



WEXFORD COUNTY COUNCIL POST OF WHOLETIME STATION OFFICER (WEXFORD)

QUALIFICATIONS

1. **CHARACTER:**

Candidates shall be of good character and references shall be sought.

2. **AGE:**

Each candidate must be under 55 years of age on the first day of the month in which the latest date for receiving completed application forms for the position occurs.

3. **HEALTH:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service.

For the purpose of satisfying the requirements as to health the candidate recommended for appointment will be required to undergo and pass a medical examination based on the Department of the Environment Fire Services guidelines of Medical Requirements for fire-fighters by a Medical Practitioner to be nominated by the Council.

He/she shall undergo a Medical Examination on a regular basis as required by the Fire Authority (normally every two years). Failure to meet the required medical standards set down nationally for firefighters which would prevent the person appointed from rendering regular and efficient service may result in the termination of employment.

4. **RESIDENCE:**

The candidate recommended for the appointment must reside sufficiently close to Wexford Fire Station which will enable him/her to respond on the first turn-out with Wexford Fire Brigade. The location of this residence is to be agreed with Wexford County Council.

5. **EDUCATION, TRAINING AND EXPERIENCE ETC.:**

Each candidate must, on the latest date for receipt of completed Application forms:

- (a) A good standard of general education such as would enable him/her to perform satisfactorily the duties specified and in particular to keep efficiently all records pertaining to the position.

- (b) Competence and experience in driving and hold a current clean full driving licence for vehicles of classes B and C or equivalent in the EU model driving licence, details of which must be entered on the application form.
- (c) At least seven years satisfactory service in the Fire Service with either a retained or full-time Brigade with at least five years relevant experience at a minimum of Sub Station Officer level.
- (d) Adequate experience in the command, control and discipline of personnel.
- (e) have an adequate knowledge and experience of modern firefighting tactics, fire service communications, water supply systems, principles of hydraulics and building construction
- (f) Adequate knowledge and experience of modern firefighting techniques.
- (g) Successfully attended Sub Officer (Unit 1) and Station Officer (Unit 2) Courses accredited by The Fire Services Council or the National Directorate for Fire and Emergency Management or equivalent.
- (h) Successfully completed a Fire Brigade Instructor's Course.
- (i) Successfully completed Breathing Apparatus Wearers and Compartment Fire Behaviour Training and Refreshers.
- (j) have adequate knowledge and experience of health and safety procedures deployed within the Fire Service including the health and safety obligations placed upon the Fire Authority.
- (k) have an adequate knowledge and experience in the operation of the National Incident Command System

Note: It is also desirable that candidates would be qualified Breathing Apparatus and Compartment Fire Behaviour Instructors.

WEXFORD COUNTY COUNCIL
POST OF WHOLETIME STATION OFFICER
(WEXFORD)

PARTICULARS OF EMPLOYMENT

1. Tenure:

The post is permanent, whole-time and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their 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 dependent or qualified children).

All persons who become pensionable employees 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 their 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) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Retirement Age:

The person employed will be required to retire on reaching the age of 55 years.

3. Probation:

The following provisions shall apply to this employment:

- (a) there shall be a period after such employment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be one year but the Chief Executive may at his discretion extend such period;

- (c) such person shall cease to hold such employment at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person is satisfactory.

4. **Weekly Remuneration (as at 1st March, 2023):**

€1,039.41 - €1,051.96 - €1,065.99 - €1,078.83 - €1,091.99

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

In addition, the following may also be paid:

Fees at same rates applicable to retained personnel in respect of attendance at fires outside normal working hours.

5. **Hours of Work:**

He/she will normally work a thirty-nine hour week – Monday to Friday. The Local Authority, however, reserves the right to alter the hours of duty from time to time.

He/she will be required to attend at a minimum of 75% of fires outside of the normal working hours.

6. **Health:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

7. **Recruitment:**

- (i) Selection shall be by means of a competition based on assessment and an interview conducted by or on behalf of the Local Authority, this may include interviews being held remotely.

