

Job Title: Shop Mechanic / Collective Member

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.

Classification: Full time non-exempt

Duties and Responsibilities:

- Minimum of 3 scheduled Shop shifts per week (22.5 hours) - 1 weekend day per month
- Responsible for self-directed task productivity (cleaning, stocking, organizing) during slow customer times
- Minimum of 2 floor-bike (refurbishing recycled bikes) hours per week
- 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 4 hours per month of Collective Meetings
- Minimum 2 hours per month actively participating (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 ad hoc committees as needed
- Participate in Annual Art Auction and Annual Retreat

Minimum Weekly Hours Breakdown	40
Shop Shifts	24
Scheduling	1.5
Parts Wrangling	2
Administrative tasks	8
Collective Meetings	1
Committee Meetings	0.5
Community wrangling	3

Shop Mechanic Job Description 2024

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
- Comfort with leading and participating in online activities and discussions, including committee and collective meetings
- Ability to communicate with the Collective effectively and in a timely manner
- Reliable e-mail and texting capabilities
- Flexibility and patience with physically distant training techniques
- 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
- Must be able to stand for 8 hours

Working Conditions

- Shop hours Tues-Sat 10:45 am to 6:15 pm
- Must work 1 weekend shift per month
- Must work 50% of scheduled shifts
- Hot in the summer and cold in the winter

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.