



**Job Description:  
Bikeshare Manager**

[MetroBike, LLC](#) is hiring a Bikeshare Manager. The incumbent will manage the Capital Bikeshare service for a local government.

**Key responsibilities include:**

- Site bikeshare stations.
- Manage the station implementation process for the installation of stations.
- Coordinate temporary relocations of stations.
- Plan for fleet expansion and equipment replacement needs.
- Prepare purchase requisitions and ensure accuracy of invoices.
- Review monthly data and revenue reports.
- Participate in the development of competitive procurements for equipment and vendor selection.
- Interface with municipal staff on the development and renewal of license agreements and use permits for stations on private property.
- Conduct public outreach with civic associations, business organizations, and public committees and commissions for feedback on proposed station locations.
  - Write an annual Summary Report on the state of the system.
  - Manage federal grants for the procurement of new equipment.
  - Perform an annual station condition evaluation.

**Selection Criteria:**

The ideal candidate for this position will have strong analytical, verbal, and written communication; project management experience; and creative problem-solving skills.

Minimum requirements include:

Bachelor's degree in urban planning, engineering, business administration, or related field.  
Advanced degree a plus.

Three years of progressively responsible full-time experience in transport, micro-mobility, operations, or other directly related area.

Strong computer aptitude, including Microsoft 365 apps, basic graphic editing software, and Google Earth.

**Compensation and benefits:**

The salary range for this position is \$70,000 - \$80,000. MetroBike offers paid time off starting at 16 days per year, nine holidays, sick leave, health insurance, parental leave, a retirement plan, and telework.

This full-time position is for 40 hours per week, Monday through Friday, and allows a flexible work schedule. Limited weekend and evening work may be required on occasion.

MetroBike, LLC is an internationally renowned bikeshare and scootershare consultancy, serving our clients since 2004. MetroBike was at the forefront of the bikeshare movement in developing the nation's first public tender for a bikeshare system, which became Capital Bikeshare.

To be considered for this role, send your cover letter, resume, and writing sample of which you were the sole author to hello @ metrobike.net. The incumbent must be fully vaccinated against COVID-19, except when vaccination is not medically advised. This position was opened on 4/8/22 and is open until filled.

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