



ANNOUNCES A PROMOTIONAL EXAMINATION FOR THE POSITION OF:

FIRE DRIVER-ENGINEER (44004)

DALLAS FIRE-RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON DECEMBER 13, 2022 AT 10:00 A.M.

(CHECK-IN BEGINS AT 9:15 A.M.)

AT KAY BAILEY HUTCHISON CONVENTION CENTER

650 SOUTH GRIFFIN STREET – EXHIBIT HALL A

DALLAS, TX 75202

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Fire 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) (Civil Service Rule XIV, Section 4. B. (1) (h))

Those candidates who will meet these eligibility criteria prior to six months following administration of the examination may compete on the examination but will not be eligible for promotion until they have successfully completed the service required for promotion. Therefore, those who will meet the eligibility requirement before **June 13, 2023**, may compete on this examination. (Civil Service Rule XIV, Section 4. B. (2) (a))

Application to take the Written Examination

All eligible candidates wishing to take this examination must submit a promotional application. The application can be found on the City of Dallas Internal Positions Employment Opportunities webpage at:

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

Applications will be accepted from September 14, 2022 until October 14, 2022. **You must register no later than 11:59 p.m. on October 14, 2022, or you will not be allowed to take this examination.**

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 an email notification from the Civil Service Department with your eligibility status on October 28, 2022.

COVID-19 Related Safety Precautions

- Face masks are encouraged for all candidates.
- Always maintain a social distance of 6ft from other candidates.
- 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, are quarantined, or have not been cleared to return to work at the time of the exam must notify Civil Service prior to the exam date. Candidates must provide medical documentation or documentation from Dallas Fire-Rescue regarding their medical status for a make-up exam or assessment to be granted.

Candidate Check-in Process

Check-in begins at 9:15 A.M. 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 exam.

Do **NOT** bring any communication devices (e.g., cell phones, pagers, laptops, tablets, smartwatches or Bluetooth enabled devices, 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. If you bring a communication device, you will be asked to return it to your car, and you will still be subject to the check-in time. Possession of any communication device or other prohibited item once the testing process begins will result in your disqualification. **NO EXCEPTIONS.**

Once the exam room doors are closed, **NO CANDIDATES** will be allowed to enter the exam room.

Fire Driver-Engineer Written Examination

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

The multiple-choice examination will contribute **100%** to a candidate's overall promotional score. An Orientation Manual and video will be sent to you by October 31, 2022. **Failure to follow any procedures set forth in these materials may disqualify you from taking the written exam.**

ADA Accommodation Requests

Any candidate who requires an accommodation for the written 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 multiple-choice examination must be received by November 14, 2022.

Source List Information

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

Important Dates

Date	Event
9/14/22	Application period opens
10/14/22	Application period closes
10/28/22	Eligibility for written exam sent from Civil Service Office
10/31/22	Written exam orientation video is posted (link will be sent to candidates via email)
11/14/22	ADA accommodation requests for the written exam due
12/13/22	Written exam administered
12/16/22	Preliminary written exam scores emailed from Civil Service Office
12/19/22 - 12/22/22	Written exam item review period (candidates may appeal test items in person at the Civil Service Office 9 a.m. – 4 p.m.)
12/23/22 & 12/27/22	Written exam item comment period (candidates may make comments on appealed test items in person at the Civil Service Office 9 a.m. – 4 p.m.)
12/29/22	Final written exam scores emailed from Civil Service Office

APPENDIX A

Source List for 2022 Fire 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.

Blanket Omissions: All Acknowledgements, Dedications, Tables of Content, Forewords, Introductions, Indices, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, and Captions.

Dallas Fire-Rescue Department Manual of Procedures (MOPs):

1. Dallas Fire-Rescue Manual of Procedures (MOPs) 100.00 - Organization
All sections except:
Omit the following:
Section 107.00 (107.00-107.02) All sections Financial Services Bureau
2. Dallas Fire-Rescue Manual of Procedures (MOPs) 200.00 - Administration
All sections except:
Omit the following:
Section 202.00 (202.00-202.04) All sections Computer Equipment Procurement
Section 205.00 (205.00-205.10) All sections Financial Services
3. Dallas Fire-Rescue Manual of Procedures (MOPs) 300.00 - Department Operations
All sections except:
Omit the following:
Section 321.00 (321.00-321.08) All sections Adopt-A-Station Program
4. Dallas Fire-Rescue Manual of Procedures (MOPs) 400.00 - Pay and Personnel
No omissions
Omit the following:
Section 422.00 (422.00-422.06) All sections Mileage Reimbursement
5. Dallas Fire-Rescue Manual of Procedures (MOPs) 500.00 - Internal Investigations and Discipline
No omissions
6. Dallas Fire-Rescue Manual of Procedures (MOPs) 600.00 - Emergency Response Procedures
All sections except:
Omit the following:
Section 614.00 Entire section Ride-Up Policy: Captain to Acting Battalion Chief
7. Dallas Fire-Rescue Manual of Procedures (MOPs) 700.00 - Code of Conduct
No omissions

