**Organization Description**

The Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is an internationally recognized linear park that seamlessly connects cultural districts, neighborhoods and destinations while also serving as downtown hub for the city's greenway network. The Indianapolis Cultural Trail includes 5 acres of lush gardens, a vibrant art and culture program and is open and accessible 365 days a year. The Trail has become the way by which most people experience downtown Indianapolis and is managed and operated by Indianapolis Cultural Trail Inc, a 501(c)3 non-profit organization.

Indianapolis Cultural Trail Inc (ICT) is a team of motivated and enthusiastic individuals that take great pride in what we do with and for the community. We have a flexible work environment and encourage big ideas and creative thinking. We work with volunteers and community partners to help carry out our mission and are grateful for generous contributions from donors to ensure the Trail is beautiful and accessible for everyone.

**Job Description**

This full time, hourly, exempt position will be a part of the Operations and Maintenance team, which is responsible for the maintenance, upkeep and preservation of The Trail. The trail maintenance specialist will focus on day-to-day maintenance activities and complete basic repairs to Trail infrastructure. Reports to: Director of Horticulture and Landscape

**Work Environment**

This position will be hands-on, mainly outdoors, and largely self directed. Work needs to be completed in a professional and friendly manner as this role is often the face of the organization to many people who use the Cultural Trail. The typical work week is Monday through Friday during normal business hours, with occasional weekend work. There will be a significant orientation period so that the role can become familiar with the regular maintenance needs and tasks of the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick.

**Primary Responsibilities**

Maintenance (preventative and daily) along the Indianapolis Cultural Trail - 70% of time spent

- Minor repairs and needed replacements to site furnishings, hardscape, electrical and irrigation systems
- Assist horticulture team with projects and maintenance
- Litter removal, painting, sweeping, staining, cleaning
- Preventative maintenance for Cultural Trail assets
- Safely operate power tools, equipment and vehicles
- Develop a yearly maintenance schedule as a planning guide for the organization
- Purchase tools and inventory necessary for repairs and maintenance

**Secondary Responsibilities**

Volunteer assistance - 15% of time spent

- Assist volunteer coordinator by preparing, delivering and cleaning supplies for volunteer groups throughout the week
- Occasionally host/coach volunteer groups on tasks such litter pick up, sweeping or general cleaning

ICT Project Support - 15% of time spent

- Event set-up/tear-down, troubleshooting and on-site presence
- Serve as Indianapolis Cultural Trail ambassador while working through positive interactions with Trail users throughout downtown Indianapolis
Indianapolis Cultural Trail Inc  
Trail Maintenance Specialist  
Indianapolis, IN

All ICT employees serve as an ambassador for the organization and interact in a positive way with Trail users and the general public in downtown Indianapolis. As ICT is a growing organization; team members typically take on other duties as assigned when needed.

Requirements

Preferred
● Demonstrated ability or experience in the maintenance field desirable
● High school diploma or equivalent combination of education, training or experience
● Self-motivated with a positive attitude
● Shows initiative and pride in work
● Demonstrated ability to build and maintain relationships with vendors, stakeholders and community members
● Ability to obtain and maintain an Indiana driver's license
● Experience with the Google suite

Abilities
● Work outside in variable weather conditions including extreme cold and heat
● Perform work independently and prioritize projects
● Flexible, collaborative and adaptable in a fast paced and public facing work environment

Physical Abilities
● Able to lift items to waist weighing 50; and push items up to 100 pounds
● Able to reach and grasp with hands and arms.
● Able to stand, crawl, crouch, stoop, squat and kneel for prolonged periods of time.
● Able to regularly lift objects weighing 60 pounds to waist height; and push up to 100 lbs
● Able to move freely about the work environment.

Compensation
$18-20 per hour commensurate with skill level/experience

Benefits
ICT offers a variety of benefits including health, dental and vision insurance, retirement plan and employer match, flexible work environment, company paid holidays, and generous paid time off. A full benefits package will be included upon request or during the interview process.

To Apply
Qualified applicants should send resume and letter of interest to:

Trail Maintenance Specialist  
Indianapolis Cultural Trail, Inc  
132 W. Walnut Street, Indianapolis IN 46204  
jobs@indyculturaltrail.org

If submitting via email, please list “Trail Maintenance Full Time Hourly” in the subject line. Applications will be accepted through February 28th or until the position is filled.

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. ICT participates in E-Verify. Offers of employment are contingent upon a background check including the sexual offender registry as ICT employees regularly engage with the public.