



Cork City Fire Brigade Recruitment

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Cork City Council, intend to hold a competition for the purpose of appointment to the position(s) of:

FULL-TIME FIREFIGHTER

CORK CITY FIRE BRIGADE

CORK CITY COUNCIL

CLOSING DATE: 4PM FRIDAY 25 SEPTEMBER 2020

**FULL-TIME FIREFIGHTER
CORK CITY FIRE BRIGADE
CORK CITY COUNCIL**

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FULL-TIME FIREFIGHTER CORK CITY FIRE BRIGADE CORK CITY COUNCIL

Cork City Council invites applications from suitably qualified persons from all backgrounds that enjoy being part of a team, possess a strong sense of duty and are seeking a challenging but rewarding career.

Cork City Fire Brigade is looking to recruit people who:

- Have the ability to work in disciplined environment
- Work well in a high pressure and physically demanding role
- Can work with others in a team
- Are willing to work in a 24/7 365 work-place environment

On qualification candidates will take up a position as a Full-time Firefighter within Cork City Fire Brigade.

Cork City Council is an equal opportunities employer and we value diversity. We welcome applications from all eligible candidates.

THE QUESTIONNAIRE BELOW IS FOR YOUR OWN USE ONLY

A CAREER AS A FULL-TIME FIREFIGHTER - IS IT REALLY FOR YOU?

Cork City Council often receives enquiries from people from all backgrounds who want to be Full-time 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 Full-time 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? | _____ | _____ |

	YES	NO
• 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 Cork City Fire Brigade at all times?	_____	_____
• Are you committed to maintaining and developing your skills?	_____	_____
• Are you prepared to study in addition to your normal working day?	_____	_____
• Are you free from acrophobia, claustrophobia or vertigo?	_____	_____
• Are you committed to maintaining your health and physical fitness? Is regular exercising 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?	_____	_____
• Are you free from any injuries or physical disabilities that would limit your ability to fulfil your roles as Full-time Firefighter within Cork City Fire Brigade	_____	_____
• Are you competent and confident swimmer able to swim 80 meters in 5 minutes _____		
• Do you live within 1 hour travel from Cork City Fire Headquarters or willing to relocate within the required distance if successful?	_____	_____

Note:

Having completed the above, if you are still confident that a career as a Full – time Firefighter is for you, please continue to read the Information Booklet and make an application on-line.

JOB DESCRIPTION

Background:

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City; there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of just over €222 million for 2020 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

The City Boundary extension came into effect on May 31st 2019, as a result the City increased fivefold in size and welcomed 85,000 new residents into the administrative area of Cork City Council. Towns like Blarney, Ballincollig, Glanmire, Douglas, Frankfield, Grange, Tower and Whites Cross have become part of the expanded city. Over 400 public services transferred from Cork County to Cork City as part of the expansion of the City. Up to 550kms of roads, 990 social homes, nine cemeteries and three libraries have now come under the control of Cork City Council.

In 2019 the Fire and Building Control Department were amalgamated. The Cork City Fire and Building Control Department comprises a professional team of people who provide a variety of services for the local community. Its functions include:

- Operational Fire Service
- Fire Prevention
- Major Emergency Management
- Civil Defence
- Building Control
- Dangerous Structures

There are 3 Fire Stations in the Cork City Fire Brigade located at; Anglesea Street which is the Head Quarters of Cork City Fire Brigade; Ballyvolane which is a Fire Station serving the North side of the city and is also the Head Quarters of Cork Civil Defence; Ballincollig Fire Station which is operated by retained fire service personnel and is the City's newest Fire Station, becoming part of the Cork City Fire Service on May 31st 2019.

The Fire Department continues to focus on the challenges of being an efficient and effective Fire Service and ensuring a sufficient level of preparedness in the event of a major emergency while also working to reduce the number of fires, minimise life loss and injury resulting from fire and protect the infrastructure of Cork City.

