

**THE CIVIL SERVICE BOARD  
ANNOUNCES A PROMOTIONAL EXAMINATION  
TO BE GIVEN TUESDAY, AUGUST 18, 2009, AT 9:00 A.M.,  
(CHECK-IN BEGINS AT 8:30 A.M.)  
AT THE DALLAS CONVENTION CENTER - BALLROOM A  
650 SOUTH GRIFFIN STREET - DALLAS, TX  
FOR THE POSITION OF  
FIRE AND RESCUE DRIVER ENGINEER (44006)**

**All persons wishing to take this examination must register (i.e., create and submit an application) via the City of Dallas Internet Webpage: [www.dallascityhall.com](http://www.dallascityhall.com). Registration is from Monday, May 18, 2009 to Friday, July 10, 2009. Those who fail to register by 11:59 p.m. on July 10, 2009 are ineligible to take this examination.**

Promotion to the rank of Fire and Rescue Driver Engineer is restricted to those employees who have completed two years of service after completing probation as a Fire and Rescue Officer or who currently have the rank of 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 and 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 exempt from the provision. Those candidates who will meet this eligibility criterion 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 on or before **February 17, 2010**, may compete on this examination.

**NEOGOV PROCESS INFORMATION**

A separate document, How to Sign-up for Fire Promotional examinations, is provided with this announcement to assist you through the sign-up process on the NEOGOV system.

Once you have filled out **and** submitted your sign-up application, log back into your NEOGOV user account and check the status of your application. If you have submitted your application correctly, your status should read "Application Received." (Note: If it does not, you may have filled out an application, but did not submit it! Go to the position title you are interested in and "Apply" using your built application.)

**You will receive an email notification (to the email address you designated on your application) within a week of your submission confirming that you have successfully signed up for the promotional examination. If you do not receive the 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.)

If you need any assistance with the sign-up process please call 214-670-5915 or come by the Civil Service Office at City Hall, 1C-South during business hours.

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

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 two months prior to the examination (**DEADLINE: June 18, 2009**). The request must be supported by 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 within this time period, it will not be considered.

The examination for this classification will consist of one part:

**WRITTEN EXAMINATION**

The written examination is a multiple-choice knowledge examination and will cover knowledge of relevant 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 written examination will be graded, posted, and subject to review and challenge as described in the **WRITTEN EXAMINATION PROCEDURES** below.

Orientation sessions for the written test will be held on Tuesday, June 30, 2009 at 9:30 a.m. - 10:30 a.m., Wednesday, July 1, 2009 at 1:00 p.m. - 2:00 p.m. and Thursday, July 2, 2009 from 1:00 p.m. - 2:00 p.m. at the Civil Service Office located at 1500 Marilla Street, Room 1C South. Attendance at a written orientation session is voluntary. A video of the written exam orientation session will be available from July 6, 2009 until August 7, 2009 (Civil Service is closed in observance of Independence Day on July 3, 2009). You must make an appointment to view the video by calling 214-670-7898. If no one is available when you call, leave a message (including your name and phone number) and someone will contact you to schedule an appointment. Orientation topics will include: study techniques, style of written examination items (what to expect), test procedures, and commonly asked questions about written exams.

**WRITTEN EXAMINATION PROCEDURES:**

1. Check-in begins at 8:30 a.m.

2. All candidates must show a valid driver's license or a photo I.D. issued by the City of Dallas.
3. Personal belongings (including cell phones, pagers, etc.) and study materials are not allowed in the exam room. Civil Service is not responsible for personal items left outside the testing room.
4. The examination promptly begins at 9:00 a.m. Once the exam doors are closed, **NO ONE** will be allowed to enter the examination room.
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 personnel at or above the rank of Fire and Rescue 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 uniform promotional examinations consisting of multiple-choice questions, the examination review will be conducted in accordance with the policy established by the Civil Service Board:

Exam papers 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.

**Exam results will be posted on the Civil Service Bulletin Board at 1500 Marilla Street, Room 1C South by 6:00 p.m. on Friday, August 21, 2009.** 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 August 24 - 27, 2009.** 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 August 28 and 31, 2009, all challenged questions will be available for review in the Civil Service Office at 1500 Marilla Street, 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, 1C South.

During the Challenge / Comment period, personal belongings and study materials (including notes, paper, pencils, etc.) are **not** allowed in the Civil Service 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 review room.