The assessment is to allow each candidate an opportunity to demonstrate their knowledge of the National Incident Command System. Candidates will be

presented with a desktop scenario and will be given approximately 20 minutes to demonstrate their competency as Incident Commanders

- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited to interview shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.
- (iii) A Panel may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

8. Duties of the Post:

The duties will include, but are not limited to, the following:

1. Initial assignment is to Wexford Fire Station, however Wexford County Council reserves the right to assign the successful candidate to any other Fire Station in use by the council, now or in the future.

He/she will normally work a thirty-nine hour week - Monday to Friday. The Local Authority, however, reserves the right to alter the hours of duty from time to time.

No fire fees will be applicable during normal working hours.

No fees will be paid in respect of weekly training drills, in accordance with the National Agreement for Station Officers 1999. The time spent in weekly training drills may be taken in lieu from the normal working time by agreement with the Chief Fire Officer.

2. The successful candidate shall attend at a minimum of 75% of incidents outside his/her normal office hours. He/she must reside, at all material times, in the town where the brigade is located and within a distance which will allow him/her to attend at the fire station within a maximum of five minutes from his/her residence. Attendance shall be reviewed annually.
3. A pager or other form of communications as specified must be carried at all times to facilitate communications with the Officer. Relief from on-call duty shall be carried out in accordance with Brigade Orders i.e. he/she shall ensure that they are relieved by the retained Sub-Officer(s).
4. He/she shall ensure that a minimum crew is available at all times in compliance with brigade orders and national policy.

5. He/she shall carry out the training of Wexford Fire Brigade and other fire brigade personnel as directed and make all necessary arrangements for such training including the provision of the necessary equipment.
6. He/she shall be in attendance at the time appointed for the commencement of all drills/practices ensuring that the programme of training is adhered to and that personnel carry out their duties promptly and efficiently. Absence from training or fire calls without good reason will lead to disciplinary proceedings which may include suspension without pay and dismissal from the Fire Service.
7. He/she shall provide telephone and radio answering service outside normal working hours when required. A council mobile telephone shall be issued. The person appointed shall permit the installation of a telephone and any ancillary apparatus in their private residence, if so required.
8. He/she shall operate any duty rostering or availability scheme involving the Station Officer and personnel under his/her command which may be in operation from time to time.
9. He/she shall exercise command over his/her allotted fire station, he/she shall keep all records necessary for the efficient administration and training of the fire brigades.
10. He/she shall take charge of operations at fires or other incidents in his/her Station Area (unless relieved by a Senior Officer), and otherwise to assist subject to the provisions of the Fire Services Acts 1981 and 2003.
11. He/she shall maintain discipline at all practices and operations and will be responsible to the Chief Fire Officer or designated alternate for ensuring the proper discipline of all personnel.
12. He/she shall make all necessary arrangements for the servicing and maintenance of all fire brigade appliances and equipment, including appliances and equipment of all other fire stations in Wexford Fire Authority as directed by the Chief Fire Officer or designated alternate.

This shall include general maintenance of the Fire Stations, the environs and all equipment therein including maintenance all B.A. Sets, B.A. Cylinders and B.A. Equipment in the County and the logging of their maintenance and cylinder testing and report any repair/maintenance works to be carried out in writing and inputting of information using various software packages.
13. Station Officers are expected to undertake brigade management duties outside their own station including movement of appliances & equipment around the county.
14. He/she shall ensure that after each fire or training period prompt arrangements are made for cleaning, drying, testing and if necessary, repair of all hoses and other equipment and report any damage or deficiencies of equipment to the senior officers of the service.

