2025 Departmental Promotional Examination for Boston Fire Captain (1YP)

This examination is being administered by the Human Resources Division (HRD) to create an eligible list from which to fill Fire Captain vacancies in the Boston Fire Department. Candidates must take and pass this examination in order to be placed on the eligible list.

Written Examination Date: April 12, 2025

Application Period Begins: January 13, 2025

Application Deadline: February 11, 2025

Examination Processing Fee: $150

Written Examination Locations: Various sites across the Commonwealth

Examination Information

Eligibility: To be eligible for this examination you must: (1) be an employee in the Boston fire department with permanent civil service status in the title of Fire Lieutenant by the date of the examination; and (2) have served in the force at least one year since you were appointed and performed the job duties of the eligible title(s)*. A combination of temporary and permanent service from a certification can be applied towards meeting this one-year requirement. Time spent working in the title of Fire Captain 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 department.

Note: Pursuant to the provisions of Massachusetts General Law (MGL) 31 § 59, if less than two 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 with less than two 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 52% Technical Knowledge, 28% Situational Judgment Test, and 20% Experience/Certification/Training & Education (ECT&E).

Departments – Eligible Title(s):

- Boston – Fire Lieutenant

Application: All applications and examination processing fees must be received by February 11, 2025. 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. Candidates who have been approved for an examination fee voucher may record redeeming the voucher on the application. If you have not submitted payment or redemption of an examination voucher of the examination processing fee on or before February 11, 2025, 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.

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 communication. Requests filed after the application deadline 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, 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 by February 11, 2025 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.

Additional Requirements for Boston Fire Captain candidates: Visit Examination Preparation Guides and Reading Lists | Mass.gov for more information.

Examples of Essential Duties:

Duties: Under supervision, to perform the duties of a Fire Captain in conformance with the rules and regulations of the Fire Department including: equipment operations, initial fireground operations, incident command and fireground safety, secondary fireground operations, emergency medical assistance, internal inspections and maintenance, fire planning and prevention, public and community relations, professional development, policy development, enforcement and discipline, general administration, and other related work as required.

Examination Subjects: The written examination 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 engine company operations; 3. Knowledge of ladder company operations; 4. Knowledge of building design, construction, and materials; 5. Knowledge of fire protection systems, regarding portable extinguishers and fixed extinguishing systems; 6. Knowledge of firefighter safety and survival; 7. Knowledge of hazardous materials; 8. Knowledge of pertinent laws, codes, and standards; 9. Knowledge of emergency incident management (ICS/NIMS); 10. Knowledge of community relations, public relations, and oral communication; 11. Knowledge of written communication and administrative procedure; 12. Knowledge of leadership; 13. Knowledge of employee motivation and mentoring; 14. Knowledge of progressive discipline; 15. Knowledge of identifying and addressing employee stress; 16. Knowledge of training; 17. Knowledge of professional development; 18. Knowledge of legal issues related to Human Resources; and 19. Knowledge labor relations, Unions, and grievances.

Reading List: Available at Reading Lists

Situational Judgement Test (SJT): The examination will measure your Judgment and Decision-Making, Accountability, Adaptability, Guiding and Developing Others, Leadership (including Managing Activities and Building Teams), and Interpersonal Skills (including Conflict Management).

Experience/Certification/Training & Education (ECT&E): All candidates must complete the 2025 Boston Fire Captain Promotional Examination ECT&E Claim application online. Instructions and a link to the ECT&E Claim will be emailed to candidates prior to the examination date. A confirmation email will be sent upon successful submission of an ECT&E Claim application. Submitting an

ECT&E claim in any way other than through the online claim process will result in an "INCOMPLETE" score on this exam component. In addition, candidates who fail to include any supporting documentation to their ECT&E application by the deadline of April 19, 2025, will receive an "INCOMPLETE" score. All claims and supporting documentation must be received within seven calendar days following the examination. Supporting documentation must be scanned and attached to the application or emailed to civilservice@mass.gov no later than April 19, 2025. Documents can be uploaded to your Civil Service account when submitting your ECT&E application. Documents such as educational transcripts that have already been submitted and are attached to your Civil Service account do not need to be resubmitted. A new EVF must be provided for each examination.

Statutory Preference Points: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) examination score. 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.

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 the Update Your Account.

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.

Refunds: There will be no refunds 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.

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

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