

City of Dallas
Classification Specification

Title:	Fitness Specialist	Class Code:	20119
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/2012
FLSA Status:	Non-Exempt	Revised:	10/01/2014

Position Purpose:

Provides support for the City's fitness centers by providing exercise instruction, fitness assessments, designing customized fitness programs, demonstrating proper and safe equipment use and monitoring the fitness area.

Essential Functions:

1. Performs fitness assessments on new members and evaluate the fitness goals and activities of current members.
2. Develops individualized exercise prescription for members based on the fitness goal and level of fitness.
3. Instructs aerobic classes such as cycling, yoga, body tone, boot camp, and Zumba.
4. Provides fitness center and equipment maintenance by sanitizing fitness machines after use returning free weights and equipment to the designated areas and retrieving debris from fitness areas.
5. Provides customer service to members by responding to member inquiries, answering fitness-related questions posed by members, demonstrating proper fitness equipment and exercise techniques and monitoring fitness area to guard against emergency situations.
6. Provides administrative assistance by answering the telephone, directing incoming callers, documenting phone messages, coordinating member schedules with fitness staff for initial visit and scheduling personal training appointments.
7. Designs, markets, and conducts workshops on various fitness programs/training including walking, running, stress management, circuit training, and nutrition to assist members in monitoring and improving their health.
8. Performs a variety of activities such as coordinates special events, incentive programs, prepares brochures, newsletters and marketing materials.
9. Keeps abreast of trends and techniques in physical fitness to assist members in achieving their goals.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of physical education, exercise physiology, kinesiology, and nutrition.

Ability to maintain privacy and adhere to HIPAA and all other applicable laws.

Ability to perform physical fitness assessments and develop exercise prescriptions.

Ability to keep records and maintain files.

Ability to work effectively with a diverse population.

Must be certified in personal training, nutritional counseling, CPR and First Aid.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Working Conditions and Hazards:

Requires carrying, dragging, pulling, pushing, lifting, kneeling, bending, twisting body, walking, reaching, and squatting.

Major activities are performed indoors in an exercise center environment.

Exposed to extreme heat, temperature variations, constant noise, mechanical hazards, dust and mites.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.