15. He/she shall keep a stock record of all equipment held by the fire brigades and ensure that all equipment is stowed on each fire tender in accordance with a pre-determined stowage plan. This includes the fire service central store for the county located at Wexford Fire Station.
16. He/she shall keep an accurate record of all water supplies available for fire fighting in his/her station area - including piped and open water supplies. Carry out regular inspections of all fire hydrants - public and private - and keep up-to-date records of flows and pressures in respect of all such fire fighting installations. Carry out hydrant surveys and inspect any other water supplies in any part of the county as required.
17. He/she shall assist the Chief Fire Officer or designated alternate in carrying out an inspection of all special risks in his/her station area as part of a systematic 'Pre-Fire Planning' survey.
18. He/she shall carry out Generic and Dynamic Risk Assessment of all Fire Service operations under his control and to provide a safe working environment for all firefighters where possible, taking into account the exigencies of the Fire Service responsibilities of the Fire Authority under the Fire Services Acts 1981 and 2003. He/she shall ensure that safe systems of work are complied with at all times inclusive of the National Incident Command System and the Standard Operational Guidelines.
19. He/she shall carry out fire-fighting or fire prevention duties anywhere in County Wexford as and when required and in such areas for which Wexford County Council has entered into agreement to provide fire service cover.
20. He/she shall attend any training courses, seminars, conferences or special training anywhere as determined by the Chief Fire Officer or designated alternate. He/she will be required to prepare, assist and instruct in all training sessions as directed whether within or outside the County.
21. He/she shall when required to assume responsibility for and carry out the transport, repair, maintenance, cleaning, etc., of appliances and fire brigade equipment on issue to all stations and carry out minor repairs of appliances and equipment as directed.
22. He/she shall carry out the duties of driver of fire brigade appliances when necessary or as directed by the Chief Fire Officer or designated alternate.
23. He/she shall operate radio and telephone equipment in Wexford Fire Station and log all calls as necessary and ensure reporting procedures are complied with.
24. He/she shall wear the official uniform issue and rank insignia while on fire brigade duty and Station officers are issued with personal protective clothing as listed below:-

- (a) one firefighters helmet,
- (b) two pairs of firefighters boots,
- (c) two firefighters tunics,
- (d) two pairs of firefighters pants,
- (e) two pairs of firefighters gloves,
- (f) two flash hoods.

He/she shall ensure that all personal protective clothing issued is maintained to a satisfactory standard.

- 25. He/she shall ensure all persons are properly dressed, in protective clothing provided, for all drills, exercises and fire fighting operations.
- 26. He/she shall submit such reports in relation to the work under his/her charge as may be required from time to time and submit fire reports and paysheets for fire calls.
- 27. He/she shall ensure that all Brigade orders are carried out at all times and report in writing any failure to comply with the orders to the Chief Fire Officer or other senior officers of the service.
- 28. He/she will be obliged to fully comply with organisational policy governing the use of all electronic equipment.
- 29. He/she shall regulate visits to Fire Stations by schools or other groups, visits & talks to schools & other groups and the keeping accurate records of attendance, etc.
- 30. He/she shall assist in townland data collection activities.
- 31. He/she shall be responsible for the daily testing of radio and telephone communication systems and call-out systems with particular reference to the efficiency of communications with central control.
- 32. He/she shall carry out "During Performance" inspections in premises on the instructions of the Chief Fire Officer.
- 33. Annual leave shall be provided in accordance with the organisation of Working Time Act, 1997. Annual leave shall be taken within the appropriate leave year; such leave shall be pre-approved by the Chief Fire Officer or alternate.
- 34. He/she shall carry out such further duties as may from time to time be assigned to him/her by the Chief Fire Officer or alternate.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to the Chief Fire Officer or such designated officer as may be assigned from time to time by Wexford County Council.

9. Retirement/Superannuation:

Single Public Service Pension Scheme

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004.

The person appointed will, on reaching the age of 55, cease to hold the post, or sooner if found medically unfit to continue. Retirement age will be subject to national agreements which may be negotiated from time to time.

10. Driving Licence:

The holder of the post of Station Officer (Whole-time) shall hold a full driving licence for Class B and Class C vehicles or equivalent in the EU model driving licence and be prepared to drive such vehicles as the Council may require in the performance of his/her duties.

11. Residence:

The candidate recommended for the appointment must reside sufficiently close to Wexford Fire Station which will enable him/her to respond on the first turn-out with Wexford Fire Brigade. The location of this residence is to be agreed with Wexford County Council.

12. Period of Acceptance:

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

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does 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.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. 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.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the

approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER