



COMMONWEALTH OF MASSACHUSETTS
invites applications for:
2018 Firefighter

SALARY: \$0.00 /BiWeekly

OPENING DATE: 11/07/17

CLOSING DATE: 02/21/18 11:59 PM

DESCRIPTION:

This examination is being held to establish an eligible list from which to fill Firefighter vacancies in civil service cities and towns. This eligible list may also be used to fill Firefighter vacancies in non-civil service jurisdictions.

This examination consists of two components which make up your total score; a written examination 50% and an entry-level physical abilities test (ELPAT) 50%.

Written Examination Date: March 24, 2018

Application Deadline: February 7, 2018*

Examination Fee: \$200

Written Examination Locations: Various sites across the state

ELPAT Examination Location: Hudson Armory

Applicants will be scheduled for their Entry-level Physical Abilities Test (ELPAT). Once applicants participate in the written examination, each applicant will receive an e-mail with his/her scheduled ELPAT date and time.

Failure to complete the written examination and ELPAT will result in failure of the examination and your name will not be placed on the eligible list.

***There is an additional \$50 late fee for applications received after this date. Applications will NOT be accepted after February 21, 2018.**

Note: This online application allows applicants to select notification by e-mail or regular mail. Please be advised that the Civil Service Unit utilizes **only e-mail** for all notices to applicants.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fires and other emergencies. Firefighter duties may include, for example: connecting, pulling, and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities.

WRITTEN EXAMINATION: The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Firefighter. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to

applicants' past history and experience of potential relevance to successful performance of entry-level Firefighters. The WSO is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level Firefighters. A Firefighter Written Examination Orientation and Preparation Guide, which describes the written examination in more detail, is available on our website - [Examination Preparation Guides](#). Please note applicants must receive a passing score on the WAT in order to have the WSO and LES sections scored. The Preparation Guide for the Firefighter examination recommends spending two hours on the WAT, before continuing to the rest of the examination.

PHYSICAL ABILITIES TEST: The entry-level physical abilities test (ELPAT), is designed to assess an applicant's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the applicant to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. The exercise training program presented in the [Firefighter Physical Abilities Test Preparation Guide](#), provides applicants with the information they need to improve their level of physical fitness by conditioning the individual muscles and muscle groups involved in the tasks performed by a Firefighter. You may also view a video of the ELPAT exercises on our website.

TYPICAL QUALIFICATIONS: ENTRANCE REQUIREMENTS

Age Requirement: As of the posting of this notice, applicants must be at least 19 years of age on or before February 21, 2018, for all civil service Firefighter departments as defined in [MGL Chapter 31, Section 58](#). An exception may apply to current military personnel serving on active duty on the date of examination and requesting a military makeup. It is your responsibility to review any additional age requirements for [Fire Departments Covered by Civil Service](#) on our website. Please be advised that the list of communities is subject to change and inquiries about age requirements should be directed to the communities in question.

CREDIT FOR EMPLOYMENT/EXPERIENCE: Pursuant to the provisions of [MGL Ch. 31, Section 22](#), individuals may apply to receive credit for employment or experience in the position title of municipal Firefighter. If you believe you are eligible for this credit, you must claim this credit in the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the job title of municipal Firefighter, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with a signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination and ELPAT, and cannot be added to a failing examination score. Claims must be submitted during the application period; supporting documentation needs to be submitted by March 31, 2018, by e-mail to civilservice@state.ma.us or attached to your application.

APPLICATION: Your examination fee includes payment for both examination components; the written and the ELPAT. All applications must be received by the application deadline, and accompanied by an examination processing fee. You will receive two confirmation e-mails when you have completed the process: one e-mail confirming your application has been received, and one e-mail confirming your payment has been received. Your application is not complete until you have received both confirmation e-mails. If you have not submitted payment of the examination processing fee on or before February 21, 2018, your application will not be processed or accepted. Once your application is successfully submitted, you will see a "click to pay" button. Click on the "click to pay" button to pay for your examination.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special

testing accommodations due to a documented impairment, 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 your application. 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 the examination, and will not be used for any other purposes.

SPANISH-SPEAKING APPLICANTS: If you wish to take the written examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination processing fee by February 7, 2018. Applicants must take and pass the English comprehension written examination that tests your ability to read and understand English. **The English Comprehension written examination will be administered on April 20, 2018.** A separate confirmation will be sent to applicants approved to take the April 20, 2018, English Comprehension written examination. If you pass the English Comprehension examination, you will be scheduled to take the Firefighter written examination in the Spanish language on a date to be determined. If you fail the English Comprehension examination, you will not be eligible to take the Firefighter written examination.

