

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2017-005
	Announcement of Promotion Process for Driver/Operator	Effective: 7/24/2017
		Expires: NA
		From: BC Poole

Manchaca Fire Rescue will be holding a promotion process to establish an eligibility list for the position of Driver/Operator (DO). The process is open to full and part-time personnel that meet the following prerequisites:

- They are a full time or part time member of Manchaca Fire Rescue as of 8/1/2017
- At the time of the exam, holds TCFP DO certification and a Texas Class B Driver’s License
- Is not otherwise restricted from participation in the promotion process by disciplinary action

The process will consist of a 100 question, multiple-choice exam and a practical skills evaluation. The written test score will be weighted to 50% of the final process score. The practical skills evaluation score will be weighted to 50% of the final process score. Exam participants must pass the written exam to proceed to the practical skills evaluation. A minimum of two members must pass the written exam for a promotion list to be established. The list will be finalized upon conclusion of the practical skills evaluation and will be in effect for one year from the date of the written exam. Any pending appeals or disputes will have no bearing on the effective date of the list.

Persons wishing to participate in the promotion process must notify Battalion Chief Poole of their intent to test via email at cpoole@tcesd5.org by October 1st, 2017.

Written exam:

- When:** Thursday, November 2nd; 1300 hrs
- Where:** Fire Station 501 Training Room
- Duration:** 2.5 hours
- Minimum passing score to proceed in the process:** 70%

Written exam reference materials:

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. **Manchaca Fire Rescue Best Practices and Policies (As posted to the “Policy” tab of the Documents section of the members web site on August 1st, 2017)**
20% of the exam questions will be from this source
2. **Austin Fire Department Policies and SOGs (As posted to the “AFD” tab of the Documents section of the members web site on August 1st, 2017)**
25% of the exam questions will be from this source
3. **Travis County ESD5 Personnel Handbook (version 6-2017)**
5% of the exam questions will be from this source

4. Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply, 2nd Edition

ISBN-13: 978-1-284-02691-7 Author: NFPA Publisher: Jones and Bartlett Learning

Candidates are responsible for chapters 1-15, and chapter 19 **excluding:** You are the Driver Operator, Voices of Experience, Near Miss Reports, Wrap-ups, Driver/Operator in Action, Safety Tips, Driver Operator Tips, Skill Drills, Figures, and Tables

35% of the exam questions will be from this source

5. Leadership Lessons for Formal and Informal Fire Service Leaders

ISBN-13: 978-0-615-66692-1 Author: Dr. Kimberly Alyn Publisher: Higher House Publishing

Candidates are responsible for all chapters

15% of the exam questions will be from this source

Practical Skills:

When: Friday, November 3rd; 0800 hrs

Where: Fire Station 501 Training Room

Duration: Until Completed

Minimum passing score to proceed in the process: None

Practical skills evaluations:

1. Initial attack on tank water with transfer to hydrant supply
2. Tank transfer as 2nd engine on scene at an offensive working fire
3. 180° turn around in a restricted space with backing guide
4. Maneuvering around roadway obstructions with backing guide
5. Driving through an area with restricted horizontal clearance

Each skill will have assessment steps with point values assigned. The candidates score will be a percentile score of their total points accumulated through all 5 evolutions against the total points possible. Candidates are expected to be able to operate either engine 501 or engine 511 in the performance of these skills.