The Job:

Cork City Fire Brigade is committed to providing an efficient and effective Fire and Rescue Service to fulfil all statutory duties and public expectations.

Cork City Fire Brigade 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 deal with chemical spillages, river incidents and toxic emissions.

The job will be demanding both physically and mentally. Initially all new recruits will be posted to an operational watch at a Fire Station and for the first year will be on probation. All new recruits will be expected to absorb a wide range of information and be able to demonstrate their technical and practical skills through a series of assessments and examinations

Fully qualified Full-time Firefighters are skilled technicians capable of using the most modern equipment, methods and techniques to undertake the full range of duties involved in fire fighting, rescue, road accidents, toxic and dangerous chemical spills, river incidents and other emergencies.

The role of the Full-time **Firefighter** is very varied. The following details 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, medical emergencies, etc.
- Deal with emergencies as directed.

3. 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.

4. 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.
- Comply with all relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Cooperate with their employer with regard to safety, health and welfare at work.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery, tools, substances, etc., and of all personal protective equipment provided for use at work.
- Report any defects in their workplace or equipment, etc., which might endanger safety and health.
- No person shall not intentionally or recklessly interfere with or misuse any appliance, protective clothing, conveyance, equipment, or anything 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.

5. Continued personal development

- Meet Level 2 standards of the Institute of Fire Engineers during Probationary period.
- Take responsibility for developing your own skills.
- Mandatory participation in a training and development programmes.
- Be prepared to attend continuous professional development opportunities.
- Required to maintain a level of physical fitness necessary to carry out duties.
- Support the development of colleagues.

- Will be required to achieve the recognised pre-hospital medical care standard for Cork City Fire Brigade.

6. **Managing resources and information**

- Take responsibility for ensuring operational equipment is ready for use.
- Access and record information using information technology.
- Undertake paperwork, such as recording routine tests on pieces of equipment and provide written reports when requested and as necessary.

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 Full-time 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 Full-time 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.

Application & Selection Process

Due to the large number of applicants expected to apply for the role of Full-time Firefighter, applicants are required to participate in a comprehensive selection process, over a number of selection stages, designed to identify the most suitable candidates for the role.

There will be ten phases to the competition:

- Phase 1: Expression of Interest
- Phase 2: Psychometric Testing
- Phase 3: Application Form
- Phase 4: Interview
- Phase 5: Panel
- Phase 6: Physical Fitness Assessment
- Phase 7: Operational Skills Test
- Phase 8: Medical Assessment
- Phase 9: Garda vetting
- Phase 10: Appointment

PHASE 1 – EXPRESSION OF INTEREST

All candidates are invited to express their interest in applying for the position of Full – time Firefighter online on the Cork City Council website – www.corkcity.ie/recruitment

An on-line form is required to register - this information will then be passed to the Psychometric Testing Company acting on behalf of Cork City Council.

There is no requirement to submit evidence of education/experience at this point.

The admission of a person to this competition, or invitation to attend a psychometric test or interview or additional assessments, is not to be taken as implying that the City Council is satisfied that such person meets the requirements of the role or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for psychometric testing or interview. If you do not meet these essential entry requirements but nevertheless attend for testing or interview you will be putting yourself to unnecessary expense, as the City Council will not be responsible for refunding any expenses incurred.

The onus is on all applicants to make themselves available for any psychometric test or interview or additional assessments and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the email address specified on their Expression of Interest form.

The closing date for Expressions of Interest is **4pm, Friday 25th September 2020**. The Expression of Interest form must be completed online at www.corkcity.ie/recruitment
You will receive an automatic reply to acknowledge receipt of your submission.

PHASE 2 – PSYCHOMETRIC TESTING

After the closing date, a full list of the expressions of interest will be forwarded to the Company who will conduct the Psychometric Testing on behalf of the City Council.

All communication for the Psychometric Testing will be through this Company.

The results will be forwarded to Cork City Council when all the tests have been completed and all the candidates notified of their results.