FEE WAIVER: The examination fee may be waived for applicants receiving certain state or federal public assistance, or unemployment insurance. Click on this link for the [Fee Waiver Form](#). You must follow the instructions on the Fee Waiver Form regarding proper submission and supporting documentation. All Fee Waiver forms must be submitted on or before February 7, 2018.

SALARY: Inquiries concerning salary should be directed to the appointing authority at the time of the employment interview.

Applicants can submit a claim for the following preferences during the application period.

- **Preference For The Children Of Certain Officers/Firefighters:** The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.
- **Residency Preference:** Most appointing authorities request their eligible list to have applicants who have resided in that community for the entire twelve-month period immediately preceding the date of the original written examination (March 24, 2017 through March 24, 2018) to be placed ahead of any non-residents. Applicants who have had a break in residence or have moved from one community to another within the twelve-month period preceding the date of the examination will not be entitled to claim residency preference in any community. If you believe you are eligible for this preference, you must claim this preference by completing the applicable section of the application. Verification of residency will be made by the appointing authority during the hiring process. Please be advised that residency preference in communities is subject to change and inquiries about the preference should be directed to the communities in question.
- **Racial/Ethnic Preference:** A federal consent decree establishes that, African-American (Black) and Hispanic applicants are given certification preference in some communities. It is your responsibility to review the [Fire Departments Covered by Civil Service](#) on our website. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question. The definition of Hispanic, for the purposes of the decree, includes any person born in a Spanish-speaking country or any person who grew up in a household in which the predominant language

spoken was Spanish.

- **Selective Certification for Emergency Medical Technicians:** If an appointing authority requires that a Firefighter hold Emergency Medical Technician certification at the Basic or Paramedic level prior to appointment, the appointing authority may request that competition for that vacancy be limited to persons holding such certifications. Proof of possession of a current certification as an Emergency Medical Technician, issued by the Massachusetts Department of Public Health, Office of Emergency Medical Services, must be submitted in order to qualify for this selective certification. Although you may supply this proof at any time during the life of the eligible list, it is recommended that you submit it at the time of the examination or immediately upon qualification so that you do not miss out on a potential opportunity.
- **Selective Certification for Bilingual/Gender Firefighters:** If an appointing authority requires that a Firefighter be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are a specific gender, the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will need to prove your language fluency at the time of appointment.
- **Veteran's Preference:** Click on this link for further information- [Veteran's Preference Information](#).
- **Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Information](#).
- **Ability to Select Employment Locations:** Applicants will have the opportunity to select employment locations beyond residency preference. Submission of location choices will not affect your residency preference choice and can be updated at any time. All applicants that pass the Firefighter examination will be given the opportunity to select employment locations at the time that score notices are released.

It is your responsibility to review the [Certification Order of Lists](#) on our website. During the Civil Service Unit's review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

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 request a makeup examination in email, with a copy of your military orders attached. Please include in your request your e-mail 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.

NO MAKEUP EXAMINATION: With the exception of current military personnel as described above, no applicant has a right to a makeup examination due to personal or professional conflicts on the testing date. Applicants are advised to consider this BEFORE applying for the examination. If you file an application by the application deadline, but are unable to appear 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 Civil Service Unit no later than 7 calendar days from the original written examination date. The Civil Service Unit reserves the right to approve or deny your request.

NOTICE TO APPEAR: Notices to Appear including time and location of examination will be e-mailed to applicants after the close of the application period, and prior to the examination date.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid government issued photo identification with signature (e.g., driver's

license, passport, military ID). Applicants will not be allowed to take the examination without a valid identification.

UPDATING INFORMATION: Applicants are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Profile or Eligible List Information](#).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by the Civil Service Unit.

PRIVATE SCHOOL OR SERVICE: The Civil Service Unit 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.

Applicants who pass the written examination, ELPAT, and receive a conditional offer of employment from an appointing authority will be instructed on how to apply for the Physical Abilities Test and other screening processes. Questions about qualifications listed below should be directed to the appointing authority in question.

- **Medical Examination:** Applicants who receive a conditional offer of employment must pass the medical examination. The Medical and Physical Fitness Standards are available for review on our website.
- **Physical Abilities Test (PAT):** All applicants who pass the medical examination will be instructed on how to schedule and take the PAT. The PAT is a test of the applicant's aerobic capacity and physical capability to perform various tasks required on the job. The [PAT Training Guide](#) is available on our website.
- **Character:** A applicant may be disqualified for evidence of character clearly unsuited for fire services. Most appointing authorities include a comprehensive background check as part of the selection process.
- **Driver's License:** A applicant may need a valid Massachusetts motor vehicle operator's license before appointment.
- **Job Interview:** An appointing authority may conduct an oral interview prior to appointment.

