

# **CIVIL SERVICE**

**ANNOUNCES A PROMOTIONAL EXAMINATION  
FOR THE POSITION OF**

## **Fire Driver Engineer** **(44004)**

# THINGS TO KNOW & REMEMBER

## TEST DATE/LOCATION/TIME

The details for **Fire Driver Engineer (44004)** written examination are presented below. All applicants must show a government issued photo I.D. If you do not present a government issued photo I.D. at check-in before entering the room, you will **NOT** be permitted to take the test.

November 14, 2017

## **Kay Bailey Hutchison Convention Center,** **Exhibit Hall A**

Check-in begins at 8:15 a.m.

The doors to the exam room will close promptly at 9:00 a.m. Administration of the examination will begin as soon as the exam room doors are closed. Once the exam room doors are closed, **NO ONE** will be allowed to enter the exam room. This rule applies even if you have already checked in for the exam and then left the exam room to go to the restroom or to place items in your car. Late arrivals will **NOT** be admitted.

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## PROHIBITED ITEMS

Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the examination. All required testing materials will be provided. Civil Service is not responsible for personal belongings including writing utensils. **If you bring a cell phone or other communication device, you will be asked to return it to your car, and you will still be subject to the check-in time deadline. For example, if you check in and realize that you forgot to leave your cell phone or other prohibited item in your car, you MUST exit the exam room and place your belongings in your car, and return to the exam room before the exam room doors are closed. It is not sufficient to turn the device off.** You must comply with this procedure in order to be admitted. Civil Service is not responsible for any personal items left outside of the testing site. **Possession of any communication device or other prohibited item after you have checked in to the test site, and after the exam room doors are closed, will result in your disqualification and removal from the examination. NO EXCEPTIONS.**

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## NOTE

This is **just** a summary. Detailed information you need is included in the rest of this document.

**THE CIVIL SERVICE BOARD  
ANNOUNCES A PROMOTIONAL EXAMINATION  
TO BE GIVEN ON TUESDAY, NOVEMBER 14, 2017 AT 9:00 A.M.  
(CHECK-IN BEGINS AT 8:15 A.M.)  
at KAY BAILEY HUTCHISON CONVENTION CENTER, EXHIBIT HALL A  
FIRE DRIVER ENGINEER (44004)**

**All persons wishing to take this examination must submit a promotional application via the NEOGOV system. Go to the City of Dallas Internal Positions Employment Opportunities webpage at:**

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

**to view the posting and related documents. Registration is from Friday, August 11, 2017 to Monday, September 11, 2017. You must register no later than 11:59 p.m. on Monday, September 11, 2017 or you will not be allowed to take this examination.**

Promotion to the rank of Fire Driver Engineer is restricted to those employees who have completed two years of service after completing probation as a Fire and Rescue Officer or currently have the rank of Fire Second Driver. Fire Prevention personnel who laterally transfer to Emergency Operations, must successfully complete training and obtain certification as a Fire Rescue Officer and Paramedic. He/she must then serve as a Fire and Rescue Officer in Emergency Operations for two years before becoming eligible to test for promotion to this rank. Department members hired in classes 276, 277, 278 and 279 of the Dallas Fire-Rescue Department who have been certified by the State of Texas as firefighters are exempted from the provision. Additionally, any department members who have transferred from Fire Prevention to Emergency Operations as of January 9, 2008, and who have been certified by the State of Texas as firefighters are exempted from this provision. Those candidates who will meet the eligibility criteria prior to six months following the administration of the examination may compete on the examination but will not be eligible for promotion until they have successfully completed service required for promotion. Thus, those applicants who will meet the eligibility requirements before **May 14, 2018** may compete on this examination.

