



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Fire Captain (1YP)

SALARY: \$0.00 /BiWeekly

OPENING DATE: 08/15/16

CLOSING DATE: 10/11/16 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Fire Captain, Municipal Departments

EXAMINATION DATE: November 19, 2016

DEADLINE TO APPLY: October 11, 2016

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) on the date of the examination; and (2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). Time spent pursuant to a temporary appointment in the title of Fire Captain will not interrupt the service period in your permanent position. Eligible Title(s): listed below.

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. For each examination in this job posting, the examination weights are: 80% written examination; 20% Education & Experience.

Applicants for this examination must be employees in one of the following Massachusetts municipal Fire Departments. Please read the below Department listing carefully.

DEPARTMENTS:

Municipality- Eligible Title

- Worcester- Fire Lieutenant

Note: Although the online application system allows applicants to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Under supervision, to perform the duties of a Fire Captain in conformance with the rules and regulations of the Fire Department; to perform all duties assigned by the Fire Chief in every phase of fire work; and to perform related work as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledges, abilities and skills that have been established as

qualifications for the position: 1. Knowledge of the chemistry and physics of fire; 2. Knowledge of fireground operations/fire suppression; 3. Knowledge of special operations, including criminal/terrorist use of chemical/biological/radiological agents and pre and post detonation of an explosive device; 4. Knowledge of building design; 5. Knowledge of fire prevention; 6. Knowledge of fire protection; 7. Knowledge of hazardous materials; 8. Knowledge of legal considerations in regard to laws relating to the fire service; and 9. Knowledge of supervision, and workplace safety and wellness.

READING LIST: Available at [Reading Lists](#)

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee of \$250. 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 fee on or before October 11, 2016, your application will not be accepted.

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2016 Fire Promotional Series E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates at least 7 calendar days prior to the examination date. This E&E Claim application will be available to complete at least 7 calendar days prior to the examination date, and a confirmation email will be sent upon successful submission of an E&E Claim application. All claims and supporting documentation must be received within 7 calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation must be scanned and attached to your Education and Experience application or sent to civilservice@state.ma.us no later than November 26, 2016. Please note that E&E is an examination component, and therefore must be completed by the examinee. Failure to complete this examination component as instructed will result in a failing examination mark. Credit for E&E is applicable only to individuals who achieve a passing score on all other examination components, and will not be calculated for a candidate with a failing examination score. Please be sure to read the instructions carefully. No phone calls or email inquiries regarding completion of this exam component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the mailing of your mark to appeal in writing your E&E score.

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 exam site, and such letter must be scanned and attached to this 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 exams, and will not be used for any other purposes.

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, applicants must claim this preference in the E&E Claim application and verify eligibility on the Employment Verification Form submitted for this examination. Please click on the link below for submission requirements to claim the [Veteran's Preference](#). During the HRD 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 file an application and processing fee and request a makeup examination in writing, 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. Requests filed after the application deadline (October 11, 2016), 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](#)

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up 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 exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 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.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants 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 up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Account](#)

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 Chapter 31, Section 25 or the Human Resources Division's revocation policy.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants 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.

Once your application is successfully submitted, you will see "click to pay" button in the center of the screen. Click on the "click to pay" to pay for your examination.

For more information about this and other civil service examinations, visit www.mass.gov/civilservice .

Correspondence may be sent to:

**Human Resources Division
1 Ashburton Place, Room 301
ATTN: Test Administration
Boston, MA 02108
-OR- Email: civilservice@state.ma.us**

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

**Boston area: (617) 878-9895
Within Massachusetts: 1-800-392-6178
TTY Number: (617) 878-9762**

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

Position #161119FCpt1YP
2016 FIRE CAPTAIN (1YP)
HC

One Ashburton Place
Room 301
Boston, MA 02108

civilservice@state.ma.us
