

Sligo County Council



Candidate Information Booklet *(Please read carefully)*

Creation of panels for the position of:

Retained Firefighter

**Sligo / Ballymote / Enniscrone / Tubbercurry
Fire Brigades**

Closing Date : 4.30 p.m. on Thursday 24th July 2025

**Completed Application Form including any required supporting
documentation should be returned to the:**

Human Resources Department, Sligo County Council

via email to: jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliff) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Dónal Gilroy.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Environment, Water, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Retained Firefighter with the Sligo/ Ballymote/ Enniscrone/ Tubbercurry Fire Brigades. Sligo County Council will, following the interview process, form panels for the posts from which future relevant vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government & Heritage. The panels will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on the panels.

COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL

RETAINED FIREFIGHTER – SLIGO / BALLYMOTE / ENNISCRONE / TUBBERCURRY FIRE BRIGADES

QUALIFICATIONS

1. CHARACTER

Each candidate shall be of good character.

2. HEALTH

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

3. CITIZENSHIP

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. DRIVING LICENCE

Applicants must, on the latest date for receipt of application forms, hold a current Full Class B driving licence and have satisfactory experience of driving. Possession of a Class C Driving Licence would be an advantage.

5. AGE

Each candidate must be at least 18 years of age on the closing date for receipt of application forms.

Retirement age for Retained Firefighters is 55 years of age (up to 62 years of age subject to conditions).

6. EDUCATION AND TRAINING

Each applicant must:

- (i) Satisfy the Local Authority that they have attained a standard in general education such as would enable them to perform satisfactorily the duties specified and, in particular, to keep efficiently all records pertaining to the post.
- (ii) Have a high standard of physical fitness to enable them to successfully undergo the appropriate training and to perform satisfactorily as a Firefighter.

Competencies for the Post

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include practical examples which demonstrates these competencies. Interviews will be competency based and marks will be awarded under these skills sets.

Communication & Interpersonal Skills
<ul style="list-style-type: none">• Demonstrates effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues.
Teamwork/ Working with Others
<ul style="list-style-type: none">• Demonstrates a clear understanding of teamwork and group dynamics.• Contributes fully to the team effort.• Plays an integral part in the smooth running of teams without necessarily taking the lead.
Adaptability/ Flexibility
<ul style="list-style-type: none">• Adjusts to changing environments whilst maintaining effectiveness.• Modifies their approach to achieve a goal.• Open to change and new information.• Rapidly adapts to new information, changing conditions, or unexpected obstacles.
Relevant Knowledge /Organisational Awareness
<ul style="list-style-type: none">• Demonstrates an understanding and knowledge of the Local Government services and structure including the Retained Fire Service.• Demonstrates an awareness of the operational abilities of Sligo Fire Service and the demands placed on members of the Retained Fire Service.• Demonstrates an understanding and knowledge of organisational policies and procedures (including Health and Safety) and the ability to conform with same.

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PARTICULARS AND DUTIES OF EMPLOYMENT

The following particulars and duties of employment shall apply to the position of Retained Firefighters in addition to the Terms of Engagement for Retained Fire Service Personnel as issued by Sligo County Council.

1. CONDITIONS OF EMPLOYMENT

The position is permanent and part-time.

FIRE STATION

Sligo Fire Station

The person appointed shall reside and work within a 0.75 mile radius (and within 5 minutes) of the Fire Station to enable them to function effectively as a Retained Firefighter. On receipt of a fire or other emergency call, the Retained Firefighter must be in attendance at Sligo Fire Station within 5 minutes of receipt of the call.

Ballymote/ Enniscrone/ Tubbercurry Fire Stations

The person appointed shall reside and work within a 1.5 mile radius (and within 5 minutes) of the respective Fire Station to enable them to function effectively as a Retained Firefighter. On receipt of a fire or other emergency call, the Retained Firefighter must be in attendance at the Fire Station within 5 minutes of receipt of the call.

All Retained Firefighters will be required to be available and attend alerts on a week-on/week-off basis (exclusive of holidays). Across the period where a Retained Firefighter is rostered-off, they can if they so wish, attend incidents on the provision that they have informed the Station Officer/Sub Station Officer of their availability.

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

2. RATE OF REMUNERATION

A Retained Firefighter shall be paid at the appropriate approved national rates of Fire and Drill fees and Retainer fees.

The current rates of remuneration are:

- (a) The Annual Retainer for Firefighter is as follows:
 - a. On recruitment €14,523
 - b. 2 - 4 years €15,515
 - c. 5 – 7 years €16,739
 - d. 8 years + €17,854

- (b) Fees for Attendance at Fires

Day Fire – First Hour or Part of an Hour	€50.54
Day Fire – Per Hour Thereafter (Day fires 8:00 a.m. – 8:00 p.m. Mon - Fri)	€25.27
Night Fire – First Hour or Part of an Hour	€101.08
Night Fire – Per Hour Thereafter (Night fires 8:00 p.m. – 8:00 a.m.)	€50.54

Weekend and public holiday fires are paid for at the same rate as night fires.

- (c) Fees for Attendance at Drill Nights €50.54

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

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

3. SUPERANNUATION

Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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 dependent or qualified children).

4. RETIREMENT AGE

The normal retirement age is 55. On reaching 55 years of age or sooner, if found to be medically unfit, you shall cease to be a Retained Firefighter. The maximum age limit of 55 years may be lowered by the County Council should the normal age for retirement in employment generally be lowered and, in such case, the age lower than 55 years shall apply.

