



# Bike Share Maintenance Technician

**Organization:** Clean Energy Coalition  
**Status:** Non-Exempt / Part-time (Seasonal)  
**Location:** 1250 North Main Street, Suite 1, Ann Arbor, MI 48104

## Job Summary

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Clean Energy Coalition, an entrepreneurial, dynamic nonprofit organization based in Ann Arbor, Michigan, is seeking energetic and self-motivated Bike Share Maintenance Technicians to join the ArborBike team on a full or part-time basis. Launched in 2014, ArborBike is comprised of 125 bikes and 13 stations operating within the city of Ann Arbor and on the University of Michigan campus. Top candidates for the Maintenance Technician role will reflect equal parts mechanical and human aptitude.

## Job Duties & Responsibilities

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- Interact in all aspects of the bike share customer experience, including system operations and maintenance, membership, customer service, and interaction with community members, including:
  - System balancing (moving bikes around in system to ensure optimal availability)
  - Bike maintenance (troubleshooting, basic repairs, inspections, annual overhauls)
  - Station maintenance (troubleshooting, replacing parts, winterizing, battery replacement, cleaning)
  - Exceptional customer service (answering calls, questions in the field)
  - Program promotion (interact with interested residents, students, businesses, and visitors)
  - Operating/maintaining ArborBike van
  - Installation and removal of stations (seasonal)
  - Events (setup, tabling, tear down)
- Assess and help improve how ArborBike delivers available bikes and docks to ensure a world class customer experience.
- Maintain accurate work logs and inventory of parts and tools.
- Ability to adapt to changing needs and roles.
- Work a number of weekend and evening/early morning hours to cover ArborBike program operational needs and special events.
- Performing other duties as assigned and collaborate with other CEC staff on work as needed.

## Minimum Qualifications

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- Experience with bicycle repair and/or strong mechanical and technical aptitude.
- Experience driving large vans, delivery trucks, or other commercial vehicles.
- Ability to lift 50 pounds safely and quickly to a height of at least 36”.
- Self-starter, detail oriented, enthusiastic, and capable of meeting challenges and deadlines, and comfortable working in a small, flexible, and collaborative environment.
- Strong trouble-shooting and multi-tasking skills.
- Exceptional interpersonal and communication skills, including an aptitude for positive engagement with the general public.
- Highly flexible regarding work days and schedule, including mornings, evenings and weekend availability.
- Valid driver’s license and clean driving record.

## Salary & Hours

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- This is a non-exempt, seasonal, position starting at \$13/hour, depending on experience.
- Full and part-time opportunities will be considered.
- Each technician is expected to work a minimum of approximately 20 hours/week.
- Work to be scheduled during early morning, late afternoon, evening and weekend hours.

## Application Details

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- The position is open until filled.
- **No phone inquiries please.**
- Clean Energy Coalition is an EQUAL OPPORTUNITY EMPLOYER committed to diversity and consideration of all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, and disability status.
- Qualified individuals should submit a cover letter and resume via email to: [employment@cec-mi.org](mailto:employment@cec-mi.org).  
**Please include “Bike Share Technician” in the subject line.**