



Position Description

Title: Head Bike Mechanic

Reports to: Operations Manager

Summary:

Bicycle Transit Systems (Bike Transit) aims to be the global leader in bike share system implementation and operation. Leveraging over 25 years combined experience of our staff in sustainable transportation, Bike Transit brings a new approach to the planning, implementation and operation of bike share systems.

In partnership with the City of Philadelphia, Bike Transit will be launching the Philadelphia Bike Share system in Spring 2015 with 60 stations and 600 bikes. System expansion is anticipated. Our mission is to make bike share a healthy, easy, accessible and enjoyable way to get around Philadelphia.

We are seeking a Head Bike Mechanic to oversee all aspects of bicycle assembly, maintenance, and repair, including necessary staff recruitment and training. Reporting to the Operations Manager, the Head Bike Mechanic will ensure that all bicycles are kept in a safe working order. This position will coordinate a team of mechanics who will perform field safety checks and in-shop maintenance and repairs. You will be required to order and manage spare parts inventory and will be expected to maintain diligent maintenance and service logs for all bikes.

Duties and Responsibilities:

- Become expert on all working aspects of bike share bikes.
- Lead assembly and programming of 600 new bike share bikes.
- Assist with identifying and hiring temporary staff to assist with assembly.
- Train and manage field staff to perform safety checks and preventative maintenance.
- Repair bikes as needed to manufacturer specifications.
- Perform annual maintenance on all bikes.
- Diligently maintain accurate service records for all repairs completed.
- Manage bike parts inventory, ordering parts and tools as needed within an assigned budget.
- Manage shipping, receiving and returns of bike parts, maintain accurate records.
- Work under the guidance of the Operations Manager.
- Assist with the generation of monthly fleet service reports.
- Other duties as assigned.

Qualifications:

- Minimum 3 years in similar role.
- Ability to manage bicycle repair schedule.
- Ability to oversee and train others.
- Ability to manage a budget and inventory.
- Certification from a recognized bicycle mechanic program.
- Proven technical and mechanical aptitude and innovation.

Experience Innovation Reliability

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- Highly Organized.
- Valid driver's license and a clean driving record.
- Excitement, interest in bike sharing, and sense of humor a must.
- Requires bending, stooping, lifting up to 45 pounds.

Salary range

\$43k – 48k annually commensurate with experience. Benefits included after 90-day probationary period. Opportunity for advancement.

Type of Position

Full Time, salaried.

To Apply

Applications must include a cover letter, your current resume and three references. All applications must be emailed to jobs@bicycletransit.com. Please be sure to include the position title, Head Bike Mechanic, in the subject line. Applications close February 27th.