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8. Dallas Fire-Rescue Manual of Procedures (MOPs) 800.00 - Vehicles, Facilities, & Equipment
All sections except:
Omit the following:

Section 802.05	Entire Section	Care of Lawn and Landscapes
Section 805.00 (I. (1-3))		Inspection of Other DFR Facilities

9. Dallas Fire-Rescue Manual of Procedures (MOPs) 900.00 - Inspection and Life Safety Education
Omit all sections (900.00 – 903.06)

Standard Operating Procedures (SOPs)

1. Dallas Fire-Rescue Standard Operating Procedures (SOPs) 100.00 - Emergency Medical Service
(Includes sections 100.00-130.06)
No omissions

2. Dallas Fire-Rescue Standard Operating Procedures (SOPs) 100.00 - Emergency Response
(Includes sections 101.00-502.00)
No omissions

3. Dallas Fire-Rescue Standard Operating Procedures (SOPs) – Special Operations Procedures (SPOPS)

Aircraft Rescue and Fire Fighting (ARFF)

No omissions

Hazardous Materials

No omissions

Marine 1

No omissions

Urban Search and Rescue (USAR)

No omissions

Water Rescue

No omissions

Wildland and Urban Interface

No omissions

Activation of Personnel

Omit all sections (700.01-700.05)

Technical Publications: Accessible on IDS (Training) – Training Lessons

1. **Elevator and Escalator Rescue Training Lesson (2008)**
[No omissions](#)
2. **Holmatro (2008)**
[No omissions](#)
3. **Master Streams**
[No omissions](#)
4. **Rapid Attack Pack** *Accessible on IDS (Under Training Menu)*
[No omissions](#)
5. **Nozzles and Hoses (Catalogue)** *Accessible on IDS (Under Training Menu)*
[No omissions](#)

City of Dallas Publications

6. **Administrative Directive (AD) 3-61: Sexual Harassment: Prohibition of Workplace Harassment and Complaint Procedure**
[No omissions](#)
7. **Administrative Directive (AD) 3-63: Workplace Violence**
[No omissions](#)

Non-Departmental Technical Publications:

1. Vehicle Extrication Levels I & II: Principles and Practice, David Sweet, International Association of Fire Chiefs (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
	[Omit any other in-text which references “inner and outer surveys”. Example: Item #3, page 182]	
Chapter 11	Pages 268-321	Commercial Vehicles
Chapter 12	Pages 322-343	Agricultural Extrication
2. Truck Company Operations, 2nd Edition, John Mittendorf. Copyright 2011. Pennwell Corporation. ISBN-13: 978-1593702182
[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 Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply, 2nd Edition, International Association of Fire Chiefs (IAFC). Copyright 2016. Jones & Bartlett Learning. ISBN-13: 978-1284026917

All chapters except:

Omit the following:

Chapter 4	Page 68	<u>Water: Rural Water Supplies</u>
Chapter 6	Page 105	<u>Fire Hose, Appliances, and Nozzles: Hard Suction Hose</u>
	Page 108	<u>Fire Hose, Appliances, and Nozzles: Hose Jacket</u>
Chapter 7	Pages 118-165	<u>Mathematics for the Driver/Operator</u>
Chapter 8	Pages 184-185	<u>Performing Fire Apparatus Check-Out and Maintenance:</u> Aerial Device Inspection
Chapter 9	Pages 200-204	<u>Driving Fire Apparatus: Driving Exercises</u>
Chapter 12	Pages 278-309	<u>Drafting and Water Shuttle Operations</u>
Chapter 14	Pages 330-331	<u>Foam: Protein Foams, Fluoroprotein Foams, Alcohol-Resistant Film-Forming Fluoroprotein Foams</u>
Chapter 16	Pages 407-410	<u>Driving Apparatus Equipped with a Tiller: Practical Driving Exercises</u>
Chapter 18	Pages 455-456	<u>Testing, Maintaining, and Troubleshooting Aerial and Tiller Apparatus: Magnetic Particle Testing, Acoustic Testing and Additional Testing</u>
Chapter 19	Pages 464-507	<u>Performance Testing</u>

Management Publications:

1. Leadership, Strategy, and Tactics: Field Manual, Jocko Willink. Copyright 2020. St. Martin's Press.

ISBN: 978-1-25022-684-6

No omissions

NOTE: TO ENSURE CANDIDATES MAY ADEQUATELY PREPARE FOR THIS EXAMINATION, REVISIONS/AMENDMENTS/CHANGES TO THE ABOVE-MENTIONED SOURCES THAT OCCUR ON OR AFTER SEPTEMBER 14, 2022, WILL NOT BE INCLUDED ON THE EXAMINATION.