

Last updated Feb 2023

Job Title: Shop Mechanic / Collective Member; currently seeking individuals to participate in BICAS' Committees

Starting Rate: \$16.95/hr, increasing to \$18.98/hr upon one year of successful employment.

Principle Function - As a member of the BICAS Collective, Shop Mechanics provide excellent customer service in the BICAS Shop in the form of hands-off teaching of bicycle maintenance and mechanical procedures in *Community Tools*, facilitating donation reception and processing with Work-Traders and Community Service workers at the *Work-Trade* station, and greeting customers in a welcoming manner, providing information and orientation, answering the phone, assisting with purchase decisions, and cashiering at the *Cash Register* station. This is a non-exempt position as defined in the Fair Labor Standards Act.

Estimated Hours: Full time, 30-40 hours per week

[*COVID-19 Pandemic Operations Addendum*](#)

[*Pandemic In-Shop Work Expectations*](#)

Duties and Responsibilities:

- Minimum of 2 scheduled Shop shifts per week (15 hours)
- Minimum of 2 floor-bike (refurbishing recycled bikes) hours per week
- Responsible for self-directed task productivity during slow customer times
- Occasionally 1-4 hours teaching educational programming classes per week
- Occasionally 1-4 hour at off-site outreach events (eg. Cyclovia booth, Art Auction, Bike Drive)
- Minimum of 1 hour administrative tasks per week (email communications, pick-up and drop-off, organizing, re-organizing, cleaning, preparing classes, procurement, clerical, reading, writing, filing, updating, archiving, facilitating, note-taking, agenda-making, snack wrangling, stack and time-keeping)
- Minimum 2 hours per week of Collective (2 two hour Wednesday evening meetings per month)
- Participate actively (meeting preparation and task fulfillment) in a minimum of 1 but not more than 3 Collective Committees (Art, Education, Shop, Fundraising, Outreach, Volunteers, WTF)
- Responsible for understanding and adjudicating BICAS policies and procedures
- Participate in Peer Review procedures
- Participate in ad hoc committees as needed
- Learn and help administrate the non-profit Collective business
- Donor Relations and Fundraising

Anticipated Weekly Hours Break-Down	30
Shop & floor bikes	17
Other Programming (Art, Education, Volunteers)	4
Administration - office work	2
Collective & other Committee work/meeting	6
Outreach & Fundraising event/preparation	1

Qualifications

- Personable and self-motivated personality who can work efficiently and effectively on their own, in a group, and one-on-one in a high pressure customer service environment
- Ability to multi-task and balance several customers simultaneously
- Ability to work with a diverse population while observing sensitivities and differences
- Ability to foster an environment of empowerment and cooperation
- Desire to learn and teach
- Passion for bikes and bicycling

Education

- Basic equivalent to U.S. high school graduate
- BICAS Build-a-Bike Class (can be taken upon hiring)

Experience

- Familiar with non-profit business structures
- Familiar with non-profit or Collective/Cooperative governance
- Google Drive
- Basic bike maintenance
- Riding bicycles in real life a plus

Knowledge/Skills/Abilities

- Strong communication skills including: interpersonal, electronic, and group settings
- Ability to work collaboratively with collective and community members
- Ability to lift a bike into a floor stand, manipulate tools, be on your feet for 8 hour days
- Cashiering and daily cash paperwork
- Procurement and inventory management
- Confidence to learn while doing

Additional Preferred Qualifications

- Bilingual or multilingual
- Experience with non-profit administration
- Experience with bookkeeping and finance

- Experience with community outreach
- Experience with fundraising and event planning

Working Conditions

- Shop hours Tues-Sat 10:45 am to 6:15 pm
- Bi-weekly collective meetings on Wednesday evenings 6:30-8:30pm
- Must work 1 weekend shift per week for the first year
- Hot in the summer and cold in the winter

Pay Rate 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. 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' mission and vision (click [here](#) to view); 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 the organization: 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.

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.