PHASE 3 – APPLICATION FORM

Based on the marks achieved in the phase 2 a number of candidates will be invited to complete and submit an application form to Cork City Council. Cork City Council reserves the right to shortlist candidates based on the information supplied in the completed application forms.

Further groups may be invited to complete an application form at a later stage.

PHASE 4 - INTERVIEW

The shortlisted candidates will be invited to a competency based interview organised by Cork City Council.

The following competencies will be assessed at interview:

Personal Motivation & Initiative

Communicating Effectively

Coping with Difficult Situations

People & Team Working Skills

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

PHASE 5 - PANEL

Placement on any panel is no guarantee that a position will be offered. All other phases must be successfully completed before any offer of employment can be considered.

This panel will be valid for four years from the date of formation. Progression from this phase for each individual candidate will be determined by the number of vacancies in Cork City Fire Brigade to be filled during the life of the panel and on the individual candidate's Order of Merit on the Panel.

PHASE 6 – PHYSICAL FITNESS ASSESSMENT

Candidates who are placed on a panel will be required to undertake a Candidate Physical Fitness Assessment (CPFA) administered by Cork City Council.

PHASE 7 – OPERATIONAL SKILLS TESTS

Candidates who successfully complete the physical fitness assessment will be required to undertake operational skills tests administered by Cork City Fire Brigade.

PHASE 8 – MEDICAL ASSESSMENT

Candidates who successfully complete the physical fitness assessment and operational skills tests must also meet the health requirements for the post outlined under Health and satisfy the City Council's Medical Advisor that they are in general good health and have the potential to maintain minimum fitness standards for the duration of their careers.

PHASE 9 – GARDA VETTING

Applicants will, on successful completion of all the above stages, will be subject to satisfactory Garda Vetting prior to appointment.

PHASE 10 – APPOINTMENT

Candidates who successfully complete all phases and are on the panel may be offered employment and subject to their satisfactory completing the probationary period and meeting the requirements of the Full-time fire-fighters courses will be permanently appointed as Full-time Fire-fighters on the staff of Cork City Council.

QUALIFICATIONS

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

1. **Character:**

Each candidate must be of good character.

2. **Age:**

Candidates shall be at least 18 years of age on or before the closing date (4pm, Friday 25th September 2020) for the submission of expression of interest form. Persons appointed to the position of Full-time Firefighter will be required to retire on reaching the age 55 years.

3. **Health:**

Vision

Distant Visual Acuity (DVA)

Minimum uncorrected (unaided) 6/18 better eye and 6/24 worse eye

Minimum corrected (aided) 6/9 binocular

Near Vision

N12 unaided both eyes open (aged 25 +) and N6 aged <25

Normal Visual Fields

Binocular Vision

Corrective lenses

If satisfactory visual function for the rescue and fire-fighting duties is achieved only with the use of correction, the spectacles, inserts or contact lenses must provide optimal visual function, be well tolerated, and suitable for rescue and fire-fighting duties, including the wearing of breathing apparatus.

Vision (unaided) -

Refractive surgery may be accepted subject to:

*(a) Surgery having been completed at least 12 months prior to the closing date for receipt of applications i.e. **on or before 25th September, 2019.***

(b) Submission of a satisfactory specialist report.

The candidate will be liable for any fees that may arise from the production of the report.

The report will be required to include:

(a) An assessment of stability of refractive outcome.

(b) An assessment of corneal transparency and stability, low contrast visual acuity.

Higher degrees of pre-operative myopia will not be acceptable and Radial Keratotomy will not be acceptable.

Colour Perception -

Applicants shall be tested with the Ishihara plates. If Ishihara test is not normal the City University Test will be undertaken.

The minimum standard accepted is the Farnsworth D – 15

Hearing: *Achieve a minimum of Hearing Category H2 CFOA (UK) Standard.*

Pulmonary Function Testing

ECG

Compulsory Drug Testing

City Council reserves the right to undertake the following tests for intoxicants:

Alcohol: urine sample, blood sample or salivary swab:

Drugs: blood or urine sample or hair.

