

Job Description

Title: Head Bicycle Mechanic/ Operations Manager

Department: Southwest Rides (A Subsidiary of UNI)

Reports to: Executive Director, Urban Neighborhood Initiatives

Organizational and Job summary:

Southwest Rides is a community-driven, youth-oriented bicycle sale and repair shop serving the southwest side of Detroit. We provide young community leaders between the ages of 14 and 25 with the chance to gain practical skills in bicycle maintenance and business management. What originally started in a garage attached to the All Saints Neighborhood Center in Springwells Village is now aiming to become the only full-service bicycle sale and repair shop in southwest Detroit.

The Head Mechanic/Operations Manager will coordinate and oversee the day-to-day operational activity of Southwest Rides with responsibility for managing the workflow, bookings, quality control and stock control for the organization. The Head Mechanic/Operations Manager will provide direction and technical support in all areas of shop operations, including but not limited to: repairing and building bicycles; maintaining inventory, equipment, and supplies; organizing volunteers; and administering business aspects of the shop to achieve profitability.

The person who fills this position must be highly organized, time-efficient, a good communicator (verbal, phone, written, online) and focused on both the small daily details and the long-term goals of the organization. This position will suit someone who has had extensive experience working in and/or managing bike shops and who works well with children and teens.

Summary of essential job functions

- Build bicycles for sale from donated supplies of bikes and bike parts
- Oversee shop operations, repair bikes, and conduct sales
- Maintain an organized and safe workspace
- Manage the inventory of new and used equipment
- Answer questions and provide information to the public about programs and services
- Coordinate closely with staff and attend relevant meetings
- Submit regularly scheduled report of activities and shop operations
- Maintain updated records and files of bikes and inventory
- Achieve profitability

Minimum requirements

A minimum of three years bike shop mechanic experience and extensive experience on a wide range of bikes. Work to tight deadlines, being highly productive while managing other people. Strong knowledge of the bicycle industry, parts, consumables, accessories, suppliers etc. Experience teaching bicycle repair techniques to youth and adults. Experience organizing volunteers and staff. Familiarity with relevant safety and health issues. Experience in sustainable business practices.

Abilities required

- Passion for bikes and bicycling as transportation.
- Team player, a creative thinker and a hard worker.
- Strong written and verbal communication skills



- Excellent shop organization skills
- Can work collaboratively with diverse groups of high risk youth, community members and community partners
- Foster an environment of empowerment and cooperation
- Highly desirable: bilingual in English and Spanish

Compensation

\$13.00 per hour for 25 hours a week, with opportunity for full time as business expands.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

Springwells Village residents are strongly encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER

Please email or fax cover letter and resume to Dennis Nordmoe at dnordmoe@unidetroit.org or 313-841-7926 by April 4, 2014.