



Bicycle Mechanic, Santa Maria

MOVE Santa Barbara County is a medium-sized non-profit which works to promote walking, bicycling and public transit county-wide to create healthy, sustainable, and equitable communities. We oversee events, teach pedestrian and bicycle education, encourage active transportation and advocate for safer streets. We operate three community-oriented resale, retail and self-repair bicycle shops in Santa Barbara and Santa Maria called Bici Centro.

Job Summary

This is an exciting opportunity to work for our community bicycle shop, Bici Centro, and help grow our bicycle repair, maintenance and education programs in the Santa Maria and Santa Ynez Valleys. The primary focus of this position will be to work on repairing and rebuilding bicycles for the community and MOVE's programs. This will be accompanied by accepting donations, ordering new inventory, listing bikes online, completing transactional paperwork, and selling inventory. Candidates will work closely with shop volunteers to coordinate time for projects, instruction, and maintenance and to ensure the shop is clean and running effectively.

Successful candidates will possess strong skills in the following areas:

- **Mechanical Skills:** Proficient in using bicycle related tools, assessing mechanical related issues and repairing bicycles.
- **Organizational Skills:** Efficiency in organization, time management, and reporting.
- **Communication:** Effective, positive communication with the public and among staff.
- **Customer Service:** Supportive of customers and able to provide information about our mission, the shop, bicycle maintenance and repair, and products.

Location/Hours

This is a part-time or full-time position between the hours of 10AM-6PM Monday through Saturday with additional hours for special events and classes. This position is based out of Santa Maria, CA.

Responsibilities

- Facilities
 - Oversee shop operations including maintaining a clean and organized shop, restroom, kitchen, and inventory of new/used bike parts and equipment.
- Mechanical
 - Work with customers to properly assess repair work, create work orders and communicate mechanical needs.
 - Provide high quality bicycle repair to our customers or via our refurbishment program.
 - Assist in maintaining our bicycle fleets for the education program.

- Administration
 - Maintain accurate records to track and report weekly progress (e.g. ensuring timesheets are complete and accurate, tracking volunteers and event attendance).
 - Ensure daily that all phone calls, emails, requests, and questions are addressed professionally and in a timely fashion.
 - Provide customers with accurate estimates of repairs and costs to ensure transparency.
- Coordination and Mentoring
 - Mentor volunteers by teaching proper bicycle maintenance and repair techniques.
 - Assist and encourage customers to have a good and informative experience while keeping a positive attitude.
 - Develop respectful, professional and supportive working relationships with co-workers, students and volunteers.

Preferred/Required Skills

- Highly skilled and experienced in bicycle maintenance and repair.
- Experience in retail bicycle repair/sales or other retail experience.
- Proficiency in Spanish (required).
- Experience using point-of-sale systems (e.g. Lightspeed).
- Ability to work independently and manage multiple tasks.
- Experience using word processing, spreadsheet and database programs (MS Office and Google Workspace).

MOVE is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color do not affect hiring, promotion, development opportunities, pay, or benefits. MOVE provides for fair treatment of employees based on merit. The company complies with all applicable federal, state, and local labor laws.

Compensation: \$15.50 - \$19.50 hourly depending on experience. We offer paid time off for sick leave and vacation, a 401k investment plan and contributions towards a Health Savings Account.

To apply, please submit the following to admin@movesbcounty.org (position open until filled):

- Cover letter including salary expectations.
- Resume highlighting relevant experience and qualifications.