A firefighter in full gear is shown from the side, spraying a high-pressure stream of water from a hose. The water is directed towards a wall of intense orange and yellow flames. The firefighter's gear is dark, and the background is a mix of dark smoke and bright fire.

2022

**Miami-Dade Fire Rescue
Non-Certified Firefighter
Examination**

Informational Handbook

**Testing and Validation Section
Human Resources**

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INTRODUCTION

This informational handbook has been developed to help prepare you for the upcoming Miami-Dade Fire Rescue (MDFR) non-certified Firefighter open-competitive exam process. The handbook includes information about the exam, sample questions, and test-taking strategies. Reading this guide and studying pertinent content will provide insight on the type of exam you will be administered on your scheduled test date. Your journey to become a firefighter will require dedication and discipline to be successful. Congratulations on taking the first step to success by reading this handbook.

STAY CONNECTED

Stay informed by taking advantage of the information provided by the Testing and Validation Section as well as the MDFR Department throughout the selection process. By staying informed, preparing for the selection process, and following instructions, you will significantly increase your likelihood of success.

When you apply, you must provide your full social security number so that your application can be imported into the Testing and Validation Program. After the MDFR Firefighter position closes and all applications are screened by Human Resources Recruitment, you will receive several email notifications to inform you of the next steps in the firefighter selection process. The first email you will receive will be from the Testing and Validation Section providing you with instructions on how to self-schedule for the MDFR Firefighter exam.

Please be reminded that Testing and Validation and MDFR will utilize the contact information you provided in your application for all communication with you. Be sure to provide a current phone number and email address in your application.

GENERAL EXAM INFORMATION

The MDFR Firefighter open-competitive examination is a basic skills test designed to measure knowledge, skills and abilities associate with the firefighter classification. Several questions are composed pertaining to

firefighting scenarios, incidents and terminology encountered by firefighter personnel. However, prior knowledge in fire service is not required to successfully complete the written examination.

The exam is comprised of two components: an audio component and a written exam component. The audio component will be presented first. It will measure your ability in the following three areas: handling incidents encountered on the job, following verbal instructions and recording information. The written exam component will assess the following abilities: reading comprehension, knowledge of grammar, punctuation and spelling, map reading skills, and math computation. The exam is composed of 100 multiple choice questions.

AUDIO EXAM COMPONENTS

Subtest 1 – Situational Judgement

This subtest is an audio-based assessment. This portion of the examination will assess the judgment required for problem solving in work-related situations. For this component, you will listen to several scenarios. In each scenario, an employee is performing a job task that a firefighter may encounter on-the-job. Listen carefully to the details of the incident as you will need that information to respond to corresponding questions in the time allotted. Each scenario will be played **ONE TIME ONLY** in its entirety and will not be stopped. When the audio scenarios are over, this section of the test is complete. You will be instructed on how to complete the proceeding section of the examination.

Subtest 2 – Following Verbal Instructions

In this subtest, you will need to make corrections to procedures provided in the exam booklet based on the information provided in the audio. You must cross out the incorrect information and write down the correct information as you will need this information later to answer some of the questions on the exam. Be mindful to listen carefully to the audio.

Subtest 3 – Recording/Transcribing Audio Component

In this subtest, you will listen to scenarios and record necessary information. Each scenario provided has missing information as indicated by blank lines in the exam booklet. You must listen closely to the audio so that you can fill-in the missing information for each scenario. You will need this information to respond to corresponding questions for each scenario later.

WRITTEN EXAM COMPONENTS

Subtest 4 - Following Written Instructions

In this subtest, you will be provided reading passages. Each passage has a series of questions. You must select the best answer based on the information in the passage. When answering the questions, you may refer back to the passage if necessary. Do not try to memorize the text as you read. You can always go back to the text to check for descriptions and actions after you read the questions. Read the questions carefully. Be particularly alert to questions that ask for statements that do **NOT** pertain to the text.

