



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2021 Firefighter

SALARY: Biweekly

OPENING DATE: 07/01/21

CLOSING DATE: 09/21/21 11:59 PM

DESCRIPTION:

This examination is being held to establish an eligible list from which to fill Firefighter vacancies in Civil Service Municipal Fire Departments. This examination consists of two components which make up your total score; a written examination and an entry-level physical ability test (ELPAT).

Written Examination Date: October 30, 2021

Application Period Begins: July 1, 2021

Application Deadline: September 7, 2021

Examination Fee: \$200*

***There is an additional \$50 late fee for applications received after this date. Applications will NOT be accepted after September 21, 2021**

Written Examination Locations: Various sites across the Commonwealth

ELPAT Examination Location: 571A Main Street, Hudson, MA 01749

Note: Once candidates participate in the written examination, each candidate will receive an email with their scheduled ELPAT date and time.

If you do not pass either the written examination and/or the ELPAT, it will result in a failure of the examination and your name will not be placed on the eligible list.

EXAMPLES OF ESSENTIAL DUTIES:

Examples of Essential Duties for a Municipal Firefighter: Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fires and other emergencies. Firefighter duties may include, for example: connecting, pulling, and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities.

Written Examination: The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Firefighter. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to candidates' past history and experience of potential relevance to successful performance of entry-level Firefighters. The WSQ is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level Firefighters. Candidates must receive a

passing score on the WAT (Ability) section of the examination in order to have the WSQ (Work Styles Questionnaire) and LES (Life Experience Survey) sections scored. The Preparation Guide for the Municipal Firefighter examination recommends spending one hour and thirty minutes on the Ability section, before continuing to the rest of the examination. For more information regarding the written examination and access to the Preparation Guide, please visit [Preparation Guides & Reading Lists](#).

Entry Level Physical Ability Test (ELPAT): The ELPAT is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. The exercise training program presented in the [Firefighter Physical Ability Test Preparation Guide](#). The Preparation Guide provides candidates with the information they need to improve their level of physical fitness by conditioning the individual muscles and muscle groups involved in the tasks performed by a Firefighter.

TYPICAL QUALIFICATIONS:

Entrance Requirements:

- **Age Requirement:** As of the posting of this notice, candidates must be at least 19 years of age on or before September 21, 2021 for all service Firefighter departments as defined in [Massachusetts General Law Chapter 31, Section 58](#). An exception may apply to current military personnel serving on active duty on the date of examination and requesting a military makeup examination. It is your responsibility to review any additional age requirements for [Fire Departments Covered by Civil Service](#) on our website. Please be advised that the list of communities is subject to change and inquiries about age requirements should be directed to the communities in question.

Credit for Employment/Experience: Pursuant to the provisions of [MGL Ch. 31, Section 22](#), individuals may apply to receive credit for employment or experience in the position title of municipal Firefighter. If you believe you are eligible for this credit, you must claim this credit in the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the job title of municipal Firefighter, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with a signature from the appointing authority where the employment or experience occurred. Credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination and ELPAT, and cannot be added to a failing examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to the application or sent to civilservice@mass.gov. Supporting documentation must be submitted within seven calendar days from the written examination date.

Preference Claims for Municipal Firefighter:

Candidates can submit a claim for the following preferences.

- **Preference For The Children Of Certain Officers/Firefighters:** The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

