

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FITNESS SPECIALIST

JOB CODE: 39101

PAY GRADE: 8

PAY RANGE: \$30,600 – \$48,960

GENERAL DESCRIPTION

Under the direction of the Training Division Lieutenant, 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

- Cleaning and maintenance of the fitness centers;
- Assist with the implementation of group exercise classes, seminars/workshops and wellness services;
- Assist with a program evaluation process;
- Perform weekly equipment inspections in accordance with agency and vendor standards;
- Schedule and conduct orientation for new members to the various gym facilities;
- Design and maintain newsletters, bulletin boards, flyers and other marketing materials;
- Perform data entry, filing and database maintenance of program statistics and marketing materials for reporting purposes;
- Coordinate outside instructors, to include selection, program review, participant satisfaction and payment;
- 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 diploma or G.E.D.
- Fitness or personal training certification
- One (1) year experience as a physical fitness trainer/instructor
- A score of 75% on a Microsoft Office Professional test
- Completion of CPR/Basic Life Support, AED, and First Aid certification within 90 days of employment

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 100 lbs.
- Continuously bend, squat, reach, kneel, and twist
- Possibility of physical exertion