2025 Departmental Promotional Examination for Boston Fire Lieutenant (3YP)

This examination is being administered by the Human Resources Division (HRD) to create an eligible list from which to fill Fire Lieutenant 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 Firefighter by the date of the examination; and (2) have served in the force at least three years since you were appointed and performed the job duties of the eligible title. A combination of temporary and permanent service from a certification can be applied towards meeting this three year requirement. Time spent working in the title of Fire Lieutenant will not interrupt the service period in your permanent position.

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 56% Technical Knowledge, 24% Situational Judgment and 20% Experience/Certification/Training & Education (ECT&E).

Departments – Eligible Title(s):

- Boston – Firefighter

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 reasonable accommodations due to a documented impairment, or medical condition, you must fill out the Testing Accommodations Request Form and submit supporting documentation as outlined on the form from a qualified professional detailing what type of accommodation you require at the examination site. The form and supporting documentation must be scanned and attached to the application or emailed to civilservice@mass.gov no later than four (4) weeks prior to the examination date. 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. For information regarding reasonable accommodations and the required form please see: Testing Accommodations Request Form

Additional Requirements for Boston Fire Lieutenant 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 Lieutenant 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 fireground operations and fire suppression regarding engine company operations, and ladder company operations; 3. Knowledge of building design, construction, and materials, regarding building codes and other building design details and hazards; 4. Knowledge of fire prevention; 5. Knowledge of firefighter safety and survival; 6. Knowledge of fire protection systems, regarding portable extinguishers and fixed extinguishing systems; 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 leadership; 12. Knowledge of identifying and addressing employee stress, 13. Knowledge of training; and 14. Knowledge of progressive discipline.

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 Lieutenant 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: 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 municipal fire force in Massachusetts 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 examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference in the ECT&E Claim application and verify eligibility on the Employment Verification form submitted with your ECT&E application. 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