- **Residency Preference:** If residency preference is requested by a Municipal Fire Department, candidates who have resided in that municipality for 12 months immediately preceding the date of the first written examination date, October 30, 2021, are to be placed on the eligible list for that community ahead of any non-residents. If you believe you are eligible for this preference, you must claim this preference by completing the applicable section of the application. Please note that residency preference claims are made under the penalties of perjury. Verification of residency will be made **by the Municipal Fire Department**.
- **Veteran's Preference:** Click on this link for further information- [Veteran's Preference Information](#).
- **Disabled Veteran Preference:** Click on this link for further information- [Disabled Veteran's Preference Information](#).
- **Racial/Ethnic Preference:** A federal consent decree establishes that, African-American (Black) and Hispanic candidates are given certification preference in some communities. It is your responsibility to review the [Fire Departments Covered by Civil Service](#) on our website. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question. The definition of Hispanic, for the purposes of the decree, includes any person born in a Spanish-speaking country or any person who grew up in a household in which the predominant language spoken was Spanish.
- **Selective Certification for Emergency Medical Technicians:** If an appointing authority requires that a Firefighter hold Emergency Medical Technician certification at the Basic or Paramedic level prior to appointment, the appointing authority may request that competition for that vacancy be limited to persons holding such certifications. Proof of possession of a current certification as an Emergency Medical Technician, issued by the Massachusetts Department of Public Health, Office of Emergency Medical Services, must be submitted in order to qualify for this selective certification. Although you may supply this proof at any time during the life of the eligible list, it is recommended that you submit it at the time of the examination or immediately upon qualification so that you do not miss out on a potential opportunity.
- **Selective Certification for Bilingual/Gender Firefighters:** If an appointing authority requires that a Firefighter be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are a specific gender, the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will need to prove your language fluency at the time of consideration.
- **Ability to Select Employment Locations:** Candidates will have the opportunity to select employment locations beyond residency preference. Submission of location choices will not affect your residency preference choice and can be updated at any time. All candidates that pass the Firefighter examination will be given the opportunity to select employment locations at the time **that score notices are released**.

It is your responsibility to review the [Certification Order of Lists](#) on our website. Upon request, candidates must provide original supporting documentation to verify any copies submitted and claims made.

Municipal Firefighter candidates who pass the written examination, ELPAT, and receive a conditional offer of employment from an appointing authority will be instructed on how to apply for the Physical Ability Test (PAT) and other screening processes. Questions about qualifications listed below should be directed to the appointing authority in question.

- **Medical Examination:** All candidates who receive a conditional offer of employment must pass the medical examination. Candidates must pass the medical examination before participating in the PAT. The [Medical Standards](#) are available for review on our website. Candidates may also be required to pass a psychological evaluation before appointment: [Medical Standards for Municipal Firefighters](#).
- **Physical Ability Test (PAT):** The PAT is a test of the candidate's aerobic capacity and physical capability to perform various tasks required on the job. A separate fee may be

required for the administration of the PAT. The [PAT Preparation Guide](#) is available on our website.

- **Character:** A candidate may be disqualified for evidence of character clearly unsuited for fire services. Most appointing authorities include a comprehensive background check as part of the selection process.
- **Driver's License:** A candidate may need a valid Massachusetts motor vehicle operator's license before appointment.
- **Job Interview:** An appointing authority may conduct an oral interview prior to appointment.

Examination Information

Application: The examination fee includes payment for both examination components; the written and the ELPAT. All applications must be received by the application last filing date and accompanied by an examination processing fee. You will receive 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. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination processing fee on or before September 21, 2021, your application will not be accepted.

Fee Waiver: The examination processing fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available on our website ([Fee Waiver Form](#)). This form should be completed and supporting documentation must be scanned and attached to the application. All fee waiver forms must be submitted on or before September 7, 2021.

Spanish-Speaking Candidates: If you wish to take the written examination in the Spanish language, you must submit a separate email requesting this along with your application and examination processing fee by September 21, 2021. Candidates must take and pass the English Comprehension written examination that tests your ability to read and understand English to be permitted to take the written examination in Spanish. The English Comprehension written examination will be administered prior to the Municipal Firefighter written examination. A separate confirmation will be sent to candidates approved to take the English Comprehension written examination. If you pass the English Comprehension written examination, you will be scheduled to take the Municipal Firefighter written examination in the Spanish language. If you fail the English Comprehension written examination, you will not be eligible to take the examination in Spanish.

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 processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your email 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 last filing date (September 21, 2021) 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](#)

Makeup Examination: With the exception of current military personnel as described above, no candidate has a right to a makeup 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 examination application by the application deadline, but are unable to appear for the examination on the examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to Human Resource Division (HRD) no later than seven calendar days from the examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

Reasonable Accommodations: If you need special testing 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 examination site, and such letter must be scanned and attached to the application or emailed 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 examinations and will not be used for any other purpose.

