2026 Arlington Fire Chief Sole Assessment Center with Experience/Certification/Training & Education (ECT&E)

If you currently have a Civil Service Online Account DO NOT create a new account to apply for this exam.

Utilize the Government Jobs Help & Support to access your account Online Employment Application Guide | Massachusetts Civil Service Applications

Candidates with multiple accounts may cause delays with properly recording your application and notifications from civil service such as notices to appear, or job opportunities. If you have questions, please email civilservice@mass.gov.

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):

- Arlington – Deputy Fire Chief

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

Examination Date: December 1, 2026

Application Period Begins: October 20, 2026

Application Deadline: November 10, 2026

Examination Processing Fee: $150

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: 80% Assessment Center; 20% Experience/Certification/Training & Education (ECT&E).

Departments – Eligible Title(s):

- Arlington – Deputy Fire Chief

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 by the application deadline, your application will not be accepted.

Current Military Personnel: Any current military personnel requesting a makeup opportunity, visit **Civil Service Military Makeup Examinations** for more information.

Makeup Examination: 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 to the delegation administrator or their designee. 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 delegation administrator or their designee. The delegation administrator reserves the right to approve or deny your request. Please reach out to them for further information.

Reasonable Accommodations: If you need reasonable accommodations due to a documented impairment, or medical condition, you must make a request with the delegation administrator or their designee. All requests will be reviewed and approved by the delegation administrator or their designee.

Delegation Administrator or Designee: Caryn Malloy- cmalloy@town.arlington.ma.us

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.

For a complete job description and list of duties and responsibilities, please contact the Arlington Fire Department.

Assessment Center: The assessment center will be conducted by a third-party vendor chosen by your municipality.

Experience/Certification/Training & Education (ECT&E): All candidates must complete the 2026 Arlington Fire Chief Promotional Examination ECT&E Claim application online. **This is a separate application**. Submitting an ECT&E claim in any way other than through the online claim process will result in a failed examination component. Instructions and a link to the ECT&E claim will be emailed to you prior to the Assessment Center administration date. A confirmation email will be sent upon successful submission of an ECT&E Claim 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. 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