The following specific medical conditions may lead to candidates being deemed medically unsuitable for appointment to the post of fire-fighter, with each case being treated on its merits by a specialist in occupational medicine:

1. Failure to comply with any of the requirements as outlined above.
2. History of epilepsy.
3. Alcohol or drug dependency.
4. Chronic bronchitis, asthma or other disabling disease of the lungs.
5. Organic disease of the cardio-vascular system, including blood pressure.
6. All types of diabetes mellitus, whether insulin-dependent or non insulin-dependent.
7. History of vertigo or any illness affecting the sense of balance.
8. History of mental instability.
9. History of low back symptoms.
10. History of significant knee joint injury or disease.
11. History of night-blindness.
12. Chronic skin disease, specifically allergic contact dermatitis, irritant dermatitis and severe psoriasis.

4. Education:

- a. 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 & Skills Junior Certificate Examination or in an examination of at least equivalent standard.

If you progress in the competition to Phase 4 you will be required to submit your original qualifications which will be copied and returned to you immediately. Please ensure that if you received your education qualifications outside of Ireland that you have the level of your qualifications confirmed by the NARIC Ireland at www.qqi.ie and submit such confirmation with your original qualifications when required to do so.

- b. In selection of candidates, additional marks may be awarded to those who have any of the following:-
 - i. a higher educational qualification than that prescribed in paragraph 4(a) e.g. Leaving Certificate.
 - ii. experience of driving heavy goods vehicles.
 - iii. technical or trades training.

5. **Driving Licence:**

Successful candidates will be required to drive emergency vehicles and will be required to hold as follows:

- (a) A full-unrestricted – category B driving licence for class B vehicles free from endorsement and disqualification and medical limitations on the last date for receipt of expression of interest form i.e. 25th September 2020.
- (b) During their probationary period candidates must have obtained their category C licence.

While assistance may be provided by Cork City Fire Brigade, the responsibility for obtaining the Category C licence will be solely that of the candidate.

Cork City Fire Brigade will provide the necessary training to drive emergency vehicles.

6. **Physical Fitness Assessment**

Candidates shall undergo pre-determined range of physical and strength tests as outlines in section 6 & 7 below. As part of the physical fitness assessment and operational skills testing process candidates will be required to have your own GP complete and certify a Physical Activity Medical Screening Questionnaire on your behalf and submit this to the Council prior to undertaking the relevant tests. Following this you will also be required to complete and sign a Physical Fitness Testing Consent Form prior to undertaking the tests.

This process will assess the candidate's level of **general** fitness, strength and manual dexterity, as well as their **capability to perform** in simulated exercises.

Stage 1:

Aerobic Fitness Test

- 20m shuttle run test.

Stage 2:

Flexibility

- Seated forward flexion-candidates are required to sit with the knees fully extended and feet underneath a measuring device. With the arms extended candidates lean forward from the waist with their hands on the measuring device.
- Shoulder flexion-while seated, candidates are required to fully raise one arm with elbow extended and palm facing away from the body. An inclinometer is used to determine the range of motion possible in the shoulder joint.

Stage 3:

Strength Test

- Be assessed by undertaking test of hand grip and leg/back pull strength on a load cell dynamometer. Candidates should have handgrip strength of:
 - Dominant Hand-35kg or above;
 - Subordinate Hand-33kg or above;

and a leg/back pull strength of 117kg or above.

Aerobic Endurance

The term aerobic endurance is used to describe cardio (heart), vascular (blood vessels) respiratory (lungs) and muscular endurance, and refers to the ability of the body to maintain an adequate supply of oxygen to the working muscles, thereby enabling the muscles convert substrates (blood glucose, muscle glycogen and fat) into energy to facilitate movement.

A good level of aerobic endurance enables a person in a physically demanding occupation to maintain a high work rate throughout their demanding tasks and also facilitates good recovery during rest periods. Good Aerobic fitness also helps to reduce the likelihood of fatigue-induced injuries.