**NEOGOVS PROCESS INFORMATION**

To ensure success in the NEOGOV process you must follow the steps in the “How to Sign-up for Uniform Promotional Positions” document provided on the “Internal Positions” webpage (see link below). Failure to use that document and follow all steps may result in your application for this promotional position not being submitted properly. **Those who fail to properly submit an application before the deadline will not be allowed to take this examination.**

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

When you have signed up successfully for the test on the NEOGOV system, you will receive an automated email confirmation from NEOGOV (to the email address you designate on your application). In addition, you will receive a second email notification from the Civil Service

Department within 7 days of your submission confirming that you have successfully signed up for the promotional examination. If you do not receive the second email, please contact Civil Service between the hours of 8:15 a.m. and 5:15 p.m., Monday through Friday at 214-670-5915. (Note: This notification is **not** a confirmation that you qualify to take the exam. A separate notice will be sent to you regarding the exam. Applicants are responsible for ensuring that applications are received prior to the expiration of deadline.

**PLEASE BE PROACTIVE IN SIGNING UP FOR THE TEST AND CHECKING THE STATUS OF YOUR APPLICATION. DO NOT WAIT UNTIL THE SIGN-UP DEADLINE OR AFTER!!!**

The examination for this classification will consist of one part:

**WRITTEN EXAMINATION**

The written examination is a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached.

The multiple-choice examination will contribute **100%** to a candidate's overall promotional score. The passing point for this examination will be set as described in the WRITTEN EXAMINATION PROCEDURES below.

The multiple-choice examination will be graded, posted, and subject to review and challenge as described in the WRITTEN EXAMINATION PROCEDURES below.

You will receive an email containing information about the online written examination orientation video. The email will include instructions on how to access the video online. A video of the written exam orientation will be available online from **Monday September 18, 2017 to Wednesday October 18, 2017**. Viewing the orientation video is **voluntary**. If you have any questions or concerns regarding the contents of the written examination orientation video, you may email the address given at the end of the video ([CivilServiceTest@dallascityhall.com](mailto:CivilServiceTest@dallascityhall.com)) with "Driver Engineer Orientation Question" as the subject line. All questions will be answered at the conclusion of the video viewing period on **Wednesday, October 18<sup>th</sup> 2017**.

Any candidate who requires an accommodation in accordance with the Americans with Disabilities Act must make this request for accommodation in writing to the Civil Service Department by **Monday, October 16, 2017**. The request must be supported by recent medical documentation that states the medical condition at issue, the major life activity or activities affected by the condition, and the specific accommodation(s) requested. If the request is not received by **Monday, October 16, 2017**, it may not be considered.

## WRITTEN EXAMINATION PROCEDURES:

1. Check-in begins at 8:15 a.m.
2. All applicants must show a government issued photo I.D. If you do not present a government issued photo I.D. at check-in before entering the room, you will **NOT** be permitted to take the test.
3. Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the examination. All required testing materials will be provided. Civil Service is not responsible for personal belongings including writing utensils. **If you bring a cell phone or other communication device, you will be asked to return it to your car, and you will still be subject to the check-in time deadline. For example, if you check in and realize that you forgot to leave your cell phone or other prohibited item in your car, you MUST exit the exam room and place your belongings in your car, and return to the exam room before the exam room doors are closed. It is not sufficient to turn the device off.** You must comply with this procedure in order to be admitted. Civil Service is not responsible for any personal items left outside of the testing site. **Possession of any communication device or other prohibited item after you have checked in to the test site, and after the exam room doors are closed, will result in your disqualification and removal from the examination. NO EXCEPTIONS.**
4. Once the exam room doors are closed, **NO CANDIDATES** will be allowed to enter the exam room. Late arrivals will not be admitted.
5. Two and one-half (2 ½) hours are allowed for this exam.
6. The passing score will be determined in accordance with the policy established by the Civil Service Board:

To establish a passing point which is impartial and fair to all test takers, which reflects the overall difficulty of the examination, and which will not give unfair advantage or disadvantage to any person, a panel of Fire Department personnel at or above the rank of Driver Engineer will rate test questions while the exam is in progress. The identity of the panel members will be kept confidential prior to the examination. The ratings collected from this panel will be used by Civil Service staff to establish the minimum passing point.
7. For uniformed promotional examinations consisting of multiple-choice questions, the examination review will be conducted in accordance with the policy established by the Civil Service Board.

