



JOB DESCRIPTION

Lead Bike Mechanic

Local Motion seeks an experienced bicycle mechanic to be responsible for all aspects of our non-profit's bike repair and maintenance operations for our fleet of over 350 bikes. Join our fun, values-driven team based on Burlington's beautiful waterfront and help fulfill our mission to make it safe, accessible, and fun for everyone to bike, walk, and roll in Vermont.

POSITION OVERVIEW:

Local Motion owns and uses over 350 bikes in its programs, primarily including the Trailside Center bike rental shop, our education program, Bike Smart, and bikes deployed at State Parks, collectively referred to as the fleet. The Lead Bike Mechanic is the "go-to" person for providing top-notch care for our fleet of bikes throughout the year. Responsibilities include maintaining the fleet, with a focus on safety, quality assurance and program deadlines. As the Lead Mechanic, this individual will be responsible for performing bike maintenance and training other team members and volunteers to assist with bike servicing work. This is a key position that directly supports our mission driven work across the state of Vermont.

RESPONSIBILITIES:

Duties include, but are not limited to:

- Perform, and be responsible for, all levels of bicycle repairs, new bike assembly, and quality control of the fleet
- In conjunction with program managers, develop fleet maintenance procedures for each program and for the organization, including a comprehensive schedule and tracking system to keep the fleet operational and maintain safety standards
- Conduct basic bike mechanic training for Local Motion's Trailside Center staff and VT State Park partners, and delegate maintenance tasks among staff as appropriate
- Coordinate parts orders for all programs: place orders, receive deliveries, and maintain parts inventory
- Maintain a clean, stocked, organized shop including tools and inventory
- Oversee relationships with bicycle manufacturers for warranty issues and troubleshooting problems associated with e-bike electronics
- Work with managers to identify and procure new bike inventory and assist in re-selling retired bike inventory

QUALIFICATIONS:

- Advanced bicycle and e-bike maintenance and repair skills:
 - minimum of two years of maintenance and repair experience in a professional bicycle shop or equivalent
 - skills equivalent to the Adept level of our internal skills tracking system
 - industry certification a plus, for example Shimano S-Tec, UBI certification, Bontrager Ninja, Park Tool Bike Education and etc

- Ability to lift 65 lbs to place bicycles into repair stands and ability to lift 30 pound bicycles onto racks at least 4 feet off the ground several times a day
- Excellent organizational and time management skills, with attention to detail
- Ability to be proactive, take on new challenges, and find solutions in conjunction with other team members
- Experience with teaching mechanic skills
- Knowledge of bike industry and interest in staying up to date with latest technology
- Strong interpersonal and communication skills, experience working on a team
- Ability to work independently and manage your time and responsibilities
- Strong computer skills, including working knowledge of the Google suite and recordkeeping systems
- Passion for walking and biking, and vibrant, people-centric communities

REPORTING: This position reports to the Director of Services, but works across programs.

WAGE and HOURS: This is a full-time, hourly, non-exempt position at 30-35/hours per week. Benefits include flexible work schedule, medical, dental, vision, retirement plan with employer match, paid time off, access to an Employee Assistance Program, and [Public Service Forgiveness Program](#) eligibility. Hourly wage range is \$22-28/hour, commensurate with experience.

TO APPLY: Send a cover letter and resume to jobs@localmotion.org with Fleet Service Lead Mechanic in the subject line.

About Local Motion

Local Motion is Vermont's statewide advocate for active transportation, vibrant communities, and safe streets. Based in Burlington Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We also rent bikes to the public at our Trailside Center and operate the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.

Local Motion believes in a work-life balance for its employees. Employees, regardless of classification, will not be scheduled to work more than 35 hours in a work week on a regular basis. We are a matrixed organization and value all staff members' opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives, and to grow in the position. We strive for an inclusive work environment where each person feels welcomed, respected, supported, and valued as a team member. Join Local Motion and help us make it safe, accessible, and fun for everyone to bike, walk, and roll in Vermont!

Local Motion is an Equal Opportunity Employer.

We are actively seeking candidates who will contribute to the diversity and excellence of the organization. Please consider applying for this position even if you do not meet all the qualifications or currently possess the preferred skills and knowledge. The hiring committee values a wide range of experience and training related to this position.