



Commonwealth of Massachusetts
2023 Firefighter

SALARY	\$0.00 Biweekly	LOCATION	Statewide, MA
JOB TYPE	Not Applicable	JOB NUMBER	231014FF
DEPARTMENT	MUNICIPAL DEPT	OPENING DATE	06/11/2023

2023 MUNICIPAL FIREFIGHTER EXAMINATION

The Human Resources Division (HRD) Civil Service Unit is administering this examination to establish an eligible list from which to fill Firefighter vacancies in Civil Service Fire Departments. This examination consists of two components which make up your total score; a written examination 50% and an entry level physical ability test (ELPAT) 50%.

Written Examination Period: October 14, 2023 through October 21, 2023

Application Open Date: July 1, 2023

Please NOTE: The original examination date of *October 14*, will be utilized for all statutory purposes and referenced throughout this posting in *italics*.

Application Deadline: August 29, 2023*

Examination Processing Fee: \$75.00

*There is an additional \$50 late fee for applications received after this date. Applications will not be accepted after September 12, 2023.

Written Examination Location(s): Various sites across the Commonwealth

Entry Level Physical Ability Test (ELPAT) Examination Location: 571A Main Street, Hudson, MA 01749

Note: Following participation in the written component of the examination, candidates will receive an email with their scheduled ELPAT date and time.

Candidates who do not pass both the written examination and the ELPAT, will result in failure of the examination and will not be placed on the eligible list.

Examination Information

Application: The examination processing fee includes payment for both examination components; the written and the ELPAT. All applications and examination processing fees must be received by September 12, 2023. 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 12, 2023, your application will not be accepted. Note: Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that HRD utilizes only email for all notices to candidates.

Fee Waiver: The examination processing fee may be waived for candidates who have received certain state or federal public assistance, or unemployment insurance during any portion of the twelve months leading up to the original examination date, *October 14th, 2023*. 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 August 29, 2023.

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 August 29, 2023. Candidates must take and pass the English Comprehension written examination that tests your ability to read and understand English. 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 submit an application and examination processing fee and request a makeup examination in writing, with a copy of your military orders attached on or before September 12, 2023. 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 September 12, 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. For more information, visit 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 the Human Resources 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 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 12, 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 purpose.

Notice to Appear: Notices to Appear including date, time and location of examination will be emailed to candidates approximately two weeks prior to the examination date.

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).

Examination Requirements:

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 fifteen 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](#) 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.

Age Requirement: As of the posting of this notice, candidates must be at least 19 years of age on or before September 12, 2023 for all civil service fire departments as defined in **Massachusetts General Law (MGL) 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 upper 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, § 22, individuals may apply to receive credit for employment or experience in the position title of Municipal Firefighter. You must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as a Municipal Firefighter, including dates of service and, if part time, total number of hours worked. The supporting documentation must be on original letterhead with an original signature from the hiring authority where the employment or experience occurred. Credit for employment or experience is applicable only to individuals who achieve a passing score on the examination 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 no later than *October 21, 2023*.

Preference Claims for Municipal Firefighter:

Candidates can submit a claim for the following preferences.

- **Residency Preference:** Your mailing address is not necessarily the same as your residency preference claim on the application. To qualify for residency preference in a particular municipality, you must be able to prove at the time of consideration that you resided in said municipality from October 14, 2022 through *October 14, 2023*, and *select the specific municipality on the application*. For more information regarding residence preference please see MGL Chapter 31, section 58
- **Veteran's Preference:** For information, visit [Veteran's Preference Information](#).

- **Disabled Veteran Status:** For information, visit [Disabled Veteran's Preference Information](#).
- **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.
- **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 a municipality requires that a Firefighter hold Emergency Medical Technician certification at the Basic or Paramedic level prior to appointment, the municipality 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 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 municipality requires that a Firefighter be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are a specific gender, the municipality 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 examination will be given the opportunity to select employment locations at the time that score notices are released.

Municipal Firefighter candidates who pass the written examination, ELPAT, and receive a conditional offer of employment from a municipality will be instructed on how to apply for the Physical Ability Test and other screening processes. Questions about the qualifications listed below should be directed to the municipality 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 Physical Ability Test. 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. 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:** A municipality may conduct an oral interview prior to appointment.

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.

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, visit Update Your Account.

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 the Municipality at the time of employment consideration.

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 took and passed the 2022 Firefighter examination, do I need to take the 2023 Firefighter examination to remain eligible?

A: All eligible candidates who took and passed the 2022 Firefighter examination will be merged onto the new eligible list for one year. Individuals may take the 2023 Firefighter examination to extend their eligibility for an additional two years. Please note, the score you receive on the 2023 Firefighter exam will replace your 2022 Firefighter examination score regardless of if it is higher or lower than your previous score.

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 do not attend my scheduled ELPAT?

A: You will automatically fail the Firefighter examination and will not be placed on the 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 (Download PDF reader) 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 two to three weeks' notice before you are scheduled to take the ELPAT.

Application Period begins July 1, 2023 and the deadline is September 12, 2023

Agency

Commonwealth of Massachusetts

Address

100 Cambridge Street
6th Floor
Boston, Massachusetts, 02114

Phone

(617)878-9700

Website

<http://www.mass.gov/civilservice>

2023 Firefighter Supplemental Questionnaire

QUESTION 1

Will you be 19 years of age or older on or before September 12, 2023?

- Yes
 No

QUESTION 2

Will you be 31 years of age or younger on September 12, 2023?

- Yes
 No

QUESTION 3

Will you be 31 years of age or younger on October 14, 2023?

- Yes
 No

QUESTION 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.

QUESTION 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, Intermittent or Call Firefighter in a municipal fire department before the date of the exam. While HRD may hold military make-up exam session(s) after

October 14, 2023, HRD will not grant credit for experience accumulated after October 14, 2023. **CALCULATING IN TITLE EXPERIENCE CREDIT:** You will receive 0.2 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. Your In Title Experience Credit is weighted at 10%. 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 or the specific number of tours or shifts worked within a defined time period. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation may be submitted at the exam site, or submitted by mail which must be postmarked within 7 calendar days of the written 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 written examination score in an attempt to achieve an overall passing score. You may not appeal the written examination score. If you believe that your In Title Experience Credit has been calculated incorrectly, you have the opportunity to appeal the In Title Experience Credit only. When you receive your exam results, carefully read the instructions that will be noted on the page including your exam results. All appeals must be filed in writing; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information relative to the experience you originally claimed can be considered during the appeal process. Selecting the "Yes" response below will enter your claim for this In Title Experience Credit; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this credit.

- 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