An appointed three-member Challenge Review Panel will convene on **Tuesday, September 1, 2009**. This panel will receive, unaltered, all written submissions. After reviewing the challenges and comments, the panel will make a ruling on each question. They can: 1) key two or more choices as correct, 2) designate as incorrect the answer originally keyed correct, 3) omit from scoring any question deemed faulty, and / or 4) 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, corrected results will be posted **by 6:00 p.m. on September 2, 2009.**

The panel may request expert opinion from outside sources. The panel will not hear verbal appeals from candidates or receive verbal input from Civil Service staff. 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 and Fire Chiefs 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 Battalion / Section Chief. At the conclusion of the nomination period, one panel member from each department will be chosen by Civil Service staff.

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

**POSTED: MONDAY, MAY 18, 2009**  
**LAST DAY TO REGISTER FOR THE EXAMINATION:**  
**FRIDAY, JULY 10, 2009 AT 11:59 P.M.**

**CITY OF DALLAS  
CIVIL SERVICE BOARD  
SOURCE BOOK LIST FOR FIRE DRIVER ENGINEER  
PROMOTIONAL EXAM**

Blanket Omissions: All Acknowledgements, Dedications, Tables of Contents, Forwards, Introductions, Indexes, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, and Captions.

## Departmental Publications

### Manual of Procedures:

1. Dallas Fire Department Manual of Procedures, Emergency Medical Service, Vol. 1, (2008). Omit the following:

Section I	Pages 1 - 11	Organization.
Section II	Page 1	A - Rescue Unit Zones.
	Pages 3 - 4	C - Assistance with Emergencies.
Section VI	Pages 3 - 4	C - Care of the Asbestos Contaminated Patient.
Section VIII	Pages 1 - 3	Coordination with Physician in the Field.
Section X	Pages 1 - 9	Equipment.
Section XI	Pages 1 - 13	Transports.
Section XIV	Pages 1 - 6	Airports.
Section XIX	Pages 1 - 5	Inquiry Management System Procedures.
Section XX	Pages 1 - 21	Mass Casualty Incident Procedures.
Section XXI	Pages 1 - 3	Triage Protocol.

2. Dallas Fire Department Manual of Procedures, Rules and Regulations, Vol. 2, (2008). Omit the following:

Section XI	Pages 1 - 13	Maintenance Division.
Section XII	Pages 1 - 7	Safety and Development.
Section XIII	Pages 1 - 2	Personnel Unit.
Section XIV	Pages 1 - 3	Financial Services Division.
Section XV	Pages 1 - 3	Communications.
Section XVI	Pages 1 - 9	Fire Dispatch Division.
Section XVII	Pages 1 - 6	911/311 Communications Center.
Section XVIII	Pages 1 - 3	Emergency Preparedness Division.
Section XIX	Pages 1 - 11	Fire Prevention, Education and Inspection Division.
Section XX	Pages 1 - 7	Arson and Fire Investigation Division.
Section XXI	Pages 1 - 2	Internal Affairs Section.

3. Dallas Fire Department Manual of Procedures, Arson and Fire Investigation, Vol. 3, (2003). **No Omissions.**

4. Dallas Fire Department Manual of Procedures, **Communications**, Vol. 4, (2003).  
**No Omissions.**

5. Dallas Fire Department Manual of Procedures, **General Procedures**, Vol. 5, (2008). Omit the following:

Section XVIII	Pages 1 - 2	Tuition Reimbursement.
Section XIX	Pages 1 - 3	Dallas Fire-Rescue Department - Special Pays.
Section XX	Pages 1 - 2	Educational Incentive Pay Guidelines.
Section XXIV	Pages 1 - 2	Survivor Benefits for Families of Active Firefighters.
Section XXV	Pages 1 - 5	Retirement Application Procedures.
Section XXVII	Pages 1 - 2	Texas Hazard Communication Act.
Section XXVIII	Pages 14 - 17	G - Fire Station Library Inventory List.
	Page 17	H - Inspection of Other Facilities.
Section XXX	Pages 1 - 2	Research Request Procedures.
Section XXXI	Pages 1 - 2	MAPSCO Procedures.
Section XXXII	Pages 1 - 3	Changes to Manuals of Procedures.
Section XXXIII	Pages 1 - 4	Automatic Assistance Agreements.
Section XXXIV	Pages 1 - 6	Home Storage Vehicles.
Section XXXVI	Pages 1 - 3	Reinstatement Policy for Uniformed Members.
Section XLI	Pages 1 - 6	Control of City Property.
Section XLIX	Pages 1 - 21	Departmental Funeral Procedures.
Section LXX	Pages 20 - 21	M - Peer Support Call List.
Section LXXI	Page 1 - 6	Departmental Awards and Recognition.
Section LXXV	Pages 1 - 17	Fatal Injury Investigations.