Sample Passage and Questions

Oftentimes, when one thinks of a firefighter, they immediately visualize a dog in their midst, specifically a Dalmatian. This is appropriate and with good reason. Although they are not as important today, in ages past, when fire trucks were pulled by horse drawn carriages, the Dalmatians' skills were very important. In order to help the fire department run at full strength, dogs were trained and used to help guide and direct the horses where to go when en route to a fire scene. Because of their friendly behavior, ease of being trained, and ability to look after themselves, Dalmatians became the dog of choice. Since fire trucks are now powered by gasoline, the dogs are no longer needed. However, for the sake of tradition, Dalmatians can still be found in many fire houses across the country.

Refer to the passage above to answer the following two (2) questions.

1. According to the passage, dogs were often used to
 - A. Provide firefighters with companionship.
 - B. Guide and direct horses.
 - C. Protect the firehouse.
 - D. Assist in rescues.

The correct answer is B.

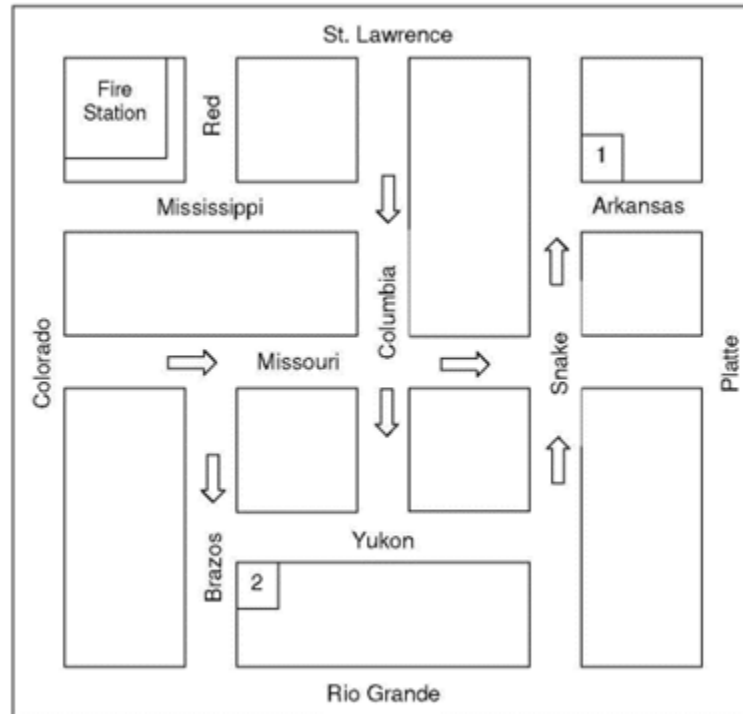
2. Which one of the following would be the most accurate title for the passage?
 - A. Man's Best Friend
 - B. Traditions
 - C. The Firehouse Dog
 - D. Training a Dalmatian

The correct answer is C.

Subtest 5 - Map Reading and Following Directions

This subtest of the exam is designed to test your ability to follow directions and read maps. You will be presented a series of maps. You will need to respond to corresponding questions pertaining to the map presented. You are to answer the questions based on the information included in the map only. Familiarize yourself with compass directions as the directional compass included in each map will only designate the direction of north for your reference. Also, be able to follow written mapping directions while referring to a map.

Sample Questions



Refer to the map above to answer the following two (2) questions.

1. From the fire station, you are to drive to Site #1. Without violating any traffic laws, which of the following is the shortest and most direct route to the corner?

NOTE: One Way streets are designated by directional arrow.

- A. East on St. Lawrence, south on Snake
- B. South on Colorado, east on Missouri, south on Columbia, east on Yukon, north on Snake
- C. South on Colorado, east on Missouri, north on Snake
- D. East on St. Lawrence, south on Columbia, east on Yukon, north on Snake

The correct answer is C.

