

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

NOTICE OF WRITTEN EXAMINATION AND SOURCE MATERIALS LIST
FOR THE RANK OF
FIRE SPECIALIST

DATE: June 29, 2021

TIME: 9:00 AM

PLACE: Austin Convention Center
500 E. Cesar Chavez Street
Austin, Texas 78701

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 Fighter classification for which the examination is held.

Fire Fighters wishing to take the written promotional examination must be approved Relief Drivers prior to the examination date.

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/KPPPnjG>. Registration must be made no later than 9:00 AM, June 22, 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/Fire>.

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.**

- **AFD Policies and Procedures** (Table of Contents as of 1-25-2021)
 - Candidates are responsible for sections A-E, G, H100s
 - 30% of the examination questions will come from this source
- **AFD Training Manuals**
 - High-Rise Operations (effective date: 2-12-2019)
 - Mid-Rise Operations (effective date 2-12-2019)
 - Commercial Structure Fires (effective date 10-4-2017)
 - 5% of the examination questions will come from this source
- **AFD 2019 Annual Report**
 - Candidates are responsible for all content
 - 5% of the examination questions will come from this source
- **A Passion For Leadership**
 - ISBN-13: 9780307959492 Robert M. Gates Alfred A. Knopf
 - Candidates are responsible for all chapters (1-10)
 - 20% of the examination questions will come from this source
- **Building Construction Related To The Fire Service, Fourth Edition**
 - ISBN-13: 9780879395940 IFSTA Fire Protection Publications
 - Candidates are responsible for all chapters (1-14)
 - Exam questions **WILL NOT** be taken from the “Key Information” shaded boxes identified on p. 3:
 - Safety Alert
 - Information
 - Case Study
 - Case History
 - Exam questions **WILL NOT** be taken from the following “Signal Words” boxes identified on p. 4:
 - Warning
 - Caution
 - Exam questions **WILL BE** taken from the “Key Term” shaded boxes as identified on p. 4
 - 20% of the examination questions will come from this source

- **Pumping and Aerial Apparatus Driver/Operator Handbook, Third Edition**
 - ISBN-13: 9780879395711 IFSTA Fire Protection Publications
 - **This ISBN edition includes the *NFPA 1002 (2017) Required Firefighter Skills Update* that you will see stamped on the book's cover
 - Candidates are responsible for all chapters (1-20)
 - Exam questions **WILL NOT** be taken from:
 - Flow Chart, pp. 376-389
 - Learning Objectives
 - Skill Sheets
 - Metric Formulas pp. 247-272
 - Exam questions **WILL NOT** be taken from the “Key Information” shaded boxes identified on pp. 3-4:
 - Case History
 - Safety Alert
 - Information
 - What This Means to You
 - Exam questions **WILL NOT** be taken from the “Signal Words” shaded boxes identified on pp. 4-5:
 - Warning
 - Caution
 - FAMA Safety Signage
 - Exam questions **WILL BE** taken from the “Key Term” shaded boxes as identified on p. 4
 - 20% of the examination 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.

PASS NO PROMOTE POINTS: In Accordance with the Collective Bargaining Agreement, Article 16, Section 3.D., if a Fire Fighter takes a promotional exam for the rank of Fire Specialist after December 20, 2009 and passes but does not promote from the resulting eligibility list, the Fire Fighter will receive one (1) point on his/her written exam raw score (after the application of the criteria for breaking ties) in future promotional examinations for the same rank. A maximum of two (2) PNP points may be awarded.

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 on written examination score, together with any seniority points and applicable Pass No Promote points.

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