Retained Firefighters who would be physically capable of working beyond age 55 have the option to continue working for a defined limited period subject to compulsory medical assessment, on an annual basis. The extended optional period would be to age 62. No Retained Firefighter shall be employed beyond age 62.

5. MEDICAL

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

In addition, all Retained Fire Services Personnel must:

- (a) participate in the Occupational Health Scheme for members of the Retained Service;
- (b) at any time, if requested by the County Council, undergo such medical examination(s) by medical examiner(s) as nominated by the County Council.

Such examinations will be carried out at the Council's expense. Any defects discovered pertaining to a medical examination will not be remedied at the County Council's expense.

Retention as a member of the Retained Fire Services will depend upon receipt of satisfactory reports by medical examiner(s) and to the condition as above as to health.

All Retained Fire Services Personnel must maintain a good level of physical fitness through regular strenuous exercise. Because of the nature of fire service work, there may be a requirement for personnel to undergo a Return to Work Medical by a medical examiner(s) as nominated by the County Council depending on the nature of the sick leave.

6. PROBATION

There shall be a period of twelve months from the date of commencement as a Retained Firefighter during which you shall be on probation. Such period of twelve months may be extended at the absolute discretion of the Chief Executive. You shall cease to be a Retained Firefighter at the end of the period of probation unless your service has been certified as satisfactory in all respects.

During this period, the Firefighter will be required to participate in and successfully complete a two-week Breathing Apparatus Wearer's Course. If they fail to do so, they shall cease to be a Firefighter.

In accordance with Sligo County Council's Grievance and Disciplinary Procedure, employment may be terminated by either party during the probationary period or at the end of the probationary period, whether or not it has been extended. In any event, the appropriate period of notice set down in the Minimum Notice and Terms of Employment Act 1973-2001 will apply.

In the event of such termination, Sligo County Council may, at the discretion of the Chief Executive, pay you in lieu of notice.

7. TRAINING

A Firefighter shall attend and participate in drills and shall undergo from time-to-time courses and further training as required or deemed appropriate by the Council. The location(s) of the training shall be decided by the Council. All retained Fire Service personnel will be provided with a minimum of 100 hours training per annum, comprising 80 hours of regular drills and 20 hours of block release courses. Adequate advance notice shall be given to Firefighters.

The level of training to be successfully undertaken by a Firefighter shall be such as to enable them to carry out competently and effectively the various operations required in the Fire Service, including the operation of communications systems, driving appliances and vehicles, and the operation of pumps, lifts, escapes, rescue and emergency equipment, hydrant testing etc and such other matters and requirements as may arise from time to time. A Firefighter shall be expected to acquire a level of training and knowledge as to enable them to interchange with and act as substitute for personnel within their unit at operational level in the Fire Service of the County Council as directed by the Chief Fire Officer or other designated person appointed by the Council.

All Firefighters must be a qualified Breathing Apparatus Wearer. Firefighters will be required to successfully complete a Breathing Apparatus Refresher Course, including any associated assessments, every two years.

8. METHOD OF SELECTION

(a) Selection

Shall be by means of physical / numeracy / literacy tests conducted by or on behalf of Sligo County Council. The Council will not be responsible for any expenses incurred by candidates in attending for said tests.

Successful candidates at the aforementioned tests will then be invited for interview. Interviews will be conducted in person. A panel may be formed of those who are most successful at interview. The top performing candidates at final selection interview whose names are placed on the panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

(b) Recruit Training

Those candidates who are qualified by the Interview Board will be required to satisfactorily complete a recruit training course of three weeks duration. The success or otherwise of their participation shall be determined by assessment during the training and by both written and practical examinations at the end of the course. The candidate will only be eligible for recruitment as an Operational Retained Firefighter on successful completion of the period of initial training and examinations.

9. RECRUITMENT

On satisfactory completion by the candidate of the recruit training and examination, they shall, should a vacancy occur within a period of two years of their completion of the course, be notified of the date on which they shall commence as an Operational Retained Firefighter. The probationary period shall run from such date of commencement.

10. PERIOD OF ACCEPTANCE OF OFFER

The local Authority shall require a person to whom the position is offered to take up such position within a period of not more than one month and if the person fails to take up the position within such period or any longer period such as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

11. DUTIES

A Firefighter shall carry out such duties assigned by the Station Officer, or by such other person as may be determined by the Chief Fire Officer from time-to-time. All instructions shall be acted upon promptly and with due regard for safety of both members of the public and other fire service personnel.

A Firefighter, as and when required, shall perform such duties as are assigned to them from time to time and without prejudice to the generality of this requirement, including duties assigned while on standby in the fire station. A Firefighter, as and when required by the Council, shall perform driving duties and the operation of pumps, lifts, hoists and means of escape, rescue equipment, hydrant testing, radio telecommunication equipment and other such equipment as appropriate.

The County Council, in its absolute discretion, may decide that any Firefighter shall not respond to, or attend at calls of a certain description or category occurring at any time, or occurring within specified hours during a period when any such Firefighter is rostered on duty. Where the County Council so decide, and have notified a Firefighter in advance, then the Firefighter so notified shall not respond to or attend the said calls, and they shall not be paid fees or remuneration in respect thereof.

12. GARDA VETTING & REFERENCES

Successful candidates will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to Sligo County Council.

13. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: [Data Protection \(GDPR\) \(sligococo.ie\)](https://www.sligococo.ie/Data-Protection-GDPR).