Aerobic endurance is measured in the laboratory setting using on-line gas analysis and the result is expressed as the maximum amount of oxygen that can be used by the body in litres per minute ($\text{VO}_2\text{L}\cdot\text{min}^{-1}$), and also millilitres of oxygen per kilogram of body weight per minute ($\text{VO}_2\text{ml}\cdot\text{kg}^{-1}\cdot\text{min}^{-1}$).

The 20-meter-shuttle-run-test (20msrt) is a field-based assessment of predicted aerobic capacity and the result is expressed in laps or levels achieved. The 20msrt, is a test used to measure the cumulative effect of gradual increases in speed on the ability to supply oxygen to the working muscles. Candidates are required to run 20 meter laps to a set pace, which increases every minute until a candidate fails to maintain the desired pace.

Body Composition

Body composition is the term used to describe the physical make-up of the body. An excess of body-fat decreases endurance and increases the risk of hypo-kinetic disease (coronary artery disease, adult-onset diabetes, back and joint pain). The percentage of body fat may be calculated using bio-electric impedance analysis or by measuring skinfold thickness at locations on the body.

Body Mass Index (BMI) is often used as an indicator of body composition. A healthy BMI should be within the range of 18.5-25 kgs/m^2 , (some trained athletes may present with higher BMI due to increased muscular development).

Attention to a proper balanced diet, adequate hydration and consistent systematic fitness training will help to achieve a healthy weight.

Flexibility

The term flexibility refers to the range of motion possible in skeletal joints. An adequate range of motion is essential to ensure good levels of mobility and agility. Employees in physically demanding occupations should present with a free and unrestricted range of motion about all the major joints.

Flexibility training and the completion of exercises that promote full joint range of motion should be performed regularly.

Strength

Strength is the ability of a muscle or muscle group to exert a maximum force. An adequate level of muscular strength is essential to maintain good joint health and posture and reduce the risk of muscular injury.

High levels of muscular strength and endurance help to reduce the energy requirement of basic movement tasks involving lifting, carrying, or pushing activities, thereby delaying the onset of muscular fatigue. This is essential for activities that may require high levels of repeated carrying of equipment or isometric contractions, such as holding and directing high-pressure hoses.

Resistance (weight) training will help improve muscular strength. It is important first to develop the correct technique for lifting before increasing the amount of resistance.

Grip Strength

Protocol: The candidate squeezes a handgrip as tightly as possible. The result of this effort is recorded on a digital scale. The test is performed with the arm straight and to the side of the body without the handgrip touching the leg or being allowed to be swung to an alternative position. The test is performed on each hand.

Level Required: Candidates are required to exceed:

- Dominant Hand - 35kg
- Subordinate Hand - 33kg

Back and Leg Strength

Protocol: The candidate is required to raise, in an upward direction, a handle attached to a chain and a measuring gauge, by use of the legs and back.

This test should not be performed by anybody with a history of back skeletal problems.

Level Required: Candidates are required to exceed 117kg.

Swimming

The candidate must be a competent swimmer and be able to swim 80m in 5 minutes in a swimming pool.

7. Operational Skills Test

1. Ladder Climb
2. Casualty Evacuation
3. Ladder Lift / Lower Simulation
4. Enclosed Spaces
5. Equipment Assembly
6. Equipment Carry

Ladder Climb

Climbing Fire and Rescue Brigade ladders and working at heights is an essential part of the role of a Firefighter. It is a task you can be expected to perform from the start of the recruit course and then subsequently throughout a career in the service.

A ladder 13.5m in height will be placed against a high building. You will be given basic instruction in the correct and safe technique of climbing ladders and working off them. This includes taking a leg-lock on the ladder, which allows you to let go of the ladder with your hands yet remain safely on the ladder, using a leg grip technique. For the purpose of this test you will wear a safety harness.

