

Working Bikes (WB)
Position Description
Production Bicycle Mechanic

Working Bikes is a 501(c)(3) nonprofit organization that gives donated bicycles new life by redistributing them as tools of empowerment in local and global communities. Countless bicycles are discarded or sit unused in storage across the United States every year. But a bicycle is a vital tool when put to use. Bicycles can provide access to jobs, education, medical attention, and other resources—truly changing the life of an individual, their family, and their community. Since its founding in 1999, Working Bikes has recovered tens of thousands of discarded and donated bicycles from Chicago and the Midwest, and has redistributed more than 100,000 of them worldwide. Twenty-two years into its efforts, Working Bikes is more impactful than ever and excited to continue to grow its impact.

Global Impact: Working Bikes ships thousands of bicycles each year to our partners in countries throughout Latin America and Africa, including El Salvador, Guatemala, Panama, Nicaragua, Uganda, Lesotho, Sierra Leone, South Africa, and Ghana.

Local Impact: Working Bikes has two programs to donate bikes to individuals and partner organizations in Chicago. The Cycle of Power program provides bikes, locks, and helmets to adults in need of sustainable transportation. The Cycle of Peace program provides bikes to youth. Organizations of all sizes partner with Working Bikes to offer their clients access to bicycles, including organizations addressing homeless transition, refugee resettlement, veteran support, community health, youth empowerment, and government institutions.

Overall Description: The Production Bicycle Mechanic (PBM) is primarily responsible for repairing bicycles for sale. The primary concern of this job is in-depth mechanical work. The PBM must identify and assess mechanical problems and then repair them in an efficient and practical manner up to professional standards. The PBM also must collaborate and check other PBM's work, providing ongoing support the other PBM's within the context of making the organization more efficient. The PBM works closely with other staff and Board members to increase sales and further the mission and vision of the organization. The PBM reports to the Bicycle Shop Manager.

Responsibilities:

- Repair/refurbish bicycles for sale in a timely and efficient manner
- Perform bicycle repairs thoroughly and satisfactorily
- Correctly complete all paperwork associated with refurbish/repair work
- Ensure that the work performed meets or exceeds the shop's quality standards
- Assist service/sales department as needed
- Help educate volunteers with proper tool/equipment use and technical knowledge
- Keep the workbenches, floor, common areas, and general workspace clean
- Incorporate the WB mission and vision into all aspects of the work
- Comply with all posted OSHA and other stated workplace safety standards

% Time Spent	Brief description of key tasks and accountabilities
85%	Refurbishing bicycles for sale and checking other PBM's work refurbishing bicycles
5%	Completion of Work Orders for bicycles built
10%	Other duties as assigned

Qualifications:

- Excellent bicycle mechanic skills and experience refurbishing used bikes with enough knowledge and understanding to diagnose and fix a wide variety of problems on different types of bicycles
- In depth knowledge of all types of bikes, parts and procedures relevant to WB
- Ability to collaborate/cooperate with other BM's, co-workers, volunteers, and Board members
- Aptitude for creative problem solving
- Ability to multi task
- Broad knowledge of metallurgy, metal shop, and physics as they relate to bicycles

COMPENSATION

This is a full time, 40 hour per week position, paid on an hourly basis. Working Bikes offers 10 paid holidays per year, two weeks of paid vacation, and paid sick time accruing at 1 hour per 40 hours worked (6.5 days per year). After 90 days of employment, employees are eligible to join the Working Bikes healthcare plan, with 75% of monthly premiums covered by Working Bikes

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This position is an FLSA non-exempt, non-managerial position in Working Bikes.