

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FITNESS SPECIALIST

JOB CODE: 39101

PAY GRADE: 10

PAY RANGE: \$37,733 - \$60,374

GENERAL DESCRIPTION

Under the general direction of the Training Division Sergeant, this position oversees the day-to-day operations of the agency's three gym facilities. The Fitness Specialist ensures quality control and provides services to the agency members using the gym facilities and will assist in implementing health and wellness programs while providing excellent customer service to the members. The Fitness Specialist is required to exercise independent thinking and find creative ways to encourage our members to use the gym facilities. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Cleans and maintains of the fitness centers
- Assists with the implementation of group exercise classes, seminars/workshops and wellness services
- Assists with a program evaluation process
- Performs weekly equipment inspections in accordance with agency and vendor standards
- Schedules and conducts orientation for new members to the various gym facilities
- Designs and maintains newsletters, bulletin boards, flyers and other marketing materials
- Performs data entry, filing and database maintenance of program statistics and marketing materials for reporting purposes
- Coordinates outside instructors, to include selection, program review, participant satisfaction and payment
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary



QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- One (1) year experience as a physical fitness trainer/instructor
- Fitness or personal training certification
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Completion of CPR/Basic Life Support, AED, and First Aid certification within 90 days of employment
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of corporate wellness, fitness center and customer service experience
- Proficiency in Microsoft Office products, including but not limited to, Word, Excel, and PowerPoint
- Ability to gather and analyze data regarding fitness programs
- Interpersonal skills
- Organizational skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 1 hour per day
- Stand up to 3 hours per day
- Walk up to 3 hours per day
- Drive up to 1 hour per day
- Continuously lift up to 50 lbs.
- Occasionally lift up to 75 lbs.
- Continuously bend, squat, reach, kneel and twist
- Possibility of physical exertion