After being given the basic instruction you may be allowed one practice climb, after which the assessment will commence. Under assessment you will be required to climb the ladder and take a leg grip approximately half way up. A series of numbers and letters will be displayed to you at ground floor level during the exercise. To read them you will need to look down. You will identify each symbol and inform the assessor.

You will be assessed on your ability to work at heights by completing the task outlined. In addition, you will be expected to demonstrate the correct techniques for ladder work, outlined at the beginning of the session, to show you have understood basic instruction and have the ability to put that instruction to use.

Casualty Evacuation

This is a test of lower and upper body strength. Candidates in full Personal Protective Equipment will be required to drag a 55kg casualty walking backwards (guided by an assessor) around a 30-metre course.

Ladder Lift / Lower Simulation

Again, this is a test of upper and lower body strength. Candidates in full Personal Protective Equipment will be required to raise a bar 75 cm off the ground to a height of 182cm and back down to the 75 cm support. The weight of the bar at the lifting point will start at 5kg. The maximum load to be added is 15kg.

Enclosed Space

Ability to Work in a Confined Space (Wearing Breathing Apparatus)

The ability to manoeuvre the body and other objects in awkward and tight situations, sometimes in complete darkness is an aspect of firefighting. This test is designed to test your agility and how you cope with these conditions.

You will be given basic instruction on wearing a breathing apparatus set (approx. weight 18kg). Wearing a breathing apparatus with the mask blanked out, you will be required to enter the crawling gallery (a series of small tunnels of varying height and width) and negotiate a short route through the gallery. Whilst in the gallery you will be expected to locate a dummy simulating a casualty and drag it back to the point where you entered.

At the start of this test, you will be shown a number of everyday items on a tray and asked to memorise them. On completion of the test you will be asked to recall these items. Your performance will be judged on your ability to bear the weight of the set whilst completing the task. The time taken to complete the task is also taken into account in assessing your overall performance as is your ability to recall the aforementioned items

Equipment Assembly

This is a test of manual dexterity. Candidates will be required to assemble and disassemble an item of equipment and follow the diagrams provided.

Equipment Carry

This is a test of aerobic fitness, muscular strength and stamina. Candidates will be required to:

- Drag a hose reel from a fire engine for 25 metres, then jog back 25 metres
- Pick up and carry 2 coiled 70 mm hoses for 100 metres
- Carry 1 coiled 70 mm hose at chest height for 25 metres, and then jog back 75 metres
- Pick up and carry a 2.4 metre suction hose and basket strainer for 100 metres, then jog back 100 metres
- Pick up and carry a simulated 'Light Portable Pump' for 100 metres (weighing approximately 30kgs).

In each of the above tests you will be given full instructions and will be required to complete them within a specified time.

Preparing for Your Selection Day(s)

Success in the practical assessment day(s) requires a high level of fitness. Many of the tests described above test your cardio-respiratory fitness, muscular strength and muscular endurance. These tests will not be a problem for someone who maintains a high level of fitness. If you are not sure about your fitness level it is recommended that you undertake regular aerobic exercises, for example, running, swimming and cycling. A general indicator of an acceptable level of fitness is to be able to run 6 miles in 48minutes or less.

If you have never participated in an exercise regime or have any doubts about your general health or have injuries or illness, it is recommended you consult your GP before undertaking strenuous exercise.

8. Garda Vetting

All candidates will require Garda Vetting prior to appointment as a Full-time Firefighter.

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 Cork City 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 Full-time Firefighter, Cork City Fire Brigade, shall perform under the control and direction of the Chief Fire Officer and/or other appropriate supervisory officers of the CCFB, such firefighting (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.

- (c) To devote the whole of his/her time while on duty to the service of Cork City Council.
- (d) To obey promptly all orders from persons placed in authority over him/her.

Salary:

The weekly salary scale for the position of Full-time Firefighter Cork City Fire Brigade, Cork City Council is

€575.33, €613.20, €701.42, €750.06, €804.80, €859.19, €876.55, €921.28(Max), €954.24 (1stLSI), €991.60 (2nd LSI).

