



## EMPLOYMENT OPPORTUNITY

Associated Students  
at Sacramento State

# Peak Adventures Bike Shop Mechanic

### Position Summary:

ASI Peak Adventures provides recreational and educational opportunities through guided outdoor trips, ropes course programs, clinics and classes on many outdoor subjects. Peak Adventures also boasts a full-service bike shop and equipment rentals to prepare customers for any journey. We are in need of a qualified bicycle mechanic. The primary responsibilities include building bikes, repairing bikes, and retail sales. In addition, the bicycle mechanic may be asked to give maintenance seminars.

**Start Date:** ASAP  
**Time Base:** 12-18 hours per week M-F

**Application Deadline:** Open Until Filled  
**Compensation:** \$11.00 to \$12.50 per hour DOE

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Offer friendly, helpful, knowledgeable advice/service on all bike related products and service
- Offer reliable diagnosis and accurate estimates of common repairs
- Maintain knowledge of labor rates and inventory
- Operation of cash register and credit card machine
- Participate in regular promotional activities
- Provide timely and consistent services- including but not limited to:
  - Bike repairs
  - Bike building
  - Bike tune-ups
  - Bike accessories installation
- Appropriately use chemicals and compressed air
- Maintain a clean and safe work environment
- Deliver maintenance seminars as needed (wage adjustment will be applied when serving in this role)
- Other duties as assigned

### CORE COMPETENCIES

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions

### MINIMUM QUALIFICATIONS

- Knowledge of windows-based personal computers – Microsoft Word, Excel, Outlook
- Ability to lift and move up to 50 pounds
- Previous customer service experience
- Previous Bike Shop Experience - including but not limited to:
  - Assembling/disassembling and identify different types of bearing units: bottom brackets, headsets and hubs
  - wheel truing
  - Tire changing (tubular, clincher and tubeless)
  - Crank arm replacement
  - Shifter and Derailleur installation and adjustments
  - Installation and adjustment to brakes, brake levers (rim and disc)
  - Installation and overhaul of drivetrain

### PREFERRED QUALIFICATIONS

- Knowledge of outdoor programming and equipment
- Experience with P.O.S. and cash handling
- Experience with cashiering

**HOW TO APPLY:** Interested applicants must submit a resume, cover letter and an ASI application. You can apply online by at <https://us851.dayforcehcm.com/CandidatePortal/en-US/asi/> or by visiting our website at [asi.csus.edu](http://asi.csus.edu). Only completed application will be considered.

#### **By mail**

Attn: Human Resources  
Associated Students Inc.  
6000 J Street  
Sacramento CA, 95819-6011

#### **By Fax**

Attn: Human Resources  
916.278.6278

#### **In Person**

**ASI Business Office**  
Attn: Huma Resources  
3<sup>rd</sup> floor University Union

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

**Associated Students is an Equal Opportunity employer.**

[www.asi.csus.edu](http://www.asi.csus.edu)

**[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement](#)**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm)