



# Edmonton Bicycle Commuters Society

<http://edmontonbikes.ca>

## Mailing Address

PO Box 1819, Station Main  
Edmonton AB T5J 2P2  
info@edmontonbikes.ca

## BikeWorks South

8001 102 St  
Edmonton AB T6E 4A2  
780-433-2453 (BIKE)

## BikeWorks North

9305 111 Ave (SW corner)  
Edmonton AB T5G 0A2  
780-757-9100

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## Job Posting

### **You Can Ride 2 Program Mechanic**

**Reports to:** Executive Director  
**Status:** Temporary contract  
**Location:** Edmonton and area  
**Wage:** \$3000 for approximately 150 hours. Exact hours and pay TBD, hours are flexible but tied to events.  
**Start date:** Immediately  
**End date:** October 2015, with possibility of renewal

#### **ABOUT THE EDMONTON BICYCLE COMMUTERS' SOCIETY**

Learn how to fix your bike and ride in traffic. Buy a refurbished bike, or donate an unused one. Meet other cyclists, and help us advocate for a bike-friendly city.

Whether you ride a few times a week, 265 bike-friendly days a year, or year-round, the Edmonton Bicycle Commuters' Society (EBC) gives you the tools you need to enjoy cycling. Established as a non-profit society in 1980, EBC operates two volunteer-run community bike workshops, hosts events during Bike Month and all year-round, and represents Edmonton cyclists at City Hall.

#### **ABOUT YOU CAN RIDE 2**

*You Can Ride Too* (<http://edmontonbikes.ca/you-can-ride-too>, formerly *You Can Bike Too*) is an adapted bicycle loan pool which provides bikes on loan to children whose special needs prevent them from riding a 2-wheel bicycle. This free service empowers children with the freedom to ride with their families. The program launched in 2013 and loaned out over 40 bikes in its first year, and over 60 in 2014.

#### **OBJECTIVE**

*You Can Ride Too* is seeking a qualified bicycle mechanic to help install and adjust adapted components on specialty adapted bicycles, work with volunteers to repair adapted bikes, and ensure that all bikes pass safety criteria before being loaned out. EBC will provide tools and workspace.

#### **QUALIFICATIONS:**

- Proven bicycle mechanical skills: recognized certification or prior experience and references preferred
- Safety-focused; ability to ensure safety of bicycles being loaned out
- Independent worker with the ability of working in a team setting
- Ability to prioritize work and meet deadlines
- Access to a vehicle that can transport large bicycles

## **DUTIES/DELIVERABLES:**

Initial training will be provided. As you become familiar with the bikes and the program your duties will include:

- Inspecting, cataloguing and maintaining fleet of around 90 adapted bicycles. Ensuring these bikes are safe and ready to be loaned out to families in spring 2015.
- Identifying and reporting on any additional required tools, components, etc. needed to complete repairs and adjustments for bike fitting days (may include pick up of said materials)
- Creating and maintaining an online log of when bike inspections are done and what mechanical work has been completed on each bicycles (required for legal purposes)
- Arranging for pick-up/delivery of adapted bicycle donations, and when appropriate, providing written estimates to the Canadian Paraplegic Association of the bike's value for tax purposes
- Attending **October 25** bike return day, prioritizing the inspection of bicycles being loaned out to schools over the winter. Several of these bikes will need to be out to schools by early November.
- Attending bike repair blitz day (January 2015, specific date TBD)
- Attending 3 bike fitting days (February, March, April dates TBD) and coordinating volunteer mechanics on said dates
- Being able to work with a collaborative team of volunteers, professionals and interested businesses and individuals. Creating and maintaining a positive working atmosphere for newcomers to the program.
- Once familiar with bikes and program, be willing to train, supervise and evaluate the skills of other mechanics and delegate tasks in order to meet deadlines
- Being open to the possibility of working with individuals with special needs teaching them basic bike repair skills (once program is established)

## **ASSETS:**

- A creative mind; the ability to think outside the box when considering current bike adaptations
- Ability to come up with ways to improve the functionality of the adapted bicycles and components (e.g. way of attaching back supports to the bike that doesn't involve welding a bar to the seat post)
- Welding knowledge or ticket

## **TIME REQUIREMENTS & REMUNERATION**

Approximately \$3000 for a typical work week of 3 hours per week until May. Extra time will be required for specific events; minimal hours will be required over the summer.

Pay is \$20/hour for this 1 year temporary contract, with the potential of renewal.

Mileage will be paid at a rate of \$0.52/ kilometre for the following:

- picking up bicycle donations and delivery to storage facility (note: we will also pay \$20 for the time spent)
- errands outside of typical responsibilities (e.g. emergency trip to bike store to pick up seat posts)

NOTE: Mileage will not be paid for:

- travelling to and from bike fitting days where you will be paid
- travelling to and from storage facility to retrieve bicycles to work on (in this case, time worked can be calculated from the storage facility to the location where you will be working on them)

Storage facility is located in the south side off of Argyll and 86 St. We are only allowed to work on the bicycles at this

location during the bicycle repair blitz, but BikeWorks South will be available for daily use.

**APPLICATION**

To apply, please submit a brief cover letter, 2 references and a resume that includes a detailed explanation of mechanical skills, including certifications if available to [ycr2@edmontonbikes.ca](mailto:ycr2@edmontonbikes.ca) by **October 18, 2014**.