Please note starting pay for new entrants to the Fire Service will be at the minimum of the scale.

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

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

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.

Physical Fitness:

Full-time Firefighters will be required to maintain a standard of physical fitness appropriate to the position, throughout their career and will be required to undergo regular medical examinations.

Particulars of Position:

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

Those offered employment on probation will be sent on a basic recruits course. This course will last 10 weeks (and may be subject to change) and may take place outside the state. The recruit must be able to make continuous and satisfactory progress to pass the written, oral and practical tests set at intervals throughout this period. The training is varied and demanding and covers such subjects as basic equipment handling, breathing apparatus, first aid, hydraulics, chemistry, physics, building construction, administration

and basic fire safety. Recruits who do not satisfactorily complete the basic recruits course will have their employment terminated.

Recruits who successfully complete the initial training module recruits course will be posted to a Fire Station as part of the operational team and will attend fire and other emergencies. The probationary period lasts one year from the date of appointment.

Training is progressive in nature and role based. In addition to the generally accepted core skills training, there is ongoing training, refresher training and/or specific needs training as identified by the Fire Authority. The training will cover induction, continuation training, specialist training and training for advancement as appropriate. Training courses both on and off shift and may include training in Cork City Council and its environs, within Ireland and outside the State, if required.

The recruits must demonstrate progress in practical skills, technical knowledge, pass an end of probation practical, oral and written tests and a follow up medical examination to secure permanent appointment to the post of Full-time firefighter.

Probation:

Where a person is permanently appointed to Cork 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 her 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.
- (f) An Activity log together with Continual Personal Development must be maintained.
- (g) Category C driving test must be successfully passed within the probationary period.

Postings:

Initially recruits will be posted to one of the following watches upon completion of the initial training module:

- **Amber Watch**
- **Red Watch**
- **Green Watch**
- **Blue Watch**

Personnel will be currently located at either Headquarters Anglesea Street or Ballyvolane Fire Station or in the future to any location or other watch within the Fire Authority's area or areas adjacent to it where the Brigade may have occasion or a responsibility to undertake operations or training as directed by the Chief Fire Officer.

Hours of Attendance:

Cork City Fire Brigade operates 24 hours a day, seven days a week, 365 days a year. Full-time Firefighters work on a 9/15 hour shift system. A 24 hour shift system currently operates at weekends. The 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. Annual leave is rostered for all Full-time Firefighters by Cork City Fire Brigade.

Full-time Firefighters will make themselves available for emergency duties outside of working hours where required.

Sick Pay:

Cork City Council Fire Brigade sick pay scheme will apply. Successful candidates will be required to cooperate with any occupational health system for the Fire Service and to undergo periodical medical examinations.

Discipline:

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

Outside Employment:

Holders of the post should not engage in any outside occupation or other activities to such an extent as to impair their usefulness or energy for their official duties nor in any occupation which might in any way conflict with the interest of Cork City Council or which might be inconsistent with his/her position as an employee of Cork City Council.

Uniform:

Full-time Firefighters are required to keep in good order any item of uniform or equipment issued to him/her, to return such items on dismissal or resignation; and to make good any damage to same not arising from fair wear and tear.

Residence:

Holders of the post shall be required to live within 1 hour travel to Cork City Fire Headquarters.

Superannuation and Retirement

Successful candidates will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Holders of the post will be required to retire on reaching the age of 55 years.

GENERAL INFORMATION

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

Cork City Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

GENERAL DATA PROTECTION REGULATION

Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

- **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Cork City Council will not be able to progress your application form for the competition for which you are applying.

Cork City Council's Privacy Statement can be assessed at:

<https://www.corkcity.ie/en/council-services/public-info/gdpr/>

Garda Vetting

The post of Full-time Firefighter is one which comes within the scope of the Local Authorities Garda Vetting Scheme.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Cork City Council is an equal opportunities employer.