6. Dallas Fire Department Manual of Procedures, **Records and Reports**, Vol. 7, (2003) **Omit Entire Volume.**

7. Dallas Fire Department Manual of Procedures, **Emergency Procedures**, Vol. 8, (2008). **No Omissions.**

8. Dallas Fire Department Manual of Procedures, **Maintenance**, Vol. 9, (2008).  
Omit the following:

Section V	Page 1	Building Maintenance Procedures.
Section IX	Page 1 - 17	Care of Lawns and Landscapes.
Section XI	Page 1 - 8	Preventive Maintenance for Rescues.
Section XII	Page 1 - 2	District Service Technician.
Section XIV	Page 1 - 11	Apparatus and Equipment Inventory.
Section XV	Page 1 - 7	Preventative Maintenance for Heavy Apparatus.

### Technical Publications:

1. Positive Pressure Ventilation, Training Lesson (1990).

2. Self-Contained Breathing Apparatus, Training Lesson (2008).

3. **Holmatro Tool, Training Lesson** (2008).

## **Non-Departmental Publications**

### **Technical Publications:**

1. **Collapse of Burning Buildings: A Guide to Fireground Safety**  
(1988), Fire Engineering Books & Videos, Vincent Dunn.
2. **Fireground Support Operations**  
(2002), 1<sup>st</sup> Edition, International Fire Service Training Association (2002),  
(IFSTA), Oklahoma State University .
3. **Multicultural and Diversity Strategies for the Fire Service**  
(2009), Pearson Education, Inc, Herbert Z. Wong and Aaron T. Olson
4. **Pumping Apparatus Driver / Operator Handbook**  
(2006), 2nd Edition, International Fire Service Training Association  
(IFSTA), Oklahoma State University. Omit the following:  
  

<b>Chapter 1</b>	Entire Chapter
<b>Chapter 2</b>	Page 16 - 18, Subject - Mobile Water Supply Apparatus Page 22, Subject - Fire Boat Apparatus
<b>Chapter 4</b>	Page 87 - 89, Subject - Traffic Control Devices Pages 89 - 93, Subject - Driving Exercises and Evaluation Methods
<b>Chapter 8</b>	Pages 181 - 213, All Examples and Calculations Pages 215 - 248, Subject - Metric - Theoretical Pressure Calculations
<b>Chapter 12</b>	Entire Chapter
<b>Chapter 14</b>	Entire Chapter
<b>Chapter 16</b>	Pages 483 - 485, Subject - Preservice Tests Page 487 - 492, Subject - Correcting Net Pump Discharge Pressure for the Tests Page 493 - 498, Subject - Vacuum Test Page 499, Subject - Pressure Control Test

5. **Aerial Apparatus Driver / Operator Handbook**  
 (2000), 1<sup>st</sup> Edition, International Fire Service Training Association (IFSTA), Oklahoma State University. Omit the following:
 

<b>Chapter 1</b>	Entire Chapter
<b>Chapter 2</b>	Page 24, Subject - Detachable Ladder Pipe Systems Page 25, Subject - Elevation Platform Watering Systems Page 26, Subject - Water Tower Systems
<b>Chapter 4</b>	Page 93, Subject - Traffic Control Devices Page 94, Subject - Tilling Page 97, Subject - Driving Exercises and Evaluation Methods
<b>Chapter 5</b>	Page 127, Subject - Operation at Petroleum Storage / Processing Facilities
<b>Chapter 6</b>	Pages 138 - 141, Subject - Transferring Power to Hydraulic Systems Page 150, Subject - Manual Stabilizer Page 152, Subject - Stabilizing Tractor-Trailer Aerial Apparatus
<b>Chapter 8</b>	Entire Chapter
<b>Chapter 10</b>	Entire Chapter
  
6. **Practical Fire and Arson Investigation**  
 (1997), 2<sup>nd</sup> Edition, CRC Press, D.R. Redsicker, J.J. O'Conner. **Delete Chapters 6, 11-14.**

**Management Publications:**

1. **Fire and Emergency Services, COMPANY OFFICER, Part A, Fire Officer Level I**  
 4<sup>th</sup> Edition, Copyright 2007, International Fire Service Training Association (IFSTA).

**City of Dallas Publications:**

1. **City of Dallas Personnel Rules** (March, 2007).

NOTE: To ensure that candidates may adequately prepare for this examination, revisions/amendments/changes to the above-mentioned sources that occur on or after **MAY 18, 2009** will NOT be included in the examination.