2. From the fire station, you are to drive to the southeast corner of Brazos and Yukon to arrive a Site #2. Without violating any traffic laws, which of the following is the shortest and most direct route to the corner?

NOTE: One Way streets are designated by directional arrow.

- A. south on Colorado, east on Missouri, south on Brazos
- B. south on Colorado, east on Rio Grande, north on Brazos
- C. east on St. Lawrence, south on Columbia, west on Yukon
- D. east on St. Lawrence, south on Snake, west on Yukon

The correct answer is A.

Subtest 6 – Grammar, Spelling and Vocabulary

In this subtest, you will be tested on your ability to recognize incorrect grammar, punctuation and spelling displayed in statements or paragraphs. Be mindful to pay attention to details.

Sample Questions

1. In the following question, choose the statement or paragraph you think is the most clear, concise and effective. It should also contain correct grammar, punctuation, and spelling.
- A. A White House Commission have recommended a number of steps, to improve air safety, including fingerprinting all airline employees.
 - B. A White House commission recommended a number of steps to improve air safety, one of which would be to fingerprint al Airline Employees.
 - C. A White House Commission recommended a number of steps, such as fingerprinting all airline employees to improve Air Safety.
 - D. A White House commission has recommended a number of steps to improve air safety, including FBI checks of fingerprints of all airline employees.

The answer is C.

In the following question, fill in the blank with the correct word or phrase.

2. Joe, Bill and _____ decided to go to the meeting together.

- A. Us
- B. Me
- C. I
- D. Them

The answer is C.

3. In the past year, the fire department handled thousands of calls for service. During that time, Engine 8 _____ over 1,800 of the fire calls.

- A. received
- B. receive
- C. receved
- D. recievd

The answer is A.

Subtest 7 – Mathematics

The purpose of this subtest is to test your ability to add, subtract, multiply, and divide whole numbers, fractions, and decimals and apply formulas/math principles to practical situations. You will **NOT** be permitted to use calculators during the exam.

- Basic arithmetic (adding, subtracting, multiplying and dividing)
- Word/Story Problems
- Mathematics involving fractions and decimals
- Conversion problems (inches to feet, yards, ounces to pounds, ounces to pints, quarts, gallons, and seconds to minutes, hours)
- Simple geometry (area or perimeter of a rectangle)

Sample Questions

1. You are fighting a fire at a plastics manufacturing company. The entire building sits on a cityblock that is a rectangle consisting of exactly one acre. You know that the length of the block is 121 yards, but you need additional hose to cover the width of the block. If you need exactly the same length hose as the width of the block, how many yards of additional hose do you need if one acre is equal to 4,840 square yards?

- A. 40
- B. 121
- C. 2,420
- D. 4,719

The answer is A. To calculate square yards, multiply the length by width. Since one acre is 4,840 square yards, you divide 4,840 by 121 (length) to get the width, which is 40 yards. This is equal to the amount of additional hose that is needed.

2. If $A = 2$, $B = 3$ and $C = 5$, what is $AB + BC$?

- A. 13
- B. 21
- C. 48
- D. 90

The answer is B. Calculate $2(3) + 3(5)$ equals $6 + 15$ equals 21.

3. $3 + 4^2 + 9 =$

- A. 16
- B. 18
- C. 20
- D. 28

The answer is D. $3 + 4$ squared (16) + 9 equals 28.

LOCATION OF 2022 MDFR FIREFIGHTER EXAM

James L. Knight Center
400 SE 2nd Avenue
Miami, Florida 33169

Google Maps Link:

<https://www.google.com/maps/dir/25.7297888,-80.3101676/james+l+knight+center/@25.7591757,-80.3260686,12z/data=!3m1!4b1!4m9!4m8!1m1!4e1!1m5!1m1!1s0x88d9b69d02b761e7:0xa1b6204139bb2191!2m2!1d-80.1910809!2d25.7709263>

There is paid parking in the Miami Tower and surrounding areas of the facility.