Barring any technical difficulties, answer sheets will be graded as they are completed or as soon as possible at the exam site in the presence of candidates who wish to remain during the grading.

**The scores and official pass point will be posted on the Civil Service Bulletin Board at 1500 Marilla Street, Room 1C South by 5:00 p.m. on Friday, November 17, 2017.** Individual scores will be identified **by booklet numbers** on publicly posted lists. Due to the fact that review procedures may necessitate scoring changes, the results must be considered tentative, NOT final.

**Each candidate will have the opportunity to inspect a keyed copy of the examination booklet and submit challenges on Monday, November 20, Tuesday, November 21, Wednesday, November 22, and Monday, November 27, 2017.** Challenges to examination questions must be addressed to the Secretary of the Civil Service Board and submitted in writing at 1500 Marilla Street, Room 1C South, before the end of the review period (see attached calendar). Following submission of challenges or waiver of right to challenge, each candidate may have one inspection of his/her own scored answer sheet and an official test booklet.

**On Tuesday, November 28 and Wednesday, November 29, 2017 all challenged questions will be available for review in the Civil Service Office at 1500 Marilla Street, Room 1C South.** During this time, candidates may submit additional comments regarding the challenged questions. All comments during this period must be addressed to the Secretary of the Civil Service Board and submitted in writing at 1500 Marilla Street, Room 1C South.

Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, etc.), personal belongings (e.g., study material, large purses, back packs, water bottles, ear plugs, etc.), or writing utensils (e.g., pencils, pens, highlighters, etc.) to the Civil Service examination review room. All necessary materials needed for this process will be provided by Civil Service. No written materials may be removed from the Civil Service examination review room.

An appointed three-member Challenge Review Panel will meet in private on **Thursday, November 30, 2017.** This panel will receive unaltered, all written submissions (with the challengers' names removed). After reviewing the challenges and additional comments, if any, the panel will make a ruling on each question. The panel can: 1) key two or more choices as correct, 2) designate as incorrect the answer originally keyed correct, 3) designate as correct an answer originally keyed incorrect, 4) omit from scoring any question deemed faulty, and/or 5) retain the question as is. A faulty question is any question that at least two members of the panel declare defective. **When one or more questions are re-keyed or deleted from scoring by the panel, all scores will be adjusted appropriately. Corrected results will be posted on Friday, December 1, 2017 at the Civil Service Office, 1500 Marilla Street, 1C South by 5:00 p.m.**

The panel may request expert opinion from outside sources. The panel will not hear verbal appeals from candidates or receive verbal input from the Civil Service Department. The decision of the panel will be final. Appeals to the Civil Service Board may only be made to suggest revisions to this policy for future use.

Any candidate has the right to appear before the Civil Service Board if he/she has concerns about the written examination appeal process.

**Selection of Panel Members:** Thirty (30) days prior to the examination, the Police Chief, Fire Chief, and City Attorney will each designate three (3) representatives from their respective departments as potential members. In the case of the Police and Fire departments, the panel members must be at or above the rank (or its equivalent parallel rank) of Deputy Chief. At the conclusion of the nomination period, one panel member from each department will be chosen by the Civil Service Department.

8. No information other than what is contained in this notice will be given to any person.

**POSTED: Friday, November 11, 2017**  
**LAST DAY TO REGISTER FOR THE EXAMINATION: Monday, September 11, 2017**  
**BY 11:59 P.M.**

**City of Dallas  
Civil Service Board  
Source List for  
2017 Fire Driver Engineer  
Promotional Examination**

**Blanket Omissions: All Skill Building Sections, Notes Sections, Quotes, Tips Sections [Ex: Rescue Tips/Driver Operator Tips], Skill Drills Sections, In-Text Skills Lists, Near-Miss Reports, Wrap Up Sections, Driver/Operator in Action Sections, Training Resources Sections, Voices of Experience Sections, You are the Driver/Operator Sections, References Sections, Resources Preview Sections, Instructor Resources Section, NFPA Standards, In-Text Lists of NFPA Requirements, NFPA Summaries, Figures, Tables, Knowledge Objectives, Skills Objectives, Prefaces, About the Author Sections, Acknowledgements, Dedications, Tables of Contents, Forwards, Introductions, Indexes, Appendices, Charts, Graphs, Pictures, Illustrations, Maps, Forms and Captions.**

