



JOB TITLE: Track Operations Manager

REPORTS TO: Senior Vice President Operations

POSITION TERM: Full-Time

START DATE: Immediately

QUALIFICATIONS:

- Experience in Track Safety, Motorsports Industry
- Track Management, Events and Customer Service background
- Excellent written and verbal skills
- Experience with Office 365, specifically Word and Excel
- Professional phone etiquette and customer service skills
- Well organized with an eye for detail
- Ability to work independently with minimal supervision and as part of a team
- Ability to work on multiple projects at one time in an efficient manner
- Ability to work in a fast pace environment

JOB DESCRIPTION:

This position works directly with the Senior Vice President of Operations and supervises the work activities of the track rental program and event track operations. Duties include, but are not limited to:

General Track Rental/Safety Functions:

- Responsible for the day-to-day supervision of the track rental program to insure compliance with all aspects of the Track Rental Agreement
- Act in a Sales/Marketing capacity, meeting with potential clients and conducting site tours of the facility
- Maintain immediate contact with track renter on all issues relating to the rental program
- Work closely with the Track Rental Coordinator on schedules and upcoming events
- Scheduling of all personnel needed to fill track rental course marshal requirements
- Responsible for opening and securing track gates, classroom and garages if rented
- Conducts morning course marshal meetings to review the days' track rental program
- Liaison with Track Maintenance to ensure track condition and readiness
- Responding to any incidents that may occur on track or in the paddock
- Prepares accident/incident reports for management as required
- Collect sound sheets and sign in sheets from the gate and file accordingly
- Manages corner worker contracts and execution
- Works with renters to make sure any on site vendors have the appropriate license and insurance
- Act as liaison with clients ensuring successful program execution, meeting their needs and expectations
- Contact for all event on track safety organizations; SCCA & USARM

Other Duties

- Main point person for the Go Kart program
- Responsible for all sanitation suppliers, during rentals and events
- Overseeing vendor compliance for opening and closing condition of the suites, garages, and other buildings used during their program rental

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