

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum		M2026-003
	Announcement of Promotion Process for Lieutenant and Engineer		Effective: 06-12-26
			Expires: NA
			From: Chief Barron

Manchaca Fire Rescue will be holding a promotion process to establish an eligibility list for multiple positions of Lieutenant, and Engineer

The Lieutenant's process is open to Engineers that possess TCFP Fire Officer I, Fire Instructor I, have been eligible to ride up as a Lieutenant for at least 1 year, and are not otherwise restricted from participation in the promotion process by disciplinary action.

The Engineer process is open to full-time Firefighter personnel that hold TCFP Driver/Operator certification, a Texas Class B Driver's License, have been eligible to ride up as a driver for at least 1 year, and are not otherwise restricted from participation in the promotion process by disciplinary action.

The process will consist of approximately 100 questions, multiple-choice exam, a practical skills evaluation, and a Chief's interview and HR review. The scores from the different components will be weighted into the final score as follows:

Written Test:	33%
Practical Skills:	34%
Chief's Interview / HR Review:	33%

Exam participants must pass the written exam to proceed in the process. If less than two members pass the written exam the Chief may decline to establish a promotion list. The list will be finalized upon conclusion of the process and will be in effect for 18 months from the date of the written exam. Any pending appeals or disputes will have no bearing on the effective date of the list.

Expected time frame of potential promotions would be in the FY26 budget. Additional promotion opportunities would become available once station 502 is open. This exam and the promotion list will carry forward for the positions at the new station (expected October 2027)

Persons wishing to participate in the promotion process must notify Chief Barron of their intent to test via email at cbarron@tcesd5.org by June 15, 2026.

Written exam: (Lieutenant/Engineer)

When: Monday, September 14th; 10:00 hrs

Where: Fire Station 501 Training Room

Duration: 2.5 hours

Minimum passing score to proceed in the process: 70%

Practical Skills for Lieutenant:

When: Friday, September 18th; 10:00 hrs

Where: Fire Station 501 Training Room

Duration: Until Completed

Minimum passing score to proceed in the process: None

Practical Skills for Engineer:

When: Friday, September 18th; 13:00 hrs

Where: Fire Station 501 Training Room

Duration: Until Completed

Minimum passing score to proceed in the process: None

Chief's Interview:

Interviews will be schedule individually with the Chief and/or interview board after conclusion of the written exam.

Written exam reference materials for Lieutenant:

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" page of the members web site May 2026)**

35% of the exam questions will be from this source

2. **Travis County ESD5 Personnel Handbook (version in effect May 2026)**

15% of the exam questions will be from this source

3. **Travis County ESD5 Clinical Operating Guidelines (version in effect May 2026)**

10% of the exam questions will be from this source

4. **Essentials of Fire Department Customer Service**

ISBN: 0-87939-127-8 Author: Alan V. Brunacini Publisher: Fire Protection Publications

Candidates are responsible for Sections 1-8

15% of the exam questions will be from this source

5. **From Buddy To Boss: Effective Fire Service Leadership 2nd Edition**
ISBN-13 : 978-1-59370-389-9 Author: Chase Sargent Publisher: Fire Engineering
Candidates are responsible for Sections 1-8,11,14,16,20
10% of the exam questions will be from this source
6. **Step Up and Lead**
ISBN-13: 978-1-59370-308-0 Author: Frank Viscuso
Candidates are responsible for entire book
15% of the exam questions will be from this source

Written exam reference materials for Engineer:

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” page of the members web site on May 2026)**
35% of the exam questions will be from this source
2. **Travis County ESD5 Personnel Handbook (version in effect May 2026)**
10% of the exam questions will be from this source
3. **Travis County ESD5 Clinical Operating Guidelines (version in effect May 2026)**
15% of the exam questions will be from this source
4. **Fire Apparatus Driver/Operator: Pump, Aerial, Tiller, and Mobile Water Supply, 3rd Edition**
ISBN-13: 978-1284147612 Author: NFPA Publisher: Jones and Bartlett Learning
Candidates are responsible for chapters 1-14, **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
40% of the exam questions will be from this source

Practical Skills for Lieutenant:

When: Friday, September 18th; 10:00 hrs
Where: Fire Station 501 Training Room
Duration: Until Completed
Minimum passing score to proceed in the process: None

Practical skills evaluations:

1. Personnel management scenario
2. Incident scenario simulation

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 evolutions against the total points possible.

Practical Skills for Driver Operator:

When: Friday, September 18th; 13:00 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. Maneuvering around roadway obstructions with backing guide
4. 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 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.