

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

Engineer/Operator 2016 Houston Fire Department

2016 FEB 29 PM 1:16
CIVIL SERVICE
COMMISSION
HOUSTON, TEXAS

The 2016 promotional examination for **ENGINEER/OPERATOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

FIRE SERVICE HYDRAULICS & PUMP OPERATIONS, Copyright 2012

By: Paul Spurgeon. ISBN: 978-1-59370-285-4, PennWell Corporation, 1421 South Sheridan Road, Tulsa, OK 74112-660 (800-752-9764). Cost: \$69.00 plus \$9.20 shipping and handling with FedEx Ground, Rush delivery is available for an extra charge. To order on-line go to <http://www.pennwellbooks.com/>

FIRE APPARATUS OPERATOR: PUMPER, 3rd Edition, Copyright 2012

By: Howard Sykes, Thomas B. Sturtevant. ISBN: 978-1-4354-3862-0, Published by Delmar Cengage Learning, 5 Maxwell Drive, Clifton Park, NY 12065-2919 (800-354-9706). Cost: \$106.95 plus 10% shipping and handling. Rush delivery is available for an extra charge. Free shipping on-line order. Shipped by UPS ground 2-3 days. To order on-line go to <http://www.cengagebrain.com>

CREW RESOURCE MANAGEMENT: PRINCIPLES AND PRACTICE, Copyright 2011

By: Paul LeSage, Jeff T. Dyar, and Bruce Evans. ISBN: 978-0-7637-7178-2, Jones and Barlett Publishers, 40 Tall Drive, Sudbury, MA 01776. (978-443-5000). Cost: \$88.95 plus \$8.00 shipping and handling thru FedEx Ground, 2-3 days delivery. Rush delivery is available for an extra charge. To order on-line go to <http://www.jblearning.com/>

THE FOLLOWING **HOUSTON FIRE DEPARTMENT GUIDELINES** WILL ALSO BE INCLUDED IN THE STUDY MATERIAL. COPIES OF THESE WILL BE AVAILABLE IN QUARTERMASTER AT LOGISTICS AT A LATER DATE.

ONLY MEMBERS ELIGIBLE TO STUDY FOR THE EXAM WILL BE ABLE TO PICK UP THE STUDY PACKAGE.

VOLUME I – ADMINISTRATION

I-01	RULES AND REGULATIONS	DATED 08-01-12
I-04	COMPLAINTS	DATED 08-01-12
I-09	MUTUAL AID	DATED 04-23-15
I-10	MOBILE AND PORTABLE RADIO OPERATIONS	DATED 06-30-15
I-16	MOTOR VEHICLE ACCIDENTS	DATED 08-01-05
I-19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 09-19-11
I-21	BUILDING SERVICES	DATED 08-01-05
I-22	LEAVES AND ABSENCES	DATED 08-20-15
I-23	FIRE STATION MANAGEMENT	DATED 03-01-13
I-30	COACHING COUNSELING AND MOTIVATING	DATED 08-27-15

VOLUME II – EMERGENCY OPERATIONS

II-02	PROTECTIVE CLOTHING	DATED 01-02-12
II-03	ELECTRONIC ACCOUNTABILITY SYSTEM	DATED 08-01-05
II-05	HIGH-RISE FIREFIGHTING	DATED 09-01-08
II-06	INCIDENT MANAGEMENT	DATED 04-23-15
II-15	HAZARDOUS MATERIALS INCIDENTS	DATED 04-24-15
II-17	REHABILITATION	DATED 08-01-05

ENGINEER/OPERATOR 2016 Source Announcement (Continued)

II-21	RAPID INTERVENTION TEAMS AND SURVIVABILITY	DATED 09-01-14
II-24	MOTOR VEHICLE ACCIDENT AND INDUSTRIAL ACCIDENT EXTRICATION	DATED 08-01-05
II-28	STOKES BASKET OPERATIONS	DATED 09-01-11
II-29	CIVIL DISORDERS	DATED 08-01-05
II-30	ELEVATOR OPERATION	DATED 08-01-05
II-32	DEVELOPING EFFECTIVE WATER SUPPLIES	DATED 08-01-05
II-33	HURRICANE GUIDELINE	DATED 04-23-15
II-39	SCBA INSPECTIONS	DATED 08-01-05
II-42	MAY-DAY	DATED 07-07-15
II-43	THERMAL IMAGING CAMERA	DATED 06-10-15
II-47	STRUCTURE FIRE INCIDENTS	DATED 02-11-15

VOLUME III – EMERGENCY MEDICAL SERVICES

III-01	PATIENT CARE GUIDELINES AND STANDING ORDERS FOR BLS AND ALS UNITS	DATED 10-01-15
III-03	INFECTIOUS DISEASE AND CONTROL	DATED 11-24-14
III-04	EMS COMPLAINT REVIEW PROCESS	DATED 01-01-05
III-09	MASS CASUALTY MANAGEMENT GUIDELINES	DATED 03-19-14

MAYOR'S EXECUTIVE ORDERS

EO 1-18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO 1-39	ESTABLISHMENT OF OFFICE OF INSPECTOR GENERAL FOR INVESTIGATION OF EMPLOYEE MISCONDUCT	DATED 03-01-11
EO-1-50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12
HFD ACCOUNTABILITY MANUAL		DATED 10-20-14

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2016 ENGINEER/OPERATOR EXAMINATION is available as a package from the Houston Fire Department, at the Quartermaster, in the Logistics Building, Room 102; 1205 Dart Street, Houston, Texas, 77007. The guideline packet is being provided to applicants free of charge by The Robert Garner Firefighter Foundation. (Picture I.D. is required and the package must be picked up in person.)

PLEASE NOTE: Employees who will be eligible and who are interested in taking the examination should obtain the above books promptly in case a supply shortage should occur later in the year. Only the publishers' prices for the above books are listed. Prices may vary if books are obtained from any other sources. Questions for this promotional examination will be taken solely from the materials listed in this announcement. If resource materials are obtained through any source other than the quartermaster as specified herein, (e.g., internet, etc.), any discrepancy in the materials obtained through another source will not be allowed to support a challenge to an exam question based on such discrepancy, in whole or in part.

PLEASE NOTE: A study aide will be emailed to the candidates. Information contained in tables, graphs, pictures, highlights, etc. within the chapters/section/portion of the sources listed for study in this announcement may be included in the examination.

HOUSTON, TEXAS
COMMISSION
CIVIL SERVICE

ORIENTATION:

Classified Testing will conduct a Test Process orientation on:

Tuesday, March 15, 2016 at 10 am

Wednesday, March 16, 2016 at 10 am

Thursday, March 17, 2016 at 10 am

Friday, March 18, 2016 at 10 am

Monday, March 21, 2016 at 10 am

Orientation will be located in room 107 at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023, at 10:00 AM. If unable to attend one of the scheduled sessions, please contact Classified Testing at HFDCST@houstontx.gov.

DATE AND TIME OF EXAMINATION:

The examination will be given at **9:00 AM, Tuesday, June 14, 2016**, in Hall A at the NRG Center, N Stadium Drive, Houston, Texas 77054.

Please enter off Kirby at the McNee gate and park in the Orange Lot. The cost for parking is \$12 with NO in and out privileges.

REASONABLE ACCOMMODATIONS:

Please notify Classified Testing (HFDCST@houstontx.gov) as soon as possible if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date.**

DATE OF ANNOUNCEMENT:

Monday, March 14, 2016

2016 FEB 29 PM 1:16

HOUSTON, TEXAS
COMMISSION
LIVE SERVICE