

Job Descriptions



In 2021 the Town of Beaufort conducted a job classification and pay study.

The Management and Personnel Services Group (MAPS) completed the study and updated the Town's job classifications.

The job descriptions are below.

Apply online at

<https://www.governmentjobs.com/careers/beaufortnc/>.

Supporting Documents

Accountant 55.13 KB

Assistant Finance Director 71.85 KB

Administrative Coordinator 59.14 KB

Administrative Specialist 55.84 KB

Civil Engineer 55.33 KB

Codes Administrator 69.94 KB

Facility Maintenance Specialist 54.98 KB

Finance Director 70.69 KB

Finance Support Specialist 54.77 KB

Fire Chief 78.64 KB

Deputy Fire Chief 71.35 KB

Fire Captain 60.05 KB

Fire Lieutenant 70.29 KB

Fire Fighter Senior 62.62 KB

Fire Fighter 66.18 KB

Fire Marshal 78.25 KB

Fleet Maintenance Mechanic 73.65 KB

Heavy Equipment Operator 56.56 KB

Human Resources Director 73.23 KB

Information Technology Director 82.93 KB

Instrumentation Control Technician 57.01 KB

Laboratory Technician 60.6 KB

Planner 76.49 KB

Planning & Inspections Director 96.94 KB

Police Chief 75.85 KB

Police Captain 79.15 KB

Police Detective 56.91 KB

Police Lieutenant 82.29 KB

Police Sergeant 60.94 KB

Police Officer 58.77 KB

Public Information Officer/Parks & Events Coordinator/Deputy Clerk 78.29 KB

Public Services Director/Town Engineer 74.38 KB

Public Utilities Manager 71.76 KB

Public Works Manager 56.91 KB

Public Works Supervisor 75.57 KB

Public Works Technician Senior 57.67 KB

Public Works Technician 54.72 KB

Sanitation Equipment Operator 67.57 KB

Town Clerk 70.4 KB

Utility Billing Specialist 71.42 KB

Utility Maintenance Technician - Water 59.91 KB

Utility Maintenance Technician - Sewer 59.69 KB

Utility Maintenance Supervisor 59.79 KB

Utility System Operator 71.12 KB

Water System ORC 72.37 KB

WWTP Operator Senior 55.03 KB

WWTP Operator 54.12 KB

Zoning Manager 67.43 KB