

## **Bourne Fire Chief Sole Assessment Center**

**Application Deadline: July 17, 2024**

**Examination Date: July 31, 2024**

**Examination Location: TBD**

**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 Massachusetts General Law (MGL) Chapter 31, § 25 or the Human Resources Division (HRD) revocation policy.

**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). 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 as a temporary 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.*

**Eligible Title(s):** Deputy Fire Chief

Note: Pursuant to the provisions of MGL Chapter 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.

**Examination Weights:** The Sole Assessment Center will be 100% of the final score.

### **Example of Essential Duties**

Under policy direction of the Town Administrator, the Fire Chief oversees the Department's administrative functions and is responsible for the delivery of fire suppression, emergency medical services, inspections and related emergency services.

### **General Duties and Responsibilities:\*\***

1. Oversee command at fires and emergencies as well as administration and management of the fire department.
2. Require the enforcement of all laws, ordinances, orders, rules and directives that pertain to the fire department.
3. Keep and maintain up-to-date records relative to inspections, testing and condition of all apparatus and equipment, and also relative to tests of apparatus and equipment after repairs.
4. Maintain effective fire suppression forces.
5. Supervise the administration of the department by budget preparation, developing and maintaining an effective system of reports and records of personnel actions, alarm responses, fire

and casualty reports, fire inspections and investigations, personnel training, quarters, apparatus, equipment maintenance and testing.

6. Develop long range plans for the training, operations, manpower and equipment requirements of the fire department.
7. Perform all related work, as required.

*\*\*The duties and responsibilities listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. For a complete description, please contact the Bourne Fire Department.*

## Typical Qualifications

**Application:** All applications must be received by the application deadline, or your application will not be accepted. Once your application is successfully submitted, you will receive a confirmation email. If you do not receive this confirmation, your application has not been received and you will need to submit the application again.

**Credit for In-Title 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 Fire Chief. Credit will only be accepted if time worked is in a permanent, provisional or temporary after certification status. 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 experience you have in the position title of Fire Chief, including dates of service and, if part time, total number of hours worked. The supporting documentation must be on original letterhead with a signature from the appointing authority where the experience occurred or on the [Employment Verification Form for Sole Assessment Center](#). Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the Assessment Center and cannot be added to a failing examination score. Supporting documentation needs to be submitted within seven days after the Assessment Center date by email to [civilservice@mass.gov](mailto:civilservice@mass.gov) or attached to your application.

**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 application and either attach the [Employment Verification Form for Sole Assessment Center](#) form to the application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). To claim veterans preference, claim veteran status in the application and attach your DD214 to your application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). For more information on veteran status refer to the [Military Information](#) section on our website.

**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, examination processing fee and a written request for a makeup examination along with a copy of the 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 (July 17, 2024), 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 refer to the [Military Information](#) section on our website.

**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. Makeup examinations for unforeseen circumstances will only be considered on a case-by-case basis. You can submit this request by emailing [civilservice@mass.gov](mailto:civilservice@mass.gov) and attaching all verifiable documentation to support this request no later than seven calendar days from the examination date. HRD reserves the right to approve or deny your request and may require an additional processing fee upon approval.

**Reasonable Accommodations:** If you need special testing accommodations due to a documented impairment or medical condition, 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](mailto:civilservice@mass.gov) by July 17, 2024. 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.

**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 Account](#).

**Identification at the Examination Site:** At the examination site, candidates must present a current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID). Candidates will not be allowed to take the examination without valid identification.

**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, visit <http://www.mass.gov/civilservice> or email the Civil Service Unit at [civilservice@mass.gov](mailto:civilservice@mass.gov)

Inquiries may also be made to HRD, Monday through Friday, 8:45am – 5:00pm, at the following numbers:  
Boston area: (617) 878-9895  
Within Massachusetts: 1-800-392-6178  
TTY Number: (617) 878-9762