

BICAS Shop Mechanic Job Description

Revised June 2019

Current payrate: \$13.50 increasing to \$16.00 upon one year of successful employment.

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 2 hrs/wk).
3. Willingness to participate in instructional activities including teaching Basic Maintenance, Build-a-Bike programs, trainings, 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)
5. Ability to work a year-round schedule, including winter and summer seasons.

Collective:

Tasks:

1. Desire to fully participate in the administrative duties of a small business/nonprofit.
2. Attend and participate in mandatory, twice monthly staff/collective meetings on the first and third Wednesday nights of the month from 6:30pm to 8:30pm (4 paid hours per month).
3. Participate in at least 1 (but preferably not more than 3) standing committees to help with the ongoing governance and betterment of BICAS. This includes attending 1x month meetings and participating in additional committee work as needed (approx 2-8 hrs/month per committee). You may be hired to serve on a specific committee, but you may serve on additional committees.
4. Participate in occasional temporary working groups such as: hiring committees, art auction committee, training committee, grievance & accountability committees, and other ad hoc committees.
5. Participate in the Peer Review process.
6. Participate in at least 4 outreach events per year.

Additional Skills:

1. Personable and self-motivated personality who can work efficiently and effectively on their own, in a group, and one-on-one in a hectic shop environment.
2. Demonstrated ability to work with a diverse population while observing sensitivities and differences.
3. Ability to foster an environment of empowerment and cooperation.
4. Strong communication skills including: interpersonal, electronic, and group settings.
5. Ability to work collaboratively with collective and community members.
6. Ability to multi-task / balance several customers at a time.
7. Passion for bikes and bicycling.

Payrate Policy:

The BICAS staff member has the opportunity to grow in the organization based on personal motivation/commitment. The range of pay is adjusted annually in accordance with Arizona's minimum wage. Staff rate of pay increases 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. After one year of employment and a positive review, wages automatically jump from BICAS starting wages to experienced wages, which will also increase annually. [See full text of Equitable Pay Policy here](#). Performance will be Peer Reviewed 90-days after hire and annually in/near the month hired. Former employees, in good standing with BICAS, desiring to return must re-apply for a position at BICAS and if re-hired, will receive the rate of pay they were earning when they left our employ or our entry wage, whichever is higher.

Additional Information:

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

BICAS employees 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.

BICAS staffs are allowed up to 6 weeks unpaid leave per year as long as leave does not impede shop operations. Staff 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. Staff must work a minimum of 25% of their assigned Shop shifts. BICAS budgets funds annually to provide staff 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.