

**MASTER MECHANIC
STUDY GUIDE**

A written examination for the class of **MASTER MECHANIC** to be administered in **LAFORCHE F.P.D. NO. 3**, on **NOVEMBER 14, 2012**, will consist of approximately **112** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>STEERING, SUSPENSION, AND BRAKE SYSTEM</p> <p>Knowledge of steering, suspension, and brake systems sufficient to perform maintenance, make repairs, or adjust the systems when needed.</p>	6.3%
<p>COOLING SYSTEM</p> <p>Knowledge of cooling systems sufficient to perform maintenance and repair when needed.</p>	5.4%
<p>DRIVE TRAIN/LUBRICATING/ELECTRICAL/EMISSIONS & FUEL SYSTEMS</p> <p>Knowledge of drive train, lubricating, electrical, emissions, and fuel systems sufficient to perform maintenance, repairs or adjustments to the system when needed.</p>	17.0%
<p>ENGINE MECHANICS</p> <p>Knowledge of gasoline and diesel engines sufficient to perform diagnosis of mechanical problems and to perform maintenance and repair.</p>	6.3%
<p>GENERAL AUTOMOTIVE MAINTENANCE & REPAIRS</p> <p>Knowledge of general automotive equipment sufficient to troubleshoot, diagnose, and repair malfunctioning components.</p>	9.8%
<p>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</p> <p>Knowledge of the management, maintenance, and purchase of equipment and supplies, including self-contained breathing apparatus, inventory control, and verifying that equipment is tested and meets applicable standards.</p>	9.8%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>RECORDS & REPORTS</p> <p>Knowledge of effective records-keeping practices, including preparation, content, format, and control; maintaining records of department property, equipment, and supplies, including the use and maintenance of self-contained breathing apparatus; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.</p>	6.3%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to maintain discipline; and to train subordinate employees.</p>	26.8%
<p>AUTOMOTIVE MAINTENANCE SERVICE MANAGEMENT</p> <p>Knowledge of the principles of effective automotive maintenance service management in order to evaluate division operations; and to recommend changes in policies and procedures.</p>	6.3%
<p>INSPECTION, TESTING, & REPAIR OF APPARATUS AND ACCESSORIES</p> <p>Knowledge of fire apparatus and accessories sufficient to perform inspections, maintenance, testing, and repairs, including rotary gear, pumps, water delivery systems, aerial ladders, hydraulic systems, lights and flashers, speedometers, tachometers, and windshield wipers.</p>	6.3%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

MODERN AUTOMOTIVE TECHNOLOGY, James E. Duffy, The Goodheart-Willcox Co., Inc., 2004.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Aerial Apparatus Driver/Operator Handbook, 1st ed., 2000.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.