

Job Description

TITLE: BICYCLE MECHANIC	DATE PREPARED: 7/08/18
SALARY: £9/HOUR LENGTH OF CONTRACT: PERMANENT	LOCATION/ DEPARTMENT: EDINBURGH
HOURS WORKED: PART-TIME	REPORTS TO: TEAM COORDINATOR / PROJECTS COORDINATOR
Job Purpose: The primary responsibility is to ensure that TfE (Transport for Edinburgh) Cycle Hire Scheme is running smoothly. You will also be asked to help keep the workshop running smoothly at all times and to assist with the delivery of other Bike for Good services and charitable activities.	
Principal Accountabilities: <ul style="list-style-type: none">● Carry out all repairs in our workshop space and ensure all bikes are maintained to a high standard● Look after company assets: vehicles, tools and other equipment.● Assist and monitor stock levels and process parts orders.● Ensure that Health and Safety regulations are adhered to at all times● Undertake optical and functional checks of hire stations and bikes <p>The above list is illustrative, not exhaustive. There may be a requirement to undertake additional duties, especially help with setting up Edinburgh workshop.</p>	
Person Specification: Essential <ul style="list-style-type: none">● Excellent teamwork and ability to form good interpersonal relationships● Mechanical accreditation or similar experience● Excellent time keeping and task management skills. High level of organisation● Keyboard and numeric literacy are essential: the ability to write short reports and read budgets Desirable <ul style="list-style-type: none">● Comfortable with smartphones, apps, etc● Keen interest in cycling and bikes	