SELF-SCHEDULING INSTRUCTIONS

Update your email address and check for email notices. Read each notice carefully.

After you apply for the position of Firefighter, you will receive a notification via email specifying the time period self-scheduling will be available to all applicants. The email will also provide self-scheduling instructions. Follow the instructions as you utilize the Test Notification System (TNS).

In order to self-schedule, you will need a laptop or desktop computer. If you attempt to enter the TNS program, and you receive a message stating the program is not available, etc., close the program, clear your browser, and attempt once again. The program provides error messages sometimes when there are too many applicants trying to access the program at one time. Be patient during the self-scheduling process.

SELF-SCHEDULING TUTORIAL

Step One – Using **Google Chrome Internet browser from a laptop or desktop computer (DO NOT ATTEMPT TO REGISTER WITH A PHONE,**

THE WEBSITE DOES NOT SUPPORT MOBILE PHONES OR APPLE DEVICES), navigate to the following website:

<https://wwwx.miamidade.gov/apps/isd/tns/> press down the “Ctrl” key on your keyboard and click the blue link above **OR** highlight the blue link above, right-click on your mouse and choose “Copy hyperlink”, open your Internet browser, put the cursor in the search bar at the top, right-click on your mouse, choose “Paste”, and click Enter.

Note – If you have bookmarked the Test Notification System on your computer or added it to your favorites, you need to use the link above because the URL has recently changed.

The screen below will appear on your monitor



GENERAL MESSAGE:
TESTING AND VALIDATION MESSAGE:

1) If you have applied for a tested position, information may be obtained by entering your Last Name and the last five digits of your Social Security Number. This page will provide the following:

- 1 Test Schedule**
Provides test date, registration time, test location and address, with a link to directions to the test.
- 2 Test Results Pending**
Provides a date that the results will be available.
- 3 Test Results**
Provides test scores, or Qualified/ Did Not Qualify results for those tests without scores.

Please enter your Last Name: (as submitted on your application)

and the last 5 digits of your Social Security Number

Step Two – Enter your last name in the field provided.

If you have a double or hyphenated last name and are having trouble logging in, please try typing both names together without a space or hyphen. If you have a Jr. or III following your surname, please include that with no space as well.

If your last name has more than 15 characters, shorten your last name at character 15 when logging in. Remember to write down what log in you used for future reference. If you continue to have difficulty logging in, please email hrtesting@miamidade.gov for assistance and provide the best phone number where we can reach you.

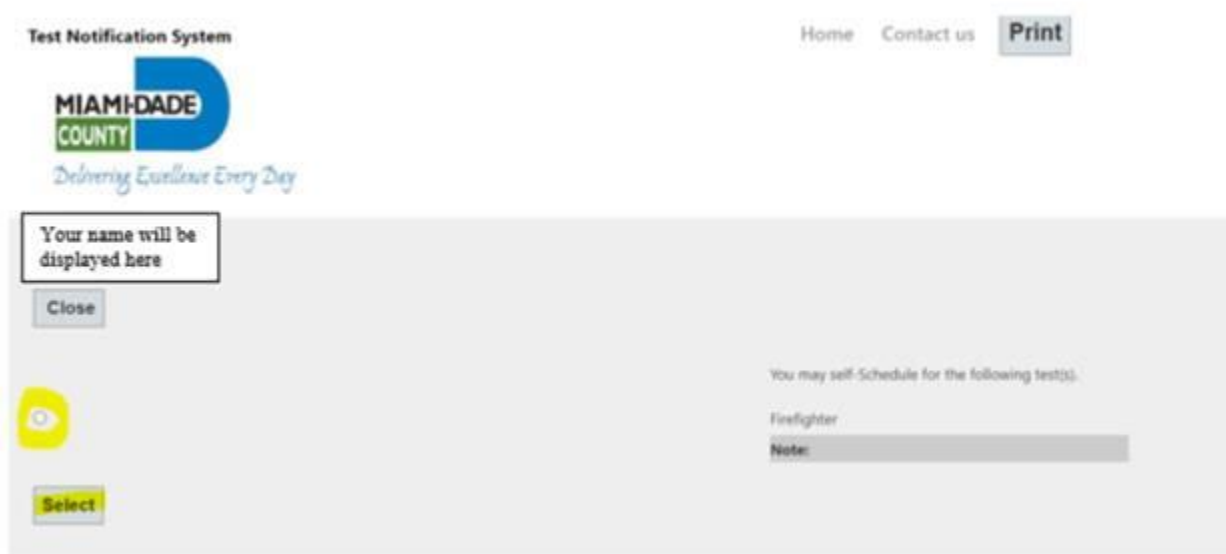
Examples:

