

2023 Municipal Departmental Promotional Examination for Deputy Fire Chief (1YP-442)

Examination Date: November 18, 2023

Application Open Date: August 8, 2023

Application Deadline: September 19, 2023

Examination Processing Fee: \$150

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) by 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 the certification resulted in your appointment to the eligible title(s).^{*} The eligible list establishment date is not the same as certified date. The certified date is when your name was first reachable on a certification for a promotional vacancy. A combination of temporary and permanent service can be applied towards meeting this one year requirement. Time spent working in the title of Deputy Fire Chief will not interrupt the service period in your permanent position.

^{*}If the eligible title has been lowered to the entry level rank you must have served in the force at least one or three years depending on the participating municipality.

Note: Pursuant to the provisions of [Massachusetts General Law \(MGL\) 31 § 59](#), if less than four applications are received from eligible candidates, this examination will be postponed. If the examination's eligible title has been lowered to the entry level rank, the examination will go forward if less than four eligible candidates 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 MGL Chapter 31 § 25 or the Human Resources Division's (HRD) revocation policy.

Examination Weights: The examination weights are: 40% Written Examination (Technical Knowledge and Situational Judgement), 40% Assessment Center and 20% Experience/Certification/Training & Education (ECT&E).

Candidates for this examination must be employees in one of the following Massachusetts Fire Departments. Please read the below department listing carefully. Departments will be listed as they are requested.

Departments – Eligible Title(s):

- Natick – Fire Captain
- Needham - Fire Captain, Fire Lieutenant
- Peabody - Fire Captain
- Salem - Fire Captain - **Postponed**

Duties: Under the general supervision of the municipal appointing authority, the Deputy Fire Chief 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 technical knowledge component will be designed to test, where practicable, the following knowledges, skills, and abilities that have been established as qualifications for the position: 1. Knowledge of the chemistry and physics of fire; 2. Knowledge of fire ground operations/fire suppression; 3. Knowledge of special operations; 4. Knowledge of building design, construction, and materials; 5. Knowledge of fire prevention; 6. Knowledge of fire protection; 7. Knowledge of fire cause determination; 8. Knowledge of hazardous materials; 9. Knowledge of legal considerations; 10. Knowledge of supervision; and 11. Knowledge of administration and management. The Situational Judgment component will be designed to test accountability, adaptability, analyzing and deciding, and managing activities.

Reading List: Available at www.mass.gov/hrd/readinglists.

Application: All applications must be received by the application deadline and accompanied by an examination processing fee of \$150. 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 19, 2023, your application will not be accepted.

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

Experience/Certification/Training & Education (ECT&E): All candidates must complete the 2023 Statewide Deputy Fire Chief ECT&E Claim application online. Submitting an ECT&E claim in any way other than through the online claim process will result in a failed examination component. Instructions regarding the ECT&E claim will be emailed to you prior to the examination date. A confirmation email will be sent upon successful submission of an ECT&E Claim application.

All claims and supporting documentation must be received within seven calendar days following the examination date. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than November 25, 2023.

Please note that:

- ECT&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 ECT&E.
- Credit for ECT&E will be calculated for all candidates.

Please be sure to read the instructions carefully. In order to ensure that no one receives any type of

unfair advantage in the claim process, we are unable to provide individualized assistance to any candidate and so, no phone calls or email inquiries regarding the content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark to appeal in writing your ECT&E score.

Statutory Preference Points: Upon submission of written proof, two points will be added to the passing score of qualified Veterans and Disabled 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, candidates must claim this preference in the E&E Claim application and verify eligibility on the [Employment Verification Form](#) submitted for this examination. To claim veterans preference, claim veteran status in the application and attach your DD214 to the application or email it to civilservice@mass.gov. For more information on veteran status refer to the [Military Information](#) section on our website.

Note: During the HRD review process or during the life of the applicable eligible list(s), candidates 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 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 application deadline (September 19, 2023), 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 HRD no later than seven calendar days from the original written 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 by September 19, 2023. 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 purposes.

Refunds: There will be no refund of the examination processing fee unless the examination is cancelled by HRD.

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 promotion. 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).

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.

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

For more information about this and other civil service examinations, see <http://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