



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2020 Fire Chief (1YP-541)

SALARY: Biweekly

OPENING DATE: 07/14/20

CLOSING DATE: 08/04/20 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Fire Chief, Municipal Departments

EXAMINATION DATE: October 14, 2020

APPLICATION PERIOD: July 14, 2020 through August 4, 2020

EXAMINATION FEE: \$250

ELIGIBILITY: To be eligible for this examination you must (1) be an employee in the Fire Department for which the examination is given with permanent civil service status in the specified eligible title(s) on the date of the examination; and (2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). Time spent pursuant to a temporary appointment in the title of Fire Chief will not interrupt the service period in your permanent position.

Note: Pursuant to the provisions of MGL 31§59, if less than 4 applications are received from eligible applicants, this examination will be postponed. If the exam's eligible title has been lowered to the entry level rank, the exam will go forward if less than 4 eligible applicants submit applications.

ELIGIBLE LIST: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Chapter 31, Section 25 or the Human Resources Division's revocation policy.

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. For each examination in this job posting, the examination weights are: 50% written examination; 40% assessment center; 10% Education & Experience.

Departments:

Plymouth – Deputy Fire Chief & District Fire Chief

Note: Although the online application system allows applicants to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Under the general supervision of the municipal appointing authority, directs the operations of the Fire Department, exercising supervision over direct reporting staff and overseeing the delivery of major municipal fire services; conducts long-range planning to determine policies, program priorities, and the utilization of resources in order to ensure the

efficient and effective implementation of the goals and objectives mandated by state laws, local bylaws or ordinances and departmental rules and regulations; evaluates the availability of fiscal and equipment resources, personnel, and local needs relative to the protection of life and property and the prevention and suppression of fire; directs and performs fire prevention duties including code and pre-fire inspection duties; directs, performs and reports the results of fire investigations; personally responds to fire and non-fire emergencies in order to supervise actions of fire service personnel; carries out public relations activities and prepares and disseminates news releases; plans and conducts hearings and meetings on issues of public concern; prepares and submits budget requests and administers department budget; interviews and selects personnel for promotion; reviews and negotiates contract proposals from contractors and/or vendors; and performs related duties as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledges, abilities and skills that have been established as qualifications for the position: 1. Knowledge of ethics 2. knowledge of employment laws; 3. Knowledge of stress reactions; 4. Knowledge of budgeting; 5. Knowledge of operating a fire department; 6. Knowledge of administration and management. The Assessment Center content will measure skills and abilities applicable with a leadership role in the fire service.

READING LIST: Available at www.mass.gov/hrd/readinglists.

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee of \$250. You will have received two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Once your application is successfully submitted, click on the "click to pay" button to pay for your examination.

EXAMINATION COMPONENTS: This Fire Chief selection method includes a Written Examination, Assessment Center, and Education and Experience. Civil Service will create and administer all examination components.

WRITTEN EXAMINATION AND ASSESSMENT CENTER LOCATION: The Written Examination will be administered electronically at a PSI Test Center, on October 14, 2020. More details regarding the location of this Written Examination will be sent to candidates closer to the examination date. The Assessment Center will be administered in our Hudson MA Physical Ability Test site located at 571A Main Street, Hudson, MA. *Candidates will be notified regarding the date of the Assessment Center.*

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2020 Fire Chief Series E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within 7 calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than **October 21, 2020**.

Please note that:

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E is applicable only to individuals who achieve a passing score on all other examination components, and will not be calculated for a candidate with a failing written examination score.

Please be sure to read the instructions carefully. No phone calls or email inquiries regarding the content of this exam component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the mailing of your mark to appeal in

writing your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application or email to civilservice@mass.gov. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

STATUTORY PREFERENCE POINTS: Upon submission of written proof, two points will be added to the passing score of qualified veterans or individuals who have 25 years of service as a member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing, overall (general average) examination score. To claim the Promotional Preference for 25 years of service, applicants must claim this preference at the examination site and verify eligibility on the Employment Verification Form submitted for this examination. Please see www.mass.gov/hrd/csvetinfo for submission requirements to claim the Veterans' Preference.

During the HRD review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Civil Service Account](#)

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is canceled by HRD.

PRIVATE SCHOOL OR SERVICE: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at civilservice@mass.gov

Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

Position #201014FireChief1YP541
2020 FIRE CHIEF (1YP-541)
AJ

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Boston, MA 02114

civilservice@mass.gov