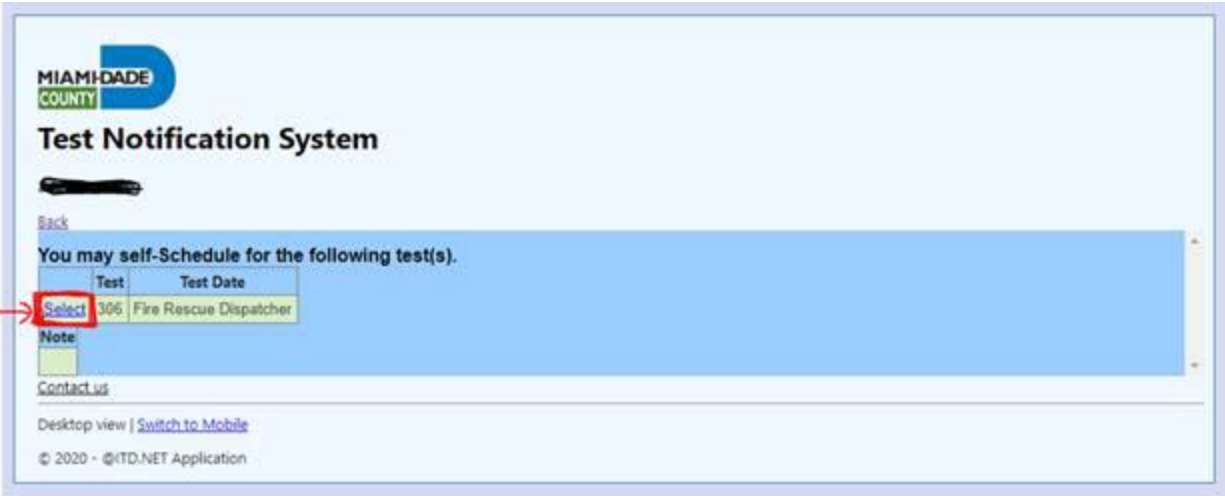
- Joan Smith-Jones will type her last name as follows: smithjones
- Juan Perez Almieda will type his last name as follows: perezalmieda
- Luis Ramon Jr. will type his last name as follows: ramonjr
- Mark Peterson III will type his last name as follows: petersonIII

Step Three – Enter the **last 5 digits** (not four, but five digits) of your Social Security Number

