



City of Dallas

CIVIL SERVICE DEPARTMENT

ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

DRIVER ENGINEER (44004)

DALLAS FIRE-RESCUE DEPARTMENT
WRITTEN EXAM

TO BE GIVEN ON FEBRUARY 16, 2021

(PLEASE SEE CHECK-IN SCHEDULE)

AT KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS
650 SOUTH GRIFFIN STREET, EXHIBIT HALL A
DALLAS, TEXAS 75202

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Driver-Engineer: Those department members who have completed two years of service after completing probation as a Fire and Rescue Officer or currently have the rank of Second Driver, shall be eligible to test for promotion to this rank. 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 in Section H. Additionally, any department members who have transferred from Fire Prevention to Emergency Operations as of the date of the adoption of this amendment and have been certified by the State of Texas as firefighters are exempted from the provision in Section H. (Adopted by City Council on January 9, 2008 CR #080155)

Those candidates who will meet the eligibility criteria by February 18, 2021 may compete on this examination but will not be eligible for promotion until they have successfully completed service required for promotion. (Civil Service Rule XIV, Section 4. B. (2) (a))

Application to Take the Written Exam

No additional applications will be taken for this exam.

Applications were accepted from Tuesday, May 19, 2020 until Friday, June 19, 2020.

Eligible candidates received an email notification from the Civil Service Department with their eligibility status on July 6, 2020.

COVID-19 Related Safety Precautions

- Candidates must wear face masks at all times.
- Hand sanitizer will be available inside and outside of the testing rooms.
- If you are displaying COVID-19 symptoms the day of the exam, contact the Civil Service Department prior to the exam start time and do not attend the exam.

Candidates who have tested positive for COVID-19 and have not been cleared to return to work or are quarantined at the time of the exam must notify the Civil Service Department at dlcivilservicetest@dallascityhall.com. Candidates must provide the dates associated with their quarantine. All cases will be verified by Dallas Fire-Rescue.

Candidate Check-in Process

Due to the current COVID-19 pandemic, the check-in process has changed. There will be three separate check-in lines at Exhibit Hall A. Please see the check-in schedule below for specific check-in times organized by last name.

	9:00-9:20 am	9:20-9:40 am	9:40-10:00 am
Line 1	A-B	H-J	N-P
Line 2	C-D	K-L	R-S
Line 3	E-G	M	T-Z

Note: Candidates must follow social distancing rules (stand 6 feet apart) when standing in line.

Driver Engineer

This promotional process consists of a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached (Appendix A).

All applicants MUST show a government issued photo I.D. at the exam site. All electronic communication devices, testing material, and personal belongings are strictly prohibited. Candidates found in violation of this rule may be disqualified from testing. Candidates will be given 2 ½ hours to complete the exam. Candidates must pass the written examination to be considered for the position. Answer sheets will be scored at the exam site; however, grades will not be made available until the preliminary score posting date as listed in the announcement. In the event the above-referenced examination date is changed, candidates will receive notice of the new examination date no less than thirty days before the rescheduled examination date.

ADA Accommodation Requests

Any candidate who requires an accommodation for this examination, in accordance with the Americans with Disabilities Act (ADA) must make this request for accommodation in writing to the Civil Service Department. ADA accommodation requests for the written exam must be received by Friday, February 5, 2021.

Source List Information

Test items will be based upon the source material provided in Appendix A of this announcement.

Important Dates – 2021 DFR Driver Engineer Written Exam

Date	Event
Part I: Written Exam	
1/20/21	Written exam orientation video is posted (link will be sent to candidates via email)
2/5/21	ADA accommodation requests for the written exam due
2/16/21	Written exam administered
2/19/21	Preliminary written exam scores emailed from Civil Service Office
2/22/21 – 2/24/21	Written exam item review period (candidates may appeal test items)
2/25/21 – 2/26/21	Written exam item comment period (candidates may make comments on appealed items)
3/2/21	Final written exam scores emailed from Civil Service Office

Note: Due to COVID-19 restrictions candidates must schedule an appointment for the item review period and the item comment period. Appointments can be scheduled by emailing dlcivilservicetest@dallascityhall.com.

APPENDIX A

City of Dallas Civil Service Board Source List for 2020 Driver Engineer Promotional Examination

The written exam items will be written from the following sources. Items will not be written from the omitted sections below.

Omissions: All Acknowledgements, Dedications, Tables of Contents, Forwards, Introductions, Appendices, Maps, and Case Studies.

City of Dallas/Fire Department Publications:

Manual of Procedures (MOPs):

1. Dallas Fire Department Manual of Procedures (MOPs) 100 – Organization
2. Dallas Fire Department Manual of Procedures (MOPs) 200 – Administration
3. Dallas Fire Department Manual of Procedures (MOPs) 300 – Department Operations
4. Dallas Fire Department Manual of Procedures (MOPs) 400 – Pay and Personnel
5. Dallas Fire Department Manual of Procedures (MOPs) 500 – Internal Investigations and Discipline
6. Dallas Fire Department Manual of Procedures (MOPs) 600 – Emergency Response Procedures
7. Dallas Fire Department Manual of Procedures (MOPs) 700 – Code of Conduct
8. Dallas Fire Department Manual of Procedures (MOPs) 800 – Vehicles, Facilities and Equipment

Standard Operating Procedures (SOPs):

1. Dallas Fire Department Standard Operating Procedures (SOPs) 100 – Emergency Medical Services (EMS)
2. Dallas Fire Department Standard Operating Procedures (SOPs) 100 – Emergency Response Bureau (ERB)
3. Dallas Fire Department Standard Operating Procedures (SOPs) 100 – Special Operations Procedures (SPOPS)

Aircraft Rescue and Fire Fighting (ARFF)

Hazardous Materials Response (HazMat)

Marine 1

Urban Search and Rescue (USAR)

Water Rescue

Wildland Urban Interface (WUI)

Technical Publications

1. Elevator Emergencies (2008)
2. Holmatro (2008)
3. Master Streams

City of Dallas Publications

1. City of Dallas Personnel Rules (2016)
2. Administrative Directive (AD) 3-63 Workplace Violence
3. Administrative Directive (AD) 3-61 Sexual Harassment: Prohibition of Workplace Harassment and Complaint Procedure

Non-Departmental Publications

Technical Publications

1. Vehicle Extrication Levels I & II: Principles & Practice
David Sweet, IAFC Copyright 2012 | Jones & Bartlett Learning
ISBN-13: 978-1449648824
2. Truck Company Operations, 2nd Edition
John Mittendorf Copyright 2011 | Pennwell Corporation
ISBN-13: 978-1593702182
3. Fire Officer's Handbook of Tactics, 4th Edition
John Norman Copyright 2012 | PennWell Corporation
ISBN: 978-1-59370-279-3
4. Fire Apparatus Driver/Operator: Pump, Aerial, Tiller and Mobile Water Supply, 2nd Edition
International Association of Fire Chiefs (IAFC) | Jones & Bartlett Learning
ISBN-13: 978-1284026917

Management Publication

5. Buddy to Boss: Effective Fire Service Leadership, 1st Edition
Chase Sargent Copyright 2006
ISBN-13 978-1593700751

NOTE: To ensure candidates may adequately prepare for this examination, revisions/ amendments/changes to the sources listed above that occur on or after May 19, 2020 will **NOT** be included on the examination.