

## **BICAS Shop Mechanic Job Description – revised June 2014**

### **Shop:**

#### Job Tasks:

1. At least 2 scheduled shifts (15 hours ) in the community tools area where your primary duties will be to support customers in bicycle repair, assist work-trade and community service customers, coordinate volunteers, record sales and services using the cash register and other systems in place, and represent BICAS in a pleasant and professional manner.
2. Build used bikes (Floor Bikes) for resale and to gain mechanical experience. (minimum 4 hours a week)
3. Willingness to participate in educational activities including Basic Maintenance, Build-a-Bike programs, volunteer training, and advanced classes if technical skills allow.
4. Participate in off-site events including promotional events, annual art auction, mobile bike repair, bike drives, and monthly outreach events. (minimum 4 hours per month – maximum 20)

#### Skills:

1. Out going and self-motivated personality who can work with customers efficiently and effectively in a chaotic environment.
2. Demonstrated ability to work with diverse people while being respectful of sensitivities and differences
3. Ability to foster an environment of empowerment and cooperation
4. Strong communication skills including: interpersonal, electronic, and group setting.
5. Ability to work collaboratively with staff and community members
6. Ability to multi-task several customers at a time
7. Passion for bikes and bicycling as transportation

### **Collective:**

#### Tasks:

1. Attend and participate (by assisting in meeting duties such as facilitation, timekeeping, stacking and note taking) in mandatory, twice monthly staff/collective meetings on the first and third Wednesday nights of the month ( 4 paid hours per month)

2. Participate in at least 1, but preferably not more than 3 standing committees to help with the ongoing governance and running of BICAS. This includes attending 1x month meetings and participating in additional committee work as needed (approx 2-8 hrs/month per committee)
3. Participate in occasional working committees such as: hiring committee, art auction committee, building committee, education committee, grievance committee, and other ad hoc committees
4. Participate in Peer Review process

Hours – up to 15 per month, depending on working committee requirements

Additional Information:

Bootstraps to Share of Tucson, Inc, dba, Bicycle Inter-Community Arts and Salvage aka BICAS is a 501 (c) 3 non-for profit community bike shop established in 1989. The organization was dedicated to helping the homeless. After many peoples efforts it was realized that the bicycle and being able to provide your own mechanical support was vital to getting people to food, shelter, and work. BICAS' focus since 1995 has been on the bicycle as transportation for homeless persons, but expanding the vision to youth, students and anyone that has the will and desire to learn about the bicycle as a legitimate and sustainable form of transportation.

We continue to serve this mission with a commitment of our resources to the community to learn about bicycle repair and offer those without means the opportunity to work for trade of community tool use, used parts and used bicycles. BICAS provides inclusive, purposefully diverse, and open bike shop space, knowledge sharing, educational classes and affordable refurbished bicycles to the community as a service and to generate funds for the organization. Revenue from the sales of recycled bicycles currently funds overhead to maintain shop operations with additional grants for supplemental projects. BICAS has over 3500 people utilize Community Tools every year, over 700 people using our work-trade program for over 3800 hours of work-trade per year, and over 200 people (100 being 18 years or under) doing over 1500 hours of community service per year on a shoe string operating budget of approximately \$200,000 per year. You bet what we are doing is important.

BICAS is a highly rewarding responsibility for those that work as staff but is often a very demanding job. A successful candidate will be familiar with BICAS bylaws, policies and procedures; have an understanding of and desire to implement the mission and vision and long-term goals of the organization; openness to learning and trying new approaches; ability to work unconventional hours when necessary; ability to work in various locations in greater Tucson and attend various committee meetings throughout the year. Please look through the rest of our website for additional information about us. [www.bicas.org](http://www.bicas.org)

BICAS currently employs 15 part-time staff members. All staff and the volunteer board of directors form the non-hierarchical BICAS collective. The collective is the base for all

major decisions regarding the organizations structure and policies. For this reason it is of the utmost importance that all members participate in the collective process. We use consensus-based decision processes in our Collective meetings. The BICAS collective strives to provide its employees with a living wage based on its current annual budget which is why we need all collective members to be involved with advancing the organization and involved in fundraising activities.

The BICAS staff member has opportunity to grow in the organization based on personal motivation to be involved. Current starting pay is \$9.25 per hour, with a maximum hourly rate of \$14.65. The range of pay is adjusted annually in accordance with Arizona's minimum wage. Your rate of pay will increase by \$.50 cents per hour for every 500 hours worked in an attempt to reward experience, long term commitment and increased participation in the organization. Your performance will be Peer Reviewed 90-days after hire and annually in the month that you were hired. Ex-staffs desiring to return must re-apply for a paid position at BICAS and will be re-hired at the rate of pay they were earning when they left our employ, if re-hired.

BICAS staffs are allowed up to 6 weeks unpaid leave per year as long as leave does not impede shop operations. Staffs are required to find their own substitutes for long or short leave of absence. Longer leave is possible with collective approval but is not acceptable in 2 consecutive years. Staffs must work a minimum of 25% of their assigned Shop shifts. BICAS budgets funds annually to provide staffs with professional development experiences, such as Bike Bike! Leave overlap is based on seniority. New hires are not eligible for extended leave within 6 months of hire date. Unapproved leave of 60 days is considered job abandonment.

This position requires awareness and passion about social and environmental sustainability, local economics and bicycle mechanics, cooperative involvement and collective decision making. Operating a bike project to these standards in an institutional environment and larger community takes tenacity and passion. Successful candidates will be experienced organizers who are interested in working hard and being flexible in order to get things done. This position requires representing and advocating for BICAS in the greater Tucson area.

Love, Peace, and Bicycle Grease~