

**CITY OF AUSTIN**  
**FIREFIGHTERS', POLICE OFFICERS'**  
**AND EMERGENCY MEDICAL SERVICES PERSONNEL'S**  
**CIVIL SERVICE COMMISSION**

**NOTICE OF SOURCE MATERIALS LIST**  
**FOR THE RANK OF**  
**FIRE LIEUTENANT**

**DATE:** April 30, 2021

**TIME:** 9:00 AM

**PLACE:** Palmer Events Center  
900 Barton Springs Road  
Austin, Texas 78704

**ELIGIBILITY REQUIREMENT:** This written promotional examination shall be held in accordance with the Civil Service law and rules, and shall be open to any firefighter who at any time has continuously held for at least two (2) years a position in the Fire Specialist classification for which the examination is held.

**ELECTRONIC REGISTRATION FOR WRITTEN EXAMINATION:** As required by Civil Service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will now signup for examinations electronically at <https://signup.com/go/kwMfWBm>.

**Registration must be made no later than 9:00 AM, April 23, 2021.** Exam registration and Letter of Intent sign up instructions can be found at: <https://cityspace.austintexas.gov/Departments/Departments/Human-Resources/Divisions/Civil-Service-Office>.

Once you register, you will receive a confirmation email which will serve as your Letter of Intent. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered by signing a Letter of Intent through the electronic process will be admitted into the examination.**

**CONTENT OF EXAMINATION:** Examination questions will be taken only from those source materials identified below. **No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, Scan, etc., unless such material is specifically identified below.**

**1. Austin Fire Department Policies and Procedures (per Table of Contents on 1/25/2021)**

- Sections A – H 100s
- **35% of exam questions will come from this source**

**2. Austin Fire Department Training Manuals**

- Commercial Structure Fires (effective date 10-04-2017)
- High-Rise Operations (effective date 02-12-2019)
- Mid-Rise Operations (effective date 2-12-2019)
- **10% of exam questions will come from this source**

**3. Fire Officer Principles and Practices, 4<sup>th</sup> Edition**

**ISBN-13: 9781284172393**

**Author: Michael Ward**

- Candidates are responsible for all chapters **excluding:** Fire Marks – You are the Fire Officer – Getting it Done – Assessment Center Tips – Near Miss Reports – Voices of Experience – Wrap-ups – Company Tips – Safety Zone – Fire Officer in Action – Fire Captain Activity
- **20% of exam questions will come from this source**

**4. The Evolving Fireground: Research-Based Tactics**

**ISBN 13: 9781593704056**

**Author(s): Sean Gray, P.J. Norwood**

- Candidates are responsible for all chapters
- **20% of exam questions will come from this source**

**5. Leaders Eat Last**

**ISBN 13: 9781591848011**

**Author: Simon Sinek**

- Candidates are responsible for all chapters plus the appendix (a practical guide for leading millennials)
- **10% of exam questions will come from this source**

**6. AFD 2019 Annual Report**

- Candidates are responsible for all pages
- **5% of exam questions will come from this source**

**PASSING SCORE FOR WRITTEN EXAMINATION:** In accordance with the Chapter 143.033 (c), candidates who receive a grade on the written examination of at least 70 points shall be determined to have passed the examination.

**ADMINISTRATION OF EXAMINATION:** 2.5 hours will be allowed for answering the questions.

**FINAL PROMOTIONAL ELIGIBILITY LIST:** The Director of Civil Service shall produce the eligibility list from which vacant positions shall be filled in rank order. The eligibility list shall rank all candidates based written examination score, together with any seniority points.

The exam is valid for 24 months from the date of the written exam. Pending appeals/disputes have no bearing on the effective date of the list.