



Position: Information Systems Technician

Department: IT

Reports To: VP of Information Systems

Location: San Juan Bautista, CA (Primary location) / Yuma, AZ (Primary location in winter season)/ some travel to Salinas / Holtville, CA / Mexico

GENERAL PURPOSE OF THE JOB

The Information Systems Technician position performs help desk support to all employees of Church Brothers, True Leaf, CB Harvesting, and related companies. The ideal candidate will maintain and troubleshoot workstations, cell phones, printers, network equipment and others technical equipment.

This position may be exposed to wet, cold and/or humid conditions, uneven, muddy walking surfaces and outside weather conditions. Employee will occasionally work near moving mechanical parts and moving harvest equipment. Employee may on rare occasions be exposed to fumes or airborne particle and the risk of electrical shock.

KEY RESPONSIBILITIES

- Ability to travel and relocate to Yuma in the winter, as required by the job
- Work schedule will be from 8 am to 5 pm or alternatively 7 am to 4 pm and is required to work on-call to assist with any issue or situation that may arise outside of normal business hours, weekends, or holidays
- Support company employees on computer and phone related issues, through phone, email, ticketing system and in person
- Troubleshoot and support employees with Windows 10 and Windows 11
- Assist employees in navigating or troubleshooting Microsoft Office, Famous, and other software platforms
- Troubleshoot and maintain mobile data collection devices
- Communicate with others via phone, email or remote desktop sharing software
- Setup, operate, troubleshoot, and maintain workstations, printers, networking equipment, printers, handheld data devices, servers, copy machines, cell and desk telephones, printers, label printers, laptops, Wyse terminals, and other information technology devices
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree from four-year College or University and 1-2 years' related experience and/or training; or a minimum of 2 years' experience preferred.
- Understanding of electronics/electrical assembly and wiring.
- Relevant industry experience, training, or education in a related field.

WORK EFFICIENCIES

- Able to travel to various company locations as required by the job.
- Ability to read, analyze, and interpret technical procedures.
- Ability to work under pressure and short deadlines.
- Ability to solve practical problems.
- Ability to drive without restrictions.
- Able to work in a respectful and professional manner with all levels of employees.
- Team player who will exceed assigned responsibilities and assist others.
- Manages workloads within appropriate timescales, making use of available tools and resources.
- Ensures appropriate use of company resources at all times.
- Demonstrates strong problem-solving capability and takes initiative by innovative and original thinking, adjusting previous solutions, providing suggestions and implementing changes as appropriate.

COMMUNICATION SKILLS

- Excellent communicator, both verbal and written
- Ability to efficiently present information in one-on-one and small group situations to other employees, clients and customers of the organization.

OTHER SKILLS AND ABILITIES

- Bilingual – English/Spanish preferred

The above statements are intended to describe the general nature and level of work being performed by employees in this position. This is not intended to be a specific list of all responsibilities.

APPLICANTS

Please send your resume to resumes@churchbrothers.com

Church Brothers Farms is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.