



## **BICYCLE MECHANIC JOB DESCRIPTION and RESPONSIBILITIES**

At ExperiencePlus! Bicycle tours we seek employees who are fun, energetic, customer friendly and hard working. The bicycle mechanic's primary responsibilities include tuning and maintaining bikes at our Italian headquarters. In addition, we will need assistance in delivering rental bikes as necessary and possibly leading tours. The bicycle mechanic's job is very important as we depend on well prepared bicycles to make the customer's experience. The bicycle mechanic reports to Igor Baccini, our Bicycle Fleet Manager, but is expected to be proactive and be able to manage his or her own time and responsibilities.

### **RESPONSABILITIES**

- Repair, check, and fix bikes following ExperiencePlus standards.
- Prepare bikes on time for tours and other deadlines
- Take notes of all the works done on bikes + update the database.
- Keep the inventory of the workshop updated.
- Keep the bench and the workshop clean.
- Provide feedback about bicycles and be a part of the mechanic and office team
- Delivery bicycles to rental customers throughout Italy
- Be customer service oriented and personable as you are the face of our company when you deliver rental bicycles.
- Assist with related material (such as bicycle accessories, tools, tour preparation materials) and inventory management as needed.

### **SKILLS**

- Ability manage his or her own time
- Ability to prioritize
- Good team player
- Excited to be travelling
- Able to problem solve and work in a fast paced environment.
- The seasonal nature of this job means that here will be weeks when we will work longer hours with the opportunity to take additional days and hours off at other times.
- Flexible

### **BICYCLE MECHANIC SKILLS**

We usually require 3-5 years of shop experience, although exceptions will be entertained.

(besides the usual knowledge about a bicycle, we require the following skills:)

- Assembling/disassembling and identify different types (ITA/ING) bottom bracket
- Wheel building
- Crank arm replacement
- Change derailleurs
- Headset overhaul
- Changing brakes, brake levers and shifter levers
- Changing all kinds of cables
- Limit screws adjustment (both derailleurs)
- Center brakes
- Chain check, replacement