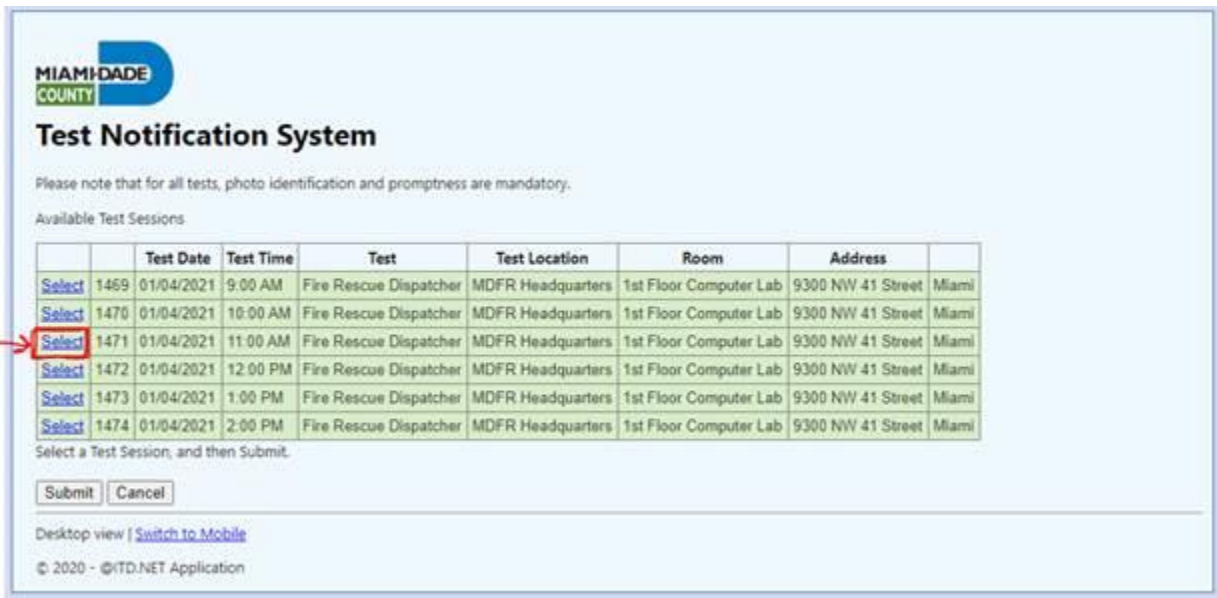
Step Four – When the page loads, click “Select” (indicated in red on the screenshot below) and you will be guided to the next page where you can select the testing session you prefer from the available options (you will self-schedule for Firefighter).

After accessing the site with your last name and the last five digits of your SSN, you will click the white circle. Then, click ‘Select’ to access available dates and times for the exam.





Step Five – When you have decided which day and time work best for your schedule (remember there is no option to reschedule), then click on the word “Select” next to the session you prefer. In the sample below, if I click “Select” next to 01/04/2021 at 11:00AM, then that will be my appointment time. **There is no re-scheduling**, make sure to choose a date and time that is convenient for you.



Step Six – Once you have selected your appointment time, you will now see the following screen as a confirmation page.

MIAMI-DADE COUNTY

Test Notification System

[Back](#)

Tests Scheduled

Test	Test Date	Check-in Time
Fire Rescue Dispatcher	Monday, January 4, 2021	From: 11:00 AM to: 12:00 PM

Test Location	Room	Address	City	State	Zip-Code	Location	Location Map
MDFR Headquarters	1st Floor Computer Lab	9300 NW 41 Street	Miami	FL	33178	MDFR Headquarters	Map

[Contact us](#)

Desktop view | [Switch to Mobile](#)

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IMPORTANT: Write down and/or print your schedule; add a reminder on your phone if necessary. You will **NOT** receive reminders or notifications from Testing and Validation or MDRF regarding your scheduled appointment.

WHAT TO EXPECT ON TEST DAY

Arrive at least **45 minutes** prior to the start time indicated for registration to provide time for traffic, parking and use of the restroom prior to registration. The doors to the facility will close promptly at the end time indicated for registration. **NO ONE WILL BE ALLOWED AFTER REGISTRATION ENDS – NO EXCEPTIONS.**

Be mindful to have the following in your possession on exam day:

- Photo identification such as a Driver's License or Passport is required to take the examination.
- You are required to bring at least two # 2 pencils.

Expect to spend at least four (4) hours at the test site on test day. The approximate time includes the time period for check-in, exam orientation, completing the exam and checking-out when your exam is completed.

