



Weekend Fleet Manager/ Assistant Fleet Manager

Position: Weekend Fleet Manager/ Assistant Fleet Manager (Full-time)

Reports to: Executive Director, Fleet Manager

Location: Tulsa, OK

Deadline for submission: May 15.

To apply, email resume and cover letter to katie@thismachinetulsa.org

Job Description

Tulsa Bike Share is a nonprofit in need of a Weekend Fleet Manager/ Assistant Fleet Manager to participate in and assist in overseeing the technical, mechanical, and operational service of our fleet of shared bicycles. This person should enjoy highly technical work, preferably have experience in bike maintenance, be comfortable interacting periodically with the public, be a problem solver, team oriented, willing to take initiative, be a leader/ have managerial experience or interest and be able to flexibly balance in the ever changing environment of Bike Share.

About Us:

This Machine Tulsa Bike Share provides a high quality, convenient, and affordable bicycle transit system. This Machine is changing the face of urban transportation in our city by advocating for a more bike friendly community that gets more people out on bikes commuting to work, or enjoying some well deserved cycle leisure time. Our network of bicycles currently comprises 200 pedal assist e-bikes at 50 stations across Tulsa (downtown Tulsa, Route 66, Kendall Whittier, Pearl District, The Gathering Place, Brookside, and Cherry Street) and in Spring 2022 will also include expansion to Greenwood and the addition of 40 pedal assist e-bikes and 10 stations in Broken Arrow Rose District.

Overview of Position

The Weekend Fleet Manager/ Assistant Fleet Manager will have the responsibility of ensuring that the fleet of bikes is being properly maintained in conjunction with the Fleet Manager through maintenance and oversight, and keep the shop in good working order by managing additional shop operations tasks as needed. The Weekend Fleet Manager/ Assistant Manager will work under the Fleet Manager during the week and as the team lead on the weekend to keep in-depth maintenance records; tracking and reporting assessment maintenance, repair of bikes, and monitor ridership and

develop or reassess processes as needed to increase ridership and maintain a quality bike share service. The Weekend Fleet Manager/ Assistant Fleet Manager will be responsible for managing the bike repair shop, repairing problem bikes, recovering bikes to prevent theft, as well as supervising the field bike technicians/ bike rebalancing staff. This position will focus on bike share operations and include additional tasks as needed with the ultimate goal of maintaining and operating a reliable, quality, convenient bike share service for Tulsa.

Key Responsibilities

- Manage and supervise a team of Field Technicians in partnership with Fleet Manager and as primary on Weekends
- Assign tasks to Field Technicians on weekends
- Review and respond to support and maintenance requests in partnership with Fleet Manager and as primary on Weekends
- Operating/Maintaining rebalancing vehicles/bikes (motorized and non-motorized)
- Maintaining and tracking all tools in the shop, communicate when new tools or parts are needed
- Maintaining/Monitoring stations to ensure upkeep and report any damage/wear and tear
- Participate in the rebalancing tasks and basic bike maintenance with Field Technicians and provide oversight on weekends
- Bike maintenance, ensure every bike is visibly inspected on average every 48hrs
- Maintaining stations on regular cadence to ensure they meet This Machine's standards
- Install new bike stations with field technicians
- Assisting with volunteer events, bike education, community bike rides, launch/promo events as needed

EOE Statement

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability status, protected veteran status or any other characteristic protected by law.

Benefits:

\$36,000 salary for 40hrs (37.5hrs W/ 30 minute paid lunch)

Health and Dental insurance coverage

2 weeks paid vacation

Holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Thanksgiving, Day after Thanksgiving, Christmas, Day after Christmas, and one floating holiday to be used at your discretion (birthday, school field trips)

1 weeks paid sick time

3% salary match retirement contributions beginning in October

This Machine Annual Bike Membership

Cycle regularly while at work

To apply, email resume and cover letter to Katie Sawicki at katie@thismachinetulsa.org