Floresville Electric Light & Power System

Information Technology (IT) Technician

Position Details

Eligible Applicants:	Open to the Public
Job Status:	Full-time
Pay Status:	Non-Exempt
Typical Schedule:	7:00 a.m. – 3:30 p.m., Monday through Friday
Open Date:	12/08/2025
Close Date:	Open Until Filled
Advertised Salary:	$18.63 per hour, depending on qualifications

Job Summary

The purpose of this position is to install, service, and repair computer hardware, software, and networks; respond to user help desk requests; and provide basic application support for users. Employees shall coordinate with the Chief Technology Officer for present and future technology planning and development. Additional other duties may be assigned, based on organizational need.

Essential Functions

Respond to user help desk requests, including hardware, software, and network issues. Provide basic application support for users.

Install, service, and repair computers, servers, copiers, fax machines, and network printers, answering phones, filing and scanning documents

Provides IT administrative support to internal departments by performing monthly software updates; provide on-call support; retrieving phone logs for consumer accounting; maintaining security; working with Technology Administrator to accomplish goals

Minimum Qualifications

- High School Diploma or high school equivalency.
- No Experience required
- Position has no responsibility for the direction or supervision of others. Performs daily tasks, follows policies & procedures, communicates with, follows directives from immediate supervisor, foreman or manager.
- Work may require providing basic information to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- Skilled in a Technical Field: Work requires comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- Valid Texas Class C Driver's License; CPR/First Aid Certification; Associate's in computer science. Prefer bachelor's degree

Physical Demands and Working Conditions

The employee will be required to work both in an office and outdoor setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting up to 50 pounds, fine dexterity, vision, hearing and talking. Post job offer physical, driving record, background check, and drug screen required.