**Departmental Publications**

**Manual of Procedures (MOPs):**

1. **Dallas Fire Department Manual of Procedures (MOPs) 100 – Organization**

Section 104.00	104.02	Maintenance
	104.03	Fleet Services
	104.04	Clothing and Supply
	104.05	Facility Coordination
Section 106.00	Entire section	Fire Prevention & Investigations Bureau
Section 107.00	Entire section	Technology and Personnel Support Bureau
Section 108.00	Entire section	Financial Services Bureau

2. **Dallas Fire Department Manual of Procedures (MOPs) 200 – Administration**

All sections **except:**

**Omit the following:**

Section 201.00	Entire section	Awards and Recognition
Section 202.00	Entire section	Computer Equipment Procurement
Section 204.00	Entire section	Explorer Program
Section 205.00	Entire section	Financial Services
Section 206.00	Entire section	Funeral Procedures
Section 207.00	Entire section	Information Technology (IT) Policy
Section 208.00	Entire section	Manual of Procedures (MOPS) Additions, Revisions or Updates
Section 209.00	Entire section	Records Management
Section 210.00	Entire section	Standard Operating Procedures (SOPS)
Section 211.00	211.09 C	Fitness Assessment

3. Dallas Fire Department Manual of Procedures (MOPs) 300 – Department Operations

All sections **except:**

Omit the following:

Section 304.00	304.08	Team Structure
Section 306.00	Entire section	Facility Inspections (other than fire stations)
Section 307.00	Entire section	
Section 315.00	Section is empty	(RESERVED) Promotional Process
Section 317.00	Section is empty	(RESERVED) Safety Plan
Section 324.00	Entire section	Adopt-A-Station Program

4. Dallas Fire Department Manual of Procedures (MOPs) 400 – Pay and Personnel

All sections **except:**

Omit the following:

Section 406.00	Entire section	Dallas Fire-Rescue Department-Special Pays
Section 407.00	Entire section	Tuition Reimbursement
Section 409.00	Entire section	Survivor Benefits
Section 410.00	Entire section	Retirement Application Process
Section 414.00	Entire section	Family and Medical Leave
Section 416.00	Entire section	Lawson/Time Cards
Section 417.00	Entire section	Sexual Harassment
Section 418.00	Entire section	Workplace Violence
Section 420.00	Entire section	Reinstatement Policy for Uniformed Members

5. Dallas Fire Department Manual of Procedures (MOPs) 500 – Internal Investigations and Discipline

All sections **except:**

Omit the following:

Section 510.00	Section 510.02	Notification for Licenses and Certificates
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6. Dallas Fire Department Manual of Procedures (MOPs) 600 – Emergency Response Procedures

All sections **except:**

Omit the following:

Section 608.00	Section 608.05	Instructions
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7. Dallas Fire Department Manual of Procedures (MOPs) 700 – Code of Conduct

All sections **except:**

Omit the following:

No Omissions

8. Dallas Fire Department Manual of Procedures (MOPs) 800 – Vehicles, Facilities and Equipment

All sections **except:**

Omit the following:

Section 802.00	802.05	Care of Lawn and Landscapes
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## Standard Operating Procedures (SOPs):

### 1. Dallas Fire Department Standard Operating Procedures (SOPs) 100 – Emergency Medical Services (EMS)

All sections **except:**

Omit the following:

Section 102.00	Appendix A	Abbreviations
	Appendix B	Troubleshooting CAD/EPCR Downtime
	102.04	Documentation
	102.05	Response Outcomes
Section 104.00	104.10	EMTALA
Section 105.00	105.08	Tuberculosis Screening Procedures
Section 107.00	Entire section	Coordination with Physician at the Scene of a Medical Emergency
Section 108.00	108.02	Patients in Custody of Law Enforcement
	108.05 C	Intoxication
	108.08	Prisoner Transportation
Section 109.00	Entire section	Equipment
Section 110.00	110.01 B	EMS Transport Policy
	110.02 A	Mandatory Offer of Transport
	110.05	Transportation of Burn Patients
	110.09	Trauma Patients
	110.11 A & B	Hospital Destination Procedures
Section 112.00	112.01	Guidelines
Section 113.00	Entire section	Dallas Airports
Section 116.00	Entire section	Certification and Recertification
Section 117.00	Entire section	Inventory
Section 118.00	Entire section	Inquiry Management Systems Procedures
Section 120.00	Entire section	Controlled Substance Program Procedures
Section 123.00	Entire section	Special Events

### 2. Dallas Fire Department Standard Operating Procedures (SOPs) 100 – Emergency Response Bureau (ERB)

All sections **except:**

Omit the following:

Section 131.00	Pages 2-6	After Action Reports
Section 132.00	Pages 3-26	Company Evolutions (Evolutions 1-9)
Section 133.00	Entire Section	Command Technician Training
Section 135.00	Section is empty	(RESERVED) Active Shooter Procedures
Section 136.00	Entire Section	Digital Combustion Training Procedures
Section 138.00	Entire Section	Confidential Information Form Procedures

### 3. Dallas Fire Department Standard Operating Procedures (SOPs) 100 – Special Operations Procedures (SPOPS) Aircraft Rescue and Fire Fighting (ARFF)

All sections **except:**

Omit the following:

Section 104.00	Entire section	Oversight by the Federal Aviation Administration
Section 106.00	Entire section	Attaining ARFF Certification
Section 107.00	Entire section	Assignment/Reassignment ARFF Program
Section 108.00	Entire section	ARFF Training and Qualification
Section 109.00	Entire section	Personnel Not Assigned to an ARFF Station
Section 115.00	Entire section	Training Records and Reporting Requirements
Section 116.00	Entire section	ARFF Daily Inspections and Inventory Check Off

### **Hazardous Materials Response (HazMat)**

All sections **except:**

Omit the following:

Section 206.00	Entire section	Certification and Continued Education Training of Hazmat Technicians
Section 207	Entire section	Equipment
Section 209	Entire section	HMRT Medical Surveillance

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All sections **except:**

Omit the following:

Section 304.00	Entire section	Training
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### **Urban Search and Rescue (USAR)**

All sections **except:**

Omit the following:

Section 406.00	Entire section	Training Requirements
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### **Water Rescue**

All sections **except:**

Omit the following:

Section 503.00	Entire section	Positions and Descriptions
Section 506.00	Entire section	Training
Section 507.00	Entire section	Reports

### **Wildland Urban Interface (WUI)**

All sections **except:**

Omit the following:

Section 603.00	603.01	Team Standards
	603.02	Team Penalties
Section 604.00	Entire section	Qualifications
Section 605.00	Entire section	Task Book Procedures
Section 606.00	Entire section	Classroom Training
Section 607.00	Entire section	Assignments
Section 608.00	Entire section	Team Activation Process
Section 610.00	Entire section	Physical Fitness

### **Technical Publications [3]**

1. Elevator Emergencies (2008)  
No Omissions
2. **Holmatro (2008)**  
No Omissions
3. **Master Streams**  
No Omissions

**City of Dallas Publications [3]**

1. City of Dallas Personnel Rules (2015)  
All sections **except:**

Omit the following:

- Article I. General Provision
- Article II. Compensation
- Article IV. Benefits
- Article VII. Wage Supplementation

2. Administrative Directives (AD) 3-63 Workplace Violence
3. Administrative Directives (AD) 3-61 Sexual Harassment: Prohibition of Workplace Harassment and Complaint Procedure

**Non-Departmental Publications [5]**

Technical Publications

1. Vehicle Extrication Levels I & II: Principles & Practice  
David Sweet, IAFC Copyright 2012  
Jones & Bartlett Learning ISBN-13: 978-1449648824  
All chapters **except:**

Omit the following:

