

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: May 2, 2023

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/UFEOyeM>.

Registration must be made no later than 9:00 AM, April 25, 2023. 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 Policy and Procedures (Per Table of Contents on 11/16/2022)

- Candidates are responsible for sections A – H 100s
- 30%** of the exam questions will come from this source

2. Austin Fire Department Training Manuals

- Candidates are responsible for Training Manuals titled:
 - Commercial Structure Fires (effective date 07-25-2022)
 - High-Rise Operations (effective date 07-25-2022)
 - Mid-Rise Operations (effective date 07-25-2022)
 - Mayday and Rapid Interventions Operations (effective date 07-25-2022)
- 20%** of the exam questions will come from this source

3. Austin Fire Department Strategic Plan

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

4. Austin Fire Department Doctrine 2022

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

5. Be Know Do: Leadership The Army Way: Adapted From The Official Army Leadership Manual

ISBN 9780787970833

- Candidates are responsible for all pages (**excluding** the Notes section)
- 10%** of the exam questions will come from this source

6. Fire Officer's Handbook of Tactics 5th Edition

ISBN 9781593704186

- Candidates are responsible for all pages (**excluding** the Notes sections, Structural Collapse Rescue Plan Checklist)
- 30%** of the 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.