INDIANAPOLIS CULTURAL TRAIL™
A Legacy of Gene & Marilyn Glick

Bikeshare Operations Manager

Indianapolis Cultural Trail, Inc. (ICT, Inc.) is hiring a professional, creative and flexible team to launch a bikeshare program that will be located primarily along the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick in spring 2014. The Operations Manager is responsible for overseeing bicycle and bicycle station maintenance and repair, station monitoring and bicycle balancing, managing station and bicycle inventory and managing the bikeshare operations team which will consist primarily of bicycle mechanics. The Operations Manager will work closely with the Executive Director and the bikeshare vendor to ensure smooth operation of the bikeshare program. The position will help establish protocols and policies for the day to day management of the bikeshare program as well as plan for the strategic growth of the system. The operations team will also be involved with aspects of Trail maintenance.

REQUIRED SKILLS:

- Associates Degree
- At least 3 years experience in the bicycle industry or in fleet services/management industry
- At least 2 years supervisory experience
- Working knowledge of bicycle mechanics and repair including servicing internal hubs, roller brakes, dynamo powered lighting systems, flat tire fixes and wheel truing
- Experience with IT systems
- Experience developing maintenance and repair systems, including procurement
- Experience with budgets
- Self-motivated, attention to detail
- Creative, open-minded and ability to learn new skills and think outside of the box
- Desire to work in a team environment and think creatively
- Strong commitment to great customer service

PREFERRED SKILLS:

- Bachelor's Degree
- Experience in operational management of bike share system
- Previous use of fleet management software or systems
- Knowledge of Indianapolis bicycle infrastructure

Indianapolis Cultural Trail is committed to diversity among our staff and is an equal opportunity employer. It is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, physical disability, or any other legally protected basis.

Interested individuals should send a resume to khaley@indyculturaltrail.org and list Bikeshare Operations Manager in the subject of the email. Resumes must be received by January 17, 2013. It is anticipated that the selected candidate will begin employment by mid-February 2013.

Indianapolis Cultural Trail, Inc. ensures that the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is a beautifully maintains and vibrant community asset connecting people and places in downtown Indianapolis.