

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Fitness Supervisor</b>	<b>Class Code:</b>	<b>20120</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>I</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>10/01/2012</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>10/01/2014</b>

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**Position Purpose:**

Manages the daily operations of the City's Fitness Centers through planning, coordinating and implementing quality fitness and nutritional programs for fitness center members.

**Essential Functions:**

1. Manages the day to day operations of the fitness center by providing quality programs and services for fitness center members.
2. Supervises fitness center staff including hiring, training and scheduling to ensure productivity and quality standards are maintained.
3. Prepares reports on the number of members, utilization, and programming.
4. Monitors facilities and equipment use through the establishment of safety procedures and policies to ensure a safe, clean, and organized facility.
5. Instructs aerobic classes such as cycling, yoga, body tone, boot camp, and Zumba.
6. 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.
7. 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.
8. 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.
9. 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.
10. Performs a variety of activities such as coordinates special events, incentive programs, prepares brochures, newsletters and marketing materials.
11. Keeps abreast of trends and techniques in physical fitness to assist members in achieving their goals.
12. 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.

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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.