

## **Head Mechanic: JOB DESCRIPTION 2019**

### **Job Description:**

Provide location specific leadership, direction, and sound management for the St. George branch of the Bicycle Collective. The Head Mechanic works with the Location Director and the staffed mechanics to continue building on the Collective's 18 years of community bicycle initiatives that promote cycling as an effective and sustainable form of transportation and as a cornerstone of a cleaner, healthier and safer society.

### **Essential Functions/Major Responsibilities:**

- Sort/triage incoming bike and parts donations based on current stock, community needs, and cost of repair
- Organize and inventory on-site bicycle and parts storage
- Maintain main shop tool functionality and inventory
- Adjust sales rack stock and pricing as necessary
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- Maintain mechanic's bike log
- Maintain back-of-house inventory (and process shop orders)
- Facilitate Keylist orders
- Schedule scrap metal recycling pickups
- Maintain fleet of youth mountain bikes
- Maintain flow of bicycles to various programming, including Goodwill, SCORE, Community Volunteering, Youth Open Shop, etc.
- Assist in hiring and training of mechanics
- Ensure quality of all refurbished bicycles leaving the shop, including junior mechanic bikes, volunteer bikes, and mechanic bikes
- Produce bicycles for sale racks and programs
- Provide mechanical guidance, when needed, to programs
- Process and keep track of new and used parts per project
- Assess and prioritize bikes for repair, rebuild or disassembly
- Work with others to reach a mutual goal of efficiency and professionalism
- Maintain courteous interactions with customers, volunteers and co-workers
- Assist supervisors with shop organization
- Order, stock, display, and maintain front-of-shop inventory for accessories and components
- Interface with customers and volunteers to offer assistance and sharing of knowledge
- Assist in online marketing and sales
- Communicate need for volunteer support to Location Director
- Meticulous and thorough approach
- Attention to detail
- Willingness to help and encourage others
- Initiative, ability to identify and implement changes that improve work flow or turn-around time
- Strong organizational skills

### **Specific Job Skills:**

### **Desired Education and/or Experience Qualifications:**

- Minimum of 1 full year or 2 seasons paid shop experience

- Passion for people, bikes, and the successful operation of not-for-profits
- Must have a valid driver's license and maintain a good driving record (no DUIs in last 5 years and no more than 2 moving violations in the last 3 years)
- Experience driving and backing a truck and trailer preferred
- Ability to stand for long periods of time and lift at least 50 lbs
- Must pass a criminal background check and be willing to provide credit history

**Job Conditions:**

- Head Mechanic may occasionally work extended evening and weekend hours
- Must be available to work Saturdays
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position

**KEY ACCOUNTABILITIES**

Key Accountability Statement	Rank	Weight
● Refurbishing and rebuilding donated bicycles	1	30%
● Development and maintenance of systems and quality control on outgoing bikes	2	30%
● Customer and Volunteer Interface: providing assistance, sharing of knowledge, sales	3	30%
● Inventory Management: sourcing and maintaining	4	10%



## **JOB POSTING**

### **HEAD MECHANIC: BICYCLE COLLECTIVE**

The Bicycle Collective, based in Salt Lake City, Utah, is seeking a Head Mechanic for its St. George shop. The Head Mechanic is an integral part of the team that builds on the Collective's eighteen years of community bicycling initiatives, promoting cycling as an effective and sustainable form of transportation and as a cornerstone of a cleaner, healthier and safer society. The Head Mechanic leads the effort to rehabilitate used bicycles, furthering the Collective's contributions to its local citizens and communities.

### **About the Bicycle Collective:**

The Collective was founded in April 2002, by five enthusiastic bicycle advocates. They set out to share the virtues of bicycling with the community and build a bicycling environment with a creative advocacy organization. Along with providing a gathering place, tools, education and shop services, the Collective is about having fun while helping others and contributing to the community. The Collective provides refurbished bicycles and educational programs to the community, focusing on children and lower income households. The Collective is currently operating in the following locations: Ogden, Salt Lake City, Provo, and St. George.

### **Key Accountabilities of the Head Mechanic:**

- Maintain a high level of personal accountability, honesty, efficiency and professionalism to complete responsibilities.
- Process, repair and price used bicycle donations.
- Ensure quality of all refurbished bicycles leaving the shop, including bikes refurbished by junior mechanics, volunteers, and mechanics.
- Maintain a high level of communication with the location director, other shop employees, volunteers, and clients, assisting where needed in additional shop duties and programs.

### **Required Competencies of the Head Mechanic:**

- Teamwork
- Communication
- Self-Starting
- Time and Priority Management
- Personal Accountability
- Proficiency with older bicycle technology and tools (1960's-present)

### **Head Mechanic Responsibilities:**

The Head Mechanic is responsible for processing, repairing and pricing used bicycle donations. The Head mechanic will be involved with the organization's many community and educational programs, interface with volunteers, and provide assistance during open hours of the Community Bike Shop.

The successful applicant will be able to repair everything from kids' bikes to modern high end road and mountain bikes. Successful applicants will have excellent communication and people skills, eagerness to learn and help others, and a strong work ethic.

**Educational/Experiential Qualifications for Head Mechanic:**

- Minimum of 1 full year or 2 seasons paid shop experience
- Passion for people, bikes, and the successful operation of not-for-profits
- Must have a valid driver's license and maintain a good driving record (no DUIs in last 5 years and no more than 2 moving violations in the last 3 years)
- Ability to stand for long periods of time and lift at least 50 lbs
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Hourly wage starting \$15.00 to \$17.00 per hour, DOE.

For more information about the Bicycle Collective please visit: [www.bicyclecollective.org](http://www.bicyclecollective.org)

How to apply:

Please submit cover letter stating interest in the listed position, resume, and list of three references to:  
Bicycle Collective Hiring Committee at [forrest@bicyclecollective.org](mailto:forrest@bicyclecollective.org)