Notice to Appear: Notices to Appear including time and location of examination will be emailed to candidates 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 current may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Account](#).

Identification at the Examination Site: At the examination site, candidates 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 cancelled 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.

Salary: Inquiries concerning salary should be directed to Municipal Fire Department at the time of employment consideration.

SUPPLEMENTAL INFORMATION:

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

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

The Civil Service Unit's office hours are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to the Civil Service Unit during these hours at the following numbers:

Boston area: (617) 878-9895 or (617)-878-9700
Toll-Free Within Massachusetts: 1-800-392-6178
TTY Number: (617) 878-9762

FREQUENTLY ASKED QUESTIONS:

Q: I can't attend my scheduled ELPAT date, can I reschedule?

A: With the exception of current military personnel who cannot be in Massachusetts on the scheduled date of the ELPAT, no candidate has a right to a makeup examination due to personal or professional conflicts on the testing date. If you are unable to appear for your scheduled ELPAT date due to an emergency or unanticipated hardship, you may request a makeup date, by sending an email to elpat@mass.gov with verifiable documentation to the Civil Service Unit no later than seven calendar days from the originally scheduled date. The Civil Service Unit reserves the right to approve OR deny your request and may require an additional examination processing fee upon approval of your request. Such requests will be processed on a first-come first served basis.

Q: What happens if I fail to attend my scheduled ELPAT?

A: You will automatically fail the Firefighter examination and will not be placed on an eligible list.

Q: Is there an opportunity to preview the ELPAT?

A: Yes, information will be provided once a candidate has been scheduled for their ELPAT.

Q: What are the ELPAT events?

A: The Firefighter Physical Ability Test Preparation Guide details each event.

Q: What date will my ELPAT be scheduled for?

A: Your ELPAT date will be scheduled by the Civil Service Unit once you participate in the written examination. You will have about 2-3 week notice before you are scheduled to take the ELPAT.

Application Period Begins: July 1, 2021 and the deadline is September 21, 2021

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

Position #211030FF
2021 FIREFIGHTER
AJ

100 Cambridge Street
6th Floor
Boston, MA 02114

civilservice@mass.gov

2021 Firefighter Supplemental Questionnaire

* 1. Will you be 19 years of age or older on or before September 21, 2021?

☐ Yes ☐ No

* 2. Will you be 31 years of age or younger on September 21, 2021?

☐ Yes ☐ No

* 3. Will you be 31 years of age or younger on October 30, 2021?

☐ Yes ☐ No

* 4. The son or daughter of a Firefighter employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.

☐ Yes, I qualify for this preference.

☐ No, I do not wish to claim this preference.

* 5. **FIRE FIGHTER CLAIM FOR IN TITLE EXPERIENCE CREDIT: Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Firefighter, you can claim any experience you have had performing work ONLY as a Full Time, Reserve, or Intermittent Firefighter in a municipal fire department before the date of the exam. While HRD may hold military make-up exam session(s) after October 30, 2021 HRD will not grant credit for experience accumulated after October 30, 2021. CALCULATING IN TITLE EXPERIENCE CREDIT:** You will receive 0.02 points for each month of creditable In Title Experience as a Fire Fighter. One month equals 172 work hours or 16 or more work days. Part-time work In Title Experience will be prorated on the basis of a 40-hour workweek. If you do not qualify for In Title Experience Credit, your overall score will be based on your examination score alone. **VERIFYING IN TITLE EXPERIENCE CLAIMS:** Supporting documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your

experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week worked within a defined time period. Letters of verification must be on original, official letterhead or stationery and attached to your application or emailed to civilservice@mass.gov within 7 days after the date of examination. (Note: Resumes will not be accepted as employment verification) **IN TITLE EXPERIENCE CLAIM APPEALS:** In Title Experience Claims will only be calculated for individuals who achieve a passing score on the written exam. In Title Experience Credit cannot be added to a failing

☐ Yes, I am eligible for In Title Experience Credit, and will provide supporting documentation as instructed above.

☐ No, I am not eligible to claim In Title Experience Credit.

* Required Question