

Last updated Feb 2026

**Job Title:** Shop Mechanic / Collective Member

**Starting Rate:** \$18.67/hr, increasing to \$20.82/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

**Duties and Responsibilities:**

- Minimum of 5 scheduled Shop shifts per week. (19 hours)
- Minimum of 2 hours per week dedicated to floor-bikes. (refurbishing recycled bikes)
- Minimum of 3 hours per week dedicated to non-shift tasks. (email communications, organizing, donation processing, re-organizing, procurement, planning, meetings)
- Attend 2 two hour long collective meetings Wednesday evenings, 2x monthly. Take turns to facilitate, take notes, and bring snacks with fellow collective members.
- Responsible for understanding and adjudicating BICAS policies and procedures as a collective member.
- Participate in ad hoc committees as needed. (ex: hiring, shop project)
- Join and be an active participant of Shop Committee meetings, meets monthly.
- Participate in 1-2 additional collective Committees: Art, Ebay, Education, Fundraising, Media, Outreach, Youth, WTF.
- Participate in Peer Review procedures.

<b>Anticipated Weekly Hours Break-Down</b>	<b>30</b>
Shop shifts	19
Non-shift work	5
Collective & committee work, meetings	6

This breakdown is only an estimate of how your week could look, some pieces are concrete- like shop shifts, while others are quite fluid. Non-shift work hours could come from working on/inspecting floor bike builds, answering emails, processing donations, supporting BICAS program committees.

## **Qualifications**

- Able to responsibly manage your own commitments, schedule, and productivity.
- Personable and self-motivated personality who can work on their own, within a large group, and also sometimes in a high pressure customer service environment.
- Able to multi-task, triage and balance multiple customers simultaneously.
- Willingness to work with a diverse population, and regard the humanity of every person.
- Can remain observant to sensitivities and differences among customers/participants.
- Feels able to foster an environment of empowerment and cooperation while teaching, with a willingness to learn while doing.
- Has a passion for bikes and bicycling.

## **Education**

- BICAS Build-a-Bike Class (can be taken upon hiring).
- Familiar with basic bicycle maintenance.

## **Knowledge/Skills/Abilities**

- Proficient in Google Workspace.
- Knowledgeable with non-profit structure and/or collective/cooperative governance.
- Strong ability to communicate: interpersonal, electronic, and within a group setting.
- Drive to work collaboratively with both staff and community members.
- Ability to lift a bike into a floor stand, manipulate tools, be on your feet for 8 hour days.
- Has an understanding of power dynamics and a commitment to center community care.

## **Bonus Qualifications**

- Bilingual or multilingual- Spanish speakers highly encouraged to apply!
- Experience with non-profit administration, fundraising.
- Familiarity with shop procurement and inventory management.
- Riding bicycles in real life, a plus.

## **Working Conditions**

- Shop hours Wednesday-Sunday- 10:45 am to 6:15 pm.
- Required to work 1 weekend shift for the first year of employment.
- Bi-weekly collective meetings on Wednesday evenings 6:30-8:30pm.
- The shop is quite hot in the summer and cold in the winter.
- Masking is required in the shop.

**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 an often chaotic space and environment; commitment to attending collective and committee meetings throughout the year. Please look through the rest of our website for additional information about the organization: [www.bicas.org](http://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- all collective members must be committed to advancing the organization through fundraising efforts- share your connections in the community!

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. Leave overlap is based on seniority. Staff must work a minimum of 25% of their assigned Shop shifts. 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.