- |  |               |  |
|--|---------------|--|
| Chapter 7  | Pages 153-154 | Site Operations: EMS Personnel           |
|  | Pages 158-160 | Site Operations: Inner and Outer Surveys |
| <i>[Omit any other in-text which references "inner and outer surveys". Example: #3 page 182]</i> |               |  |
| Chapter 11   | Pages 268-316 | Commercial Vehicles                      |
| Chapter 12   | Pages 322-339 | Agricultural Extrication                 |

2. Truck Company Operations, 2<sup>nd</sup> Edition  
John Mittendorf Copyright 2011  
Pennwell Corporation ISBN-13: 978-1593702793  
All chapters **except:**

Omit the following:

- |            |               |  |
|------------|---------------|--|
| Chapter 3  | Pages 69-88   | Apparatus  |
| Chapter 16 | Page 402      | Pressurized Ventilation: Ships and Aircraft              |
|            | Pages 404-405 | Pressurized Ventilation: Questions and Answers about PPV |

3. Fire Officer's Handbook of Tactics, 4<sup>th</sup> Edition  
 John Norman Copyright 2012  
 PennWell Corporation ISBN-13: 978-1593702793  
 All chapters **except:**

Omit the following

Chapter 2                      Page 30                      Top right column

4. Fire Apparatus Driver/Operator: Pump, Aerial, Tiller and Mobile Water Supply, 2<sup>nd</sup> Edition  
 International Association of Fire Chiefs (IAFC)  
 Jones & Bartlett Learning ISBN-13: 978-1284026917  
 All chapters **except:**

Omit the following:

Chapter 4	Page 68	Water: Rural Water Supplies
Chapter 6	Page 105	Fire Hose, Appliances and Nozzles: Hard Suction Hose
	Page 108	Fire Hose, Appliances and Nozzles: Hose Jacket
Chapter 7	Pages 118-162	Mathematics for the Driver/Operator
Chapter 8	Page 184	Performing Fire Apparatus Check-Out and Maintenance: Aerial Device Inspection
Chapter 9	Pages 200-204	Driving Fire Apparatus: Driving Exercises
Chapter 12	Pages 278-307	Drafting and Water Shuttle Operations
Chapter 14	Pages 330-331	Foam: Protein Foams, Fluoroprotein Foams, Alcohol Resistant Film-Forming Fluoroprotein Foams
Chapter 16	Pages 407-412	Driving Apparatus Equipped with a Tiller: Practical Driving Exercises
Chapter 18	Pages 455-456	Testing, Maintaining and Troubleshooting Aerial and Tiller Apparatus: Magnetic Particle Testing and Acoustic Testing
Chapter 19	Pages 464-504	Performance Testing

Management Publications

5. Buddy to Boss: Effective Fire Service Leadership, 1<sup>st</sup> Edition  
 Chase Sargent Copyright 2006  
 ISBN-13 978-1593700751  
 All chapters, no omissions other than the "Blanket Omissions" listed above.

**NOTE: To ensure that candidates may adequately prepare for this examination, revisions/amendments/changes to the above mentioned sources that occur on or after August 11, 2017, will NOT be included in the examination.**

## Driver Engineer Written Exam Candidate Calendar

Date	Event	Comments
8/11/17	Registration Opens	No revisions to source list.
9/11/17	Registration Closes	
9/18/17	Video available	Video orientation for exam opens
10/16/17	Last Day for Accommodation Request	Requests for accommodations must be made in writing to CVS Dept.
10/18/17	Video final day	Video orientation for exam closes
11/14/17	Test	Check in at 0815, location Kay Bailey Hutchinson Convention Center Exhibit Hall A
11/17/17	Tentative Scores and passpoint Posted	CVS Bulletin Board by booklet #s
11/20 – 27/17	Submit Challenges	A keyed copy of the booklet will be available for inspection
11/28 – 29/17	Challenged questions will be available	Challenged questions will be available for review and additional comments by candidates
11/30/17	Challenge Review Panel	Re-key questions as necessary
12/1/17	Post-challenge/Final scores will be posted	Scores will be posted by 5 pm

\*City offices closed November 23-24 for Thanksgiving holidays