

Expansion Specialist

Positions Available: One Full-Time, Hourly, Non-Exempt Position

Location: 6592 Hamilton Ave, Pittsburgh, PA 15206

Reports to: Director of Operations

Deadline: Priority given to applications received by May 6, 2026, open until filled

Compensation: \$22 per hour

About Bike Share Pittsburgh

Bike Share Pittsburgh is a nonprofit organization that operates Pittsburgh's station-based electric bike share program, POGO. POGO pedal and e-assist bikes are available 24/7 at station locations across the city. Our organization is made up of multiple departments dedicated to providing the best mobility option for Pittsburgh. Bike Share Pittsburgh is driven by our mission to provide a joyful, sustainable, and affordable mobility service for everyone.

Bike Share Pittsburgh Experience

Bike Share Pittsburgh has a shared open office space located on Hamilton Avenue in the Larimer neighborhood. We have a mix of people working remotely, in-person, or hybrid schedules depending on job requirements. Our staff is small, so each role at Bike Share Pittsburgh requires focus, hard work, and (most importantly!) teamwork to provide our customers with a joyful experience riding bikes. We all take pride in POGO. In our downtime, we ride bikes and spend time supporting others in our community.

POSITION DESCRIPTION:

Bike Share Pittsburgh seeks an Expansion Specialist to help site, permit, and physically install future POGO bike share stations during expansion periods. The Expansion Specialist is expected to work with the POGO leadership team, local government, and community groups to provide an equity-driven bike share network for all Pittsburghers. We do not expand and install stations year round; therefore, this role will also require occasional bike rebalancing, bike valet, or bike dispatch.

Folks who enjoy this role are commonly independent workers, excellent communicators, and feel passionately about connecting neighborhoods.

An expansion specialist at POGO must have a positive attitude, work efficiently, and communicate well across teams. On-the-job training in bike share specific components and systems will be provided.

Bike Share Pittsburgh is an equal opportunity employer that embraces diversity in many

sexual orientation, gender identity, national origin, disability, veteran status, or other protected classes.

Women and minorities are highly encouraged to apply!

DUTIES & RESPONSIBILITIES:

Expansion

- Site, plan, permit new POGO station locations – this will require GIS, CAD, and other digital drawing and in-field review skills
- Lead installation on new POGO stations – this a physical task that requires lifting, bending, working outside, and directing both internal staff and third-party contractors ● Manage on-site station installation and deployment team
- Incorporate community needs in all aspects of POGO planning
- Reinforce, or sometimes develop, safety procedures and practices
- Demonstrate safe personal decisions to model for all team members; and place safety at the forefront of decision making
- Coordinate closely with local government, community groups and representatives, and with third party contractors, as needed

Field Team

- Maintain POGO and support station operations. This includes occasionally troubleshooting connectivity issues, rebalancing bikes, swapping batteries, cleaning, removing debris, installing equipment, and more
- Keep a detailed record of repairs, including inventorying parts used
- Assemble or disassemble station or bike equipment as needed
- Work independently with attention to detail and limited supervision

General

- Provide positive customer interactions in the field. This includes assisting with registration, renting or returning of bikes and interacting with the general public to promote bike share to new users
- Maintain frequent and clear communication between teams
- Foster a positive, welcoming, and inclusive work environment
- Assist Director of Operations with other tasks as assigned

SKILLS & ATTRIBUTES

- Although college experience is not required, preference will be given to candidates with degrees in planning, policy, administration or related fields; advanced degrees will be given stronger preference
- Adaptability - Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
- Great communication and organizational skills
- Commitment to organizational efforts to foster respect, dignity, fairness, caring, equality, and self-esteem for all individuals
- Ability to understand and learn technical aspects of the software and the hardware capabilities and needs of a bike share system
- Ability to follow instructions, respond to management's direction and solicit feedback to improve performance
- Must be a team player with a positive attitude
- A love of bicycles and people!

PHYSICAL REQUIREMENTS:

- Frequently bend, stoop, and twist throughout the day
- Requires the ability to regularly lift objects up to 50+ lbs
- Requires the ability to work while standing for prolonged periods of time. • May require working and riding a bicycle outdoors in various weather conditions • Comfortable driving, stopping and working in busy outdoor urban environments • Ability to maintain regular, punctual attendance

BENEFITS:

- Generous Paid Time Off including a Winter Holiday Break and Flexible Holiday Hours distributed throughout the year
- Paid Parental Leave
- Health, Dental, and Vision insurance is available. 85% of premium costs for yourself, spouse, and dependents is covered by the organization.
- Free life insurance, coverage of \$80,000
- Free, unlimited POGO H bike share membership
- Dog-friendly office
- Professional development opportunities
- Wholesale bicycle parts purchasing available
- Discounted Ascend Gym Membership
- Opportunity to earn additional Paid Time Off for riding bikes and volunteer work

Fill out the [Google Form](#) to apply.

Questions? Email jobs@pghbikeshare.org

Our organization is happy to provide accommodations for persons with disabilities or other needs. Please let us know if you would like any accommodations during the hiring process.