SUPPLEMENTAL INFORMATION:

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

For more information or inquiries about this and other civil service examinations, visit www.mass.gov/civilservice or e-mail the Civil Service Unit at civilservice@state.ma.us

The Civil Service Unit's office hours are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to the Civil Service Unit during these hours at the following numbers:

Boston area: (617) 878-9895 or (617)-878-9700

Toll-Free Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

FREQUENTLY ASKED QUESTIONS:

Q: I can't attend my scheduled ELPAT date, can I re-schedule?

A: With the exception of current military personnel who cannot be in Massachusetts on the scheduled date of the ELPAT, no applicant has a right to a makeup examination due to personal or professional conflicts on the testing date. If you are unable to appear for your scheduled

ELPAT date due to an emergency or unanticipated hardship, you may request a makeup date, by sending an email to elpat@state.ma.us with verifiable documentation to the Civil Service Unit no later than 7 calendar days from the originally scheduled date. The Civil Service Unit reserves the right to approve OR deny your request and may require an additional examination processing fee upon approval of your request. Such requests will be processed on a first-come first served basis.

Q: What happens if I fail to attend my scheduled ELPAT?

A: You will automatically fail the Firefighter examination and will not be placed on an eligible list.

Q: Is there an opportunity to preview the ELPAT?

A: Yes, information will be provided once an applicant has been scheduled for their ELPAT.

Q: What are the ELPAT events?

A: Please see our website for the [Firefighter Physical Ability Test Preparation Guide](#) detailing each event.

Q: What date will my ELPAT be scheduled for?

A: Your ELPAT date will be scheduled by the Civil Service Unit once you participate in the written examination. You will have about 3-4 week notice before you are scheduled to take the ELPAT.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

Position #180324FF
2018 FIREFIGHTER
HC

One Ashburton Place
Room 301
Boston, MA 02108

civilservice@state.ma.us

2018 Firefighter Supplemental Questionnaire

- * 1. Will you be 19 years of age or older on or before February 21, 2018?
 Yes No
- * 2. Will you be 31 years of age or younger on February 21, 2018?
 Yes No
- * 3. Will you be 31 years of age or younger on March 24, 2018?
 Yes No
- * 4. The son or daughter of a Firefighter employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.]
 Yes, I qualify for this preference.
 No, I do not wish to claim this preference.
- * 5. **FIRE FIGHTER CLAIM FOR IN TITLE EXPERIENCE CREDIT: Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Firefighter, you can claim any experience you have had performing work ONLY as a Full Time, Reserve, or Intermittent Firefighter in a municipal fire department before the date of the exam. While HRD may hold military make-up exam session(s) after March 23, 2018, HRD will not grant credit for experience accumulated after March 24, 2018.**
CALCULATING IN TITLE EXPERIENCE CREDIT: You will receive 0.02 points for each month of creditable In Title Experience as a Fire Fighter. One month equals 172 work hours or 16 or more work days. Part-time work In Title Experience will be prorated on the basis of a 40-hour workweek. If you do not qualify for In Title Experience Credit, your overall score will be based on your examination score alone. **VERIFYING IN TITLE EXPERIENCE CLAIMS:** Supporting documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week worked within a defined time period. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation may be submitted at the exam site, or submitted by mail which must be postmarked within 7 calendar days of the written examination. (Note: Resumes will not be accepted as employment verification) **IN TITLE EXPERIENCE CLAIM APPEALS:** In Title Experience Claims will only be calculated for individuals who achieve a passing score on the written exam. In Title Experience Credit cannot be added to a failing written examination score in an attempt to achieve an overall passing score. You may not appeal the written examination score. If you believe that your In Title Experience Credit has been calculated incorrectly, you have the opportunity to appeal the In Title Experience Credit only. When you receive your exam results, carefully read the instructions that will be noted on the page including your exam results. All appeals must be filed in writing; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information

relative to the experience you originally claimed can be considered during the appeal process. Selecting the "Yes" response below will enter your claim for this In Title Experience Credit; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this credit.

Yes, I am eligible for In Title Experience Credit, and will provide supporting documentation as instructed above.

No, I am not eligible to claim In Title Experience Credit.

* Required Question