

## **2026 Statewide Departmental Promotional Examination for Fire Chief (1YP-532)**

**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](mailto: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):**

- New Bedford - Deputy Fire Chief and District Fire Chief

**Written Examination Date:** June 6, 2026

**Assessment Center Examination Date:** June 13, 2026

**Application Period Begins:** March 23, 2026

**Application Deadline:** April 14, 2026

**Examination Processing Fee:** \$150

**Written Examination Location:** TBD

### **Examination Information**

**Application:** An exam processing fee must be received by the application deadline. 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 exam processing fee on or before the application deadline, your application will not be accepted.

**Note:** Pursuant to the provisions of Massachusetts General Law (MGL) 31 § 59, if less than two applications are received from eligible candidates, this exam will be postponed. If the exam's eligible title has been lowered to the entry level rank, the exam 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 exam weights are: 50% Written Examination (Technical Knowledge); 30% Assessment Center; 20% Experience/Certification/Training & Education (ECT&E).

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

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

**Departments – Eligible Title(s):**

- New Bedford - Deputy Fire Chief and District Fire Chief

**Application:** All applications must be received by the application deadline and accompanied by an exam 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 exam processing fee on or before April 14, 2026, 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:** Any current military personnel requesting a makeup opportunity, please [click here](#) for more information

**Makeup Examination:** With the exception of current military personnel as described above, no candidate has a right to a makeup exam due to personal or professional conflicts on the testing date. Candidates are advised to consider this before applying for the exam. Makeup exams 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 exam 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 exam site. The form and supporting documentation must be scanned and attached to the application or emailed to [CS-ReasonableAccommodations@mass.gov](mailto:CS-ReasonableAccommodations@mass.gov) no later than four weeks prior to the exam 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 accommodations for exams and will not be used for any other purposes.

### **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 exam 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 [2026 Fire Chief Reading List](#).

**Experience/Certification/Training & Education (ECT&E):** All candidates must complete the 2026 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 exam component. Instructions regarding this ECT&E Claim application will be emailed to candidates prior to the exam 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 exam date. Supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than June 13, 2026.

Please note that:

- ECT&E is an exam 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 exam 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 exam 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) exam 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 exam. To claim veterans preference, claim veteran status in the application and attach your DD214 to the 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.

*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 exam and assessment center component will be emailed to candidates after the close of the application period, and prior to the exam 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 exam 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 exam processing fee unless the exam 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 exams 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 exam, visit [www.mass.gov/civilservice](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