on www.publicjobs.ie. If you have not already done so, you must register as a '**New User**' to create your profile (register a new account).

If you cannot remember your profile details please do not create a second profile, this could invalidate your application.

How to contact PAS

If you have 'user name' or 'password' issues please email PAS detailing your problem and giving your PPS number and a contact telephone number where you can be reached.

email DCCFirefighter@publicjobs.ie
or
telephone (353) 1 858 7470 (office hours only)

Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- User Name and Password
It is important that you keep note of your username and password as you will need this information to access your publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied (see also paragraph below '*Publicjobs Messageboard*'). It is important to note that the email address you provide when applying must be one that you can access at all times.
- Publicjobs Messageboard
Interaction with candidates during the initial stages of the selection process will primarily be conducted online. PAS will send most communication through your publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.
- The onus is on each applicant to ensure that s/he is in receipt of all communication from the PAS. The PAS accepts no responsibility for communication not accessed or received by an applicant.

How to Apply

Access www.publicjobs.ie and from the 'Choose a Job Category' drop down box select the posting listed "Security/Emergency Services". Select 'Firefighter'. Here you will find details on the position and the Information Booklet. Click on 'Apply for position' and you will be brought into the application form which you should complete in full and submit.

Once you have submitted your application form it is suggested that you return to your publicjobs account and confirm that it has been successfully submitted via '**My Applications**'. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that DCC or other body is satisfied that such a person fulfils the essential requirements.

Only one application per person is permitted.

Closing Date for receipt of applications is:

Midnight on Thursday 12th November, 2015

It is suggested that you apply well in advance of the closing date in case you experience any difficulties.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email DCCFirefighter@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

Selection Process

Candidates will be required to take tests which are designed to identify their potential to fulfil a Firefighter role. More detailed information in relation to the selection methods and confirmed dates will be made available to candidates as they progress through the process.

The selection methods used to select successful candidates for positions may include:

- Completion of an online Questionnaire;
- Online and / or paper-based and / or video-based assessment test(s);
- Interview(s);
- Medical/fitness examinations as described on page 7 of this booklet;
- Any other tests/exercises deemed appropriate.

It is expected that the initial selection stage will take place in late November. Further information will be made available to candidates in due course.

DCC nor PAS have any function or involvement in the provision of, and does not endorse, any preparation courses relating to the selection process.

PRINCIPAL CONDITIONS OF SERVICE

Duties:

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 Fire Brigade, 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 **Firefighter, Dublin Fire Brigade**, shall perform under the control and direction of the Chief Fire Officer and/or other appropriate supervisory officers of the Brigade, such firefighting / emergency ambulance (including all aspects of driving), community fire safety, fire prevention duties and station routines as may be assigned from time to time and may be required to serve in any Station from time to time as directed.

Wage:

The wage scale for the position of **Firefighter, Dublin Fire Brigade**, is €429.60 - €477.34 - €564.40 - €616.90 - €669.65 - €722.04 - €738.76 - €781.86 (Max) per week

€813.62 per week after 12 years

€849.62 per week after 18 years

In addition to the basic wage, payments are made in respect of night and weekend duties, Sunday and Public Holiday premiums as applicable.

Incremental credit for previous local authority service will be awarded only on reaching the maximum point of the Firefighter pay scale.

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

The wage 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 his/her inclusive wage) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

Particulars of Position:

- (a) The post is permanent, whole time and pensionable.
- (b) The holder of the post will be assigned to the Dublin Fire Brigade.

- (c) 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.
- (d) The holder of the post must reside within the area of the City or County of Dublin unless permission is given for special reasons to reside outside the City or County of Dublin and will be required to serve in any area of the City or County of Dublin or in the area of any other local authority with which the City council has entered into an agreement.

Hours of Attendance:

Dublin Fire Brigade operates 24 hours a day, seven days a week, 365 days a year. Firefighters are required to work on a 9/15 hour shift system. This duty system may be subject to change. The holder of the post shall be required to work irregular hours including weekends, Bank and Public Holidays and undertake such overtime as considered necessary from time to time.

Discipline:

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

Training:

Successful candidates will be required to undergo successfully an appropriate period of training at the Dublin Fire Brigade Training Centre. Successful candidates will also be required, during employment, to satisfactorily complete appropriate training courses, as directed from time to time.

Outside Employment:

Employees recruited to the fire service shall not engage in any gainful occupation which would impair the performance of their duties as a Firefighter or in any occupation which might conflict with the interests of Dublin City Council as a fire authority or which might be inconsistent with the discharge of their duties as a Firefighter.

Probation:

Where a person is permanently appointed to Dublin City Council, the following provisions shall apply -

- (a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) the period at (a) above may be terminated on giving one weeks notice as per the Minimum Notice and Terms of Employment Acts;
- (e) there will be assessments during the probationary period.

Superannuation Contribution:

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme**, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).

General Information

- DCC and PAS will not be responsible for refunding any expenses incurred by candidates.
- The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that DCC or PAS is satisfied that such a person fulfils the requirements.
- Placement on any panel from this competition is no guarantee that a position will be offered.

The Importance of Confidentiality

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by PAS are treated as strictly confidential subject to the provisions of the Freedom of Information Acts 1997 & 2003. However, candidates should note that all application material may be made available to the employing authority/organisation.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Data Protection

When your application is received, the Public Appointments Service creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. Information in relation to your candidature may also be shared with DCC. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:

In relation to the stages of the selection process conducted by PAS, please submit your request in writing to: the Data Protection Co-Ordinator, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1

In relation to the elements of the selection process conducted by DCC, please submit your request in writing to: the Data Protection Co-Ordinator, Dublin City Council, Corporate Services Department, Civic Offices, Wood Quay, Dublin 8.

Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the "Public Appointments Service". Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Candidates should note that canvassing will disqualify.

IMPORTANT INFORMATION Terms and Conditions

Your attention is drawn to this important information. By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person(s) who contravenes this provision, whether an applicant or other, or who assists another person(s) in contravening this provision, is liable to prosecution and/ or civil suit for loss of copyright and intellectual property.

2. Canvassing

Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the appointments process.

Candidates' obligations

Candidates in the recruitment process must not:

- Knowingly or recklessly provide false information
- Canvass any person, with or without inducements
- Interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Penalties for failure to comply

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
- Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.

3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that DCC or PAS are satisfied that such a person fulfils the essential requirements.