**UREC Outdoors Bike Mechanic**

**Position Description:** The UREC Outdoors Bike Mechanic is responsible for management of bike shop operations; building and repairing bikes; managing a bike rental fleet; managing customer and internal work orders; operating software; cash register operations; and daily reports. Other duties as assigned.

**Specific Responsibilities:**

* Assist with the management of bike shop inventory
* Build, repair, and maintenance patron and UREC Outdoors bike shop rental bikes
* Manage customer work orders, order parts for customer bike repairs
* Operate sales and rental software
* Manage cash registers and daily sales reports
* Assist with training UREC Outdoors staff to rent and assess program and customer bikes
* Provide exceptional customer service within UREC Outdoors (UO) and the UO Bike Shop

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certifications within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Required License(s), Certification(s), & Background Checks:**

* Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)

**Preferred Qualifications:**

* Working knowledge of mountain, road, and touring bikes
* Working knowledge of cash register and ability to produce daily reports
* Familiarity with area cycling destinations
* Ability to accurately maintain inspection and maintenance logs
* Ability to maintain communication with individual and group participants
* Ability to understand, follow, and enforce all the university’s policies and procedures
* Ability to work well with fellow employees; to communicate with the university’s community and general public; and to display a positive attitude while working
* Maturity, dependability, and patience are strong characteristics and attributes that are a necessity for the job
* Ability to push and pull up to 50 pounds of weight

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Feeling, manipulating items, hearing, lifting, standing, walking- Constantly
* Balancing, grasping, pulling, pushing, reaching, handling of sharp objects- Frequently
* Climbing, crouching, driving, kneeling, repetitive motion- Occasionally
* Heavy work; Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Visual Acuity:**

Employee is required to have visual acuity to perform an activity such as: operates machines where the seeing job is at or within arm’s reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenters or technicians

**Skills Obtained:**

* Critical Thinking & Problem Solving
* Teamwork & Collaboration
* Written Communication
* Verbal Communication
* Leadership
* Analytical Skills
* Initiative
* Flexibility & Adaptability
* Interpersonal Skills
* Responsibility, Dependability, & Accountability
* Planning, Organizing, & Prioritizing
* Customer Service
* Supervision
* Influencing and/or Selling to Others
* Conflict Management
* Strong Work Ethic
* Obtaining & Processing Important Information
* Creative Thinking

**Work Schedule & Compensation:**

* 10- 15 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; $11.50/hour

**Supervision:** This position is supervised by Mike Hoover, Associate Director for UREC Outdoors or Kat Miller, Coordinator for UREC Outdoors.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.