

# Position Description



## Position Title: Cairns Campus Bike Workshop Mechanic

Employer (Unit and Directorate)	JCU Student Association
Campus Location	Cairns
Classification (HEWL Level/Rate of Pay) <a href="#">JCU Enterprise Agreement</a>	N/A - Employed through Student Association
Employment Periods (SP1 & SP2 dates)	During semester times
Maximum and/or Average Hours per Week	Up to 6 hours per week
Number of Positions per Study Period	1 casual position
Recruitment Contact (Name, Email and Phone)	Adam Connell, <a href="mailto:adam.connell@jcu.edu.au">adam.connell@jcu.edu.au</a> , 4781 5060

### Position Overview

The Bike Workshop Mechanic is responsible for providing a low cost bicycle servicing and maintenance service to JCU staff and students as part of the university's TropEco program. The mechanic will also assess, refurbish and sell bikes to students as part of the Green Bike Fleet program.

### Principal Accountabilities

1. Provide bicycle servicing to JCU staff and students during semester times from the JCU Bike Workshop.
2. Assess, repair and sell bikes under the JCU Green Bike Fleet program.
3. Ensure compliance with workplace health and safety at all times, and ensure serviced bicycles meet the designated safety standards.
4. Assist the Manager, Environment with sustainable transport events and activities as required, from time to time.
5. Assist in updating the JCU BUG and other relevant social media sites with information on workshop times, events, updates and activities as required.

## **Recruitment Process (inc. selection criteria if applicable)**

Please send a brief (1-2 pages) Expression of Interest (EOI) outlining your suitability for the job to: [sustainability@jcu.edu.au](mailto:sustainability@jcu.edu.au). The Selection Criteria below are provided for reference.

**Applications close 5pm, Friday 12 April 2019.**

### **Essential**

1. Demonstrated experience in bicycle servicing and maintenance.
2. Ability to work independently, with minimal supervision, and as part of a team.
3. Knowledge of workplace health and safety and ability to put it into practice to ensure a safe working environment.
4. Demonstrated effective interpersonal communication skills in working with people from a variety of backgrounds.

### **Desirable**

1. Experience in a university environment.
2. Experience in using social media to promote programs and events.