

2025 Wakefield Promotional Examination for Fire Chief (1YP-442)

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

Departments – Eligible Title(s):

- Wakefield- Deputy Fire Chief, Fire Captain

Written Examination Date: May 7, 2025

Assessment Center Examination Date: TBD

Application Period Begins: February 18, 2025

Application Deadline: March 11, 2025

Examination Processing Fee: \$150

Written Examination Location: TBD

Examination Information

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

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

All candidates that participate in the written examination will be eligible to participate in the AC component. All examination components will be calculated before a candidate receives a score notice.

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Departments – Eligible Title(s):

- Wakefield- Deputy Fire Chief, Fire Captain

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 March 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, 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 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 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 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](#)

Examples of Essential Duties

Duties: Under the general supervision of the municipal appointing authority, 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; performs the requirements of the job in an ethical manner; makes decisions in accordance with employment laws; 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 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 ethics; 2. Knowledge of employment laws; 3. Knowledge of stress reactions; 4. Knowledge of budgeting; 5. Knowledge of operating a Fire Department; 6. Knowledge of administration and management. The Assessment Center content will measure skills and abilities applicable with a leadership role in the fire service.

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

Experience/Certification/Training & Education (ECT&E): All candidates must complete the 2025 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 this ECT&E Claim application 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.

All claims and supporting documentation must be received within seven calendar days following the written examination date. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than May 14, 2025.

Please note that:

- ECT&E is an examination component and therefore must be completed by the candidate.
- 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. A preparation guide will be available to assist with the ECT&E application. 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 or individuals who have 25 years of service as a member of a regular 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 ECT&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.

Notice to Appear: Notices to Appear including time and location of the written examination and assessment center component 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, visit [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).

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.

Supplemental Information:

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

For more information about this and other civil service examinations, see 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