

### JOB DESCRIPTION

Team Mechanic (Volunteer position)

<b>JOB TITLE:</b>	<p>Team Mechanic for any of the following disciplines:</p> <ol style="list-style-type: none"> <li>1. Road</li> <li>2. Track</li> <li>3. Mountain Bike</li> <li>4. BMX</li> </ol>
<p><u>RELATIONSHIPS-</u></p> <p>Direct Liaise: (1) Sport and Technical Manager (2) Admin Executive (3) Endurance Trainer</p> <p>Liaise with (internal): SCF National Training Squad and Team</p> <p>Liaise with (external): SSC, SNOG, ACC, UCI, members of the public</p>	
<b>OVERALL JOB PURPOSE</b>	<p>This is a volunteer position for Team Mechanic who would be representing Singapore at Major Games, Competitions and Training Camps.</p> <p>You will ensure that National Athletes are well looked after for overseas training and competitions. Together with SCF Secretariat Staff, you will plan, execute and review the National Training Squad and Team's overseas training and competitions.</p>
<b>DUTIES &amp; RESPONSIBILITIES OF JOB ROLE</b>	<p style="text-align: center;"><u>Before training/competition</u></p> <ul style="list-style-type: none"> <li>• Be familiar with team composition</li> <li>• Acquire Training and Competition programme information (Technical Guide)</li> <li>• Find out the equipment choice of the team and prepare the necessary tools and related items.</li> <li>• Source/Provide specialised tools that would be used to support the team</li> <li>• Attend Team Manager's pre-departure briefing and collection of any logistics</li> </ul> <p style="text-align: center;"><u>At training/competition</u></p> <ul style="list-style-type: none"> <li>• Familiarise with accommodation, training, competition grounds and conduct simple risk assessments.</li> </ul> <p style="text-align: center;"><u>Return from training/competition</u></p> <ul style="list-style-type: none"> <li>• Return stores and settle accounts</li> </ul>

<b>QUALIFICATIONS, KNOWLEDGE &amp; EXPERIENCE</b>	<p><b>a. Qualifications</b></p> <ul style="list-style-type: none"> <li>• Process a driver's license (preferred)</li> <li>• Bicycle Mechanic Certification (preferred)</li> </ul> <p><b>b. Experience</b></p> <ul style="list-style-type: none"> <li>• Understand the demands of the competition and athletes</li> <li>• Communicate effectively to support athletes for their competition</li> </ul> <p><b>c. Skills &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• Familiar with the International Federation's competition rules and regulations</li> <li>• Familiar with the competition and be ready by being one step ahead of the athletes</li> <li>• Familiar with conducting an onsite Risk Assessment</li> <li>• Ability to perform advance planning and quick to adapt with changes.</li> <li>• Perform the added role of an Assistant Team Manager (preferred)</li> </ul> <p><b>d. Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to motivate athletes to achieve team and individual goals</li> <li>• Available to meet with the team once before departure and upon return</li> <li>• Available to travel overseas for extended periods for competitions/training camps</li> </ul>
---	--

<b>Job Holder's Signature :</b>	<b>Date :</b>
<b>President / Hon Secretary's Signature :</b>	<b>Date :</b>