NOTE: Prior to the test date, go by the location of test site and familiarize yourself with the location. Be mindful to allow yourself time to arrive promptly during weekday traffic times.

GENERAL TEST-TAKING STRATEGIES

- Get a good night's sleep the night before the test. It is important that you are well rested so you can do your best.
- Eat appropriately before the test. Too little or too much food can hinder your performance rather than help.
- Know the test location. Arrive before your scheduled time. Refer to your exam schedule accessed via the TNS Program for the exact date and time. It may be helpful to drive by the exam location on a date before your exam.
- Bring a sweatshirt or sweater, and dress in layers to adjust your comfort to fit the room's temperature.
- When you arrive at the test site, check-in, and you will be assigned a seat. Try to relax and get comfortably settled as quickly as possible.
- Listen to and follow all directions.
- Do not spend too much time on problems that are challenging. Skip them, and revisit at a later time during the exam. If you still cannot determine the correct response when you revisit those challenging questions, take a guess. There is no penalty for guessing. The test is not designed to have trick questions. Your response to all questions must be marked on the answer sheet you were provided during registration. Responses must be indicated on answer by the time "End Time" is announced by the Exam Specialist.
- Feel free to write in your test booklet. Writing in your booklet may help you to reason through various test questions. You must mark all final answers on your answer sheet to receive credit.

NOTES REGARDING EXAM BOOKLET AND ANSWER SHEET

There are some important things you will need to know about the booklet and answer sheet:

- You may write inside the exam booklet.

- Your exam booklet must remain intact. Do **NOT** tear or rip any pages from the exam booklet.
- There will be one answer sheet only for the examination.
- When you have chosen the answer to a prompt or question, find the number of that prompt on the answer sheet and fill in the lettered circle that matches the answer you have picked. Verify that your answer aligns with the correct prompt.
- Darken the circle you have picked with a heavy pencil mark. Be certain to darken the circle completely.
- Erase completely any answers you wish to change. Do not cross them out.
- Do not make any unnecessary marks on your answer sheet.
- You should not mark more than one answer to any prompt. In all test sections, multiple answers will be scored as wrong answers.
- Calculators and dictionaries are **NOT ALLOWED** during the examination process.

CONFIDENTIALITY

Be mindful that the content of the examination is confidential. Once you have taken the examination, do not share information with other candidates. Sharing information about the content of this exam may give other candidates an unfair advantage. Scores differing by one or two points may mean the difference between becoming a firefighter and not becoming a firefighter. Providing information to other candidates may be grounds for disqualification. Finally, there are several different versions of the firefighter exam; the ones you receive may differ from those given to other candidates.

EXAM RESULTS

Individuals who achieve a passing score on the examination will be placed on the MDFR Firefighter Master Eligible List which is provided to MDFR by the Testing and Validation Section.

MDFR will contact you directly, if you are selected to continue onto the next phase of the selection process. MDFR Firefighter exam is an open-competitive exam. Therefore applicants may be chosen at random and not necessarily in score order.

SUMMARY

It is important to adequately prepare for each phase of the examination and the overall process. After the eligible list is established, the selection process will likely continue at a slower pace. The number of firefighters hired is difficult to predict since it is contingent upon the number of retirements, the annual budget, and other factors that are continually updated. Therefore, the background process only moves as fast as the needs of the Department. Patience and perseverance are important before you receive a notice. For example, if the personal history questionnaire is your next step, begin obtaining information that will be asked of you. If the stress test is your next step, be in your best physical condition. Update your email address and telephone number if such changes occur so that contact with you is not lost.

The information provided in this handbook may seem overwhelming, but it is offered **NOT** to discourage you but rather to educate and provide you with realistic information. Miami Dade County takes great pride in our uniformed firefighters who work hard every day to uphold the standards set by the Miami Dade Fire Rescue Department Stay informed by taking advantage of the information provided so that you perform your best.