



OUTDOOR PURSUITS BIKE MECHANIC JOB DESCRIPTION

The Outdoor Pursuits Bike Mechanic position is a part-time, semester-long position (academic year-long option available). The Bike Mechanic will work under the supervision of the Coordinator of Outdoor Pursuits and Graduate Assistant. The Bike Mechanic also works directly with students, faculty and staff instructing, advising, and assisting them with any bike maintenance needs. The Bike Mechanic must be able to work flexible hours including some weekends, holidays, and nights.

Overview of Duties, Responsibilities and Requirements:

- Assist the Coordinator of Outdoor Pursuits and Graduate Assistant with the overall management and operation of the Outdoor Pursuits Rental Program
- Familiar with common bike tools and understands key maintenance concepts
- Repair, check and fix OP and customer bikes in a timely matter and in correlation with UNC bike shop standards
- Responsible for properly taking in all service work including correctly filling out service work orders, scheduling an appropriate amount of repairs and completing those repairs in a timely manner
- Help maintain the five bike maintenance stations around campus
- Oversee the preventative maintenance of OP Blue Cruiser's and mountain bike fleet
- Continue to learn about new products and repair techniques through trainings and online tutorials
- Keep inventory of tools and supplies up to date.
- Be reliable, honest and ensure that patrons feel comfortable in the environment you create
- Must be able to work both independently and within a team setting
- Assist with general retail duties such as customer service, sales, and inventory management.
- Must be punctual, and constantly provide quality work
- Must maintain a clean work station
- Ability manage his or her own time and prioritize
- Complete other duties as assigned by the Coordinator or Graduate Assistant of Outdoor Pursuits

Preferred Qualifications:

- Previous experience working in a bike shop
- Knowledge of bike anatomy