



INDIANAPOLIS MOTOR SPEEDWAY, LLC
POSITION DESCRIPTION



POSITION TITLE:	Restoration Technician
ORGANIZATION:	Indianapolis Motor Speedway Foundation, Inc. (Indianapolis Motor Speedway Museum)
REPORTS TO:	Manager of Restoration Services
POSITION LOCATION:	Indianapolis Motor Speedway Museum
FLSA STATUS:	Non-Exempt
OTHER STATUS:	Full-time

This position description is for an employee of the Indianapolis Motor Speedway, LLC, (“Speedway”) to work for the Indianapolis Motor Speedway Foundation, Inc. (d/b/a Indianapolis Motor Speedway Museum), pursuant to the relationships of the Speedway and the Foundation set forth in their Shared Services Agreement dated as of December 2006, as currently in effect and as it may hereafter be amended.

The Indianapolis Motor Speedway Museum restoration services is responsible for the restoration, preservation, and maintenance of the Museum’s vehicle collection.

Responsibilities:

The Restoration Technician assists the Manager of Restoration Services in restoring Museum vehicles as funds allow; maintaining Museum vehicles used in exhibitions, parades, demonstrations, and concours/car shows; preserving vehicles that do not run; and maintaining all running vehicles. The Technician may assist in the supervision and training of other Museum staff who get involved in restoration projects from time to time, interns, seasonal assistants, and volunteers.

Specific duties include:

- Repairing damaged, aged, or otherwise incomplete vehicles, including (a) fabricating components for chassis, frames, brackets, and other support and mechanical components as necessary; (b) repairing minor dents and body imperfections; (c) paint touch-ups; (d) rebuilding engine components; and (e) regular maintenance procedures.
- Assisting Manger of Restoration Services with maintenance program for all running Museum vehicles and implementing plans for each vehicle.
- With Managers approval, purchasing of goods and equipment necessary for routine tasks and projects.
- Transporting vehicles to local venues and between Museum controlled storage sites.
- Supervising interns, other Museum staff who assist Restoration Services function from time to time, seasonal staff, and volunteers
- Participating in meetings and training programs with respect to restoration services.
- Under direction of Manager, collaborating with other automotive museums on restoration matters.

Knowledge/Skills:

- Minimum of five years of relevant experience in vintage/antique race car and automobile repair, restoration, preservation, and maintenance.
- High school graduate or GED equivalent required; senior certification or Associates Degree in automotive engine design and repair, auto maintenance and repair, and/or bodywork preferred.
- Experience and interest in older engine systems and body construction techniques.
- Excellent attention to detail and high accuracy rate required.
- Basic skills in welding, fabrication, use of metal lathe and mills, use of basic power tools for engine and body work, wiring, and similar technical skills and knowledge.
- Current driver's license valid in Indiana.
- Interest in motorsports preferred, with experience working with race car maintenance a plus.
- Knowledge of and experience using MICROSOFT Office products (WORD and EXCEL).
- Problem solving skills: ability to see and diagnose a problem, determine best method of fixing the problem, how to obtain and allocation necessary resources, and execute on the solution.
- Ability to communicate with a variety of individuals on technical matters.

Discretion/Latitude/Decision-Making:

- Ability to work independently, without limited supervision.
- Ability to distinguish between problems and solutions requiring management approval and those that s/he may resolve directly.
- Maintains confidentiality of proprietary, confidential, and sensitive information.
- Has a high degree of personal and professional integrity; acts in an ethical manner and avoids conflicts of interest.
- Ability to prioritize projects and adjust priorities in light of changing needs and circumstances, recognizes when to involve manager in decision-making about priorities.
- Follows through promptly and delivers work product on-time and in acceptable condition/quality.
- Ability to work within an established plan and budget.

Communications/Interpersonal Contacts:

- Ability to communicate own plans and ideas to colleagues and individuals or organizations with which s/he interacts.
- Ability to communicate effectively with a wide variety of people.
- Keeps colleagues and supervisors informed of progress of tasks, as well as issues that require supervisor's resolution.
- Knows when to ask questions to seek guidance and when to move forward on his or her own.

Working Conditions/Physical Demands:

Must work all or a part of a day on weekends at various times during the year, especially in April and May, during select other events at the Indianapolis Motor Speedway, or as may periodically be requested and/or necessary. Must be able to lift 40 pounds, push vehicles (with assistance of others), work underneath cars, bend over engine bays, and otherwise work at sometimes awkward angles or positions. Substances used in work can be flammable, noxious and/or corrosive, so particular caution is required. Safety equipment (glasses, gloves, masks, and similar items) provided by Foundation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.