



**DEPARTMENT:** Community Services/Parks and Recreation

**NATURE OF WORK:**

Instructs James City/Williamsburg Community Center (JCWCC) and James River Community Center (JRCC) patrons in the effective use of a wide variety of cardiovascular endurance and strength training equipment, monitors orderly operation of the fitness area, and provides routine maintenance to fitness equipment.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Assists in development of division health and wellness programs.

Ensures Center rules, safety standards, and sanitation requirements are followed. Assists in implementation of Emergency Action Plan.

Instructs patrons in the proper use of the Nautilus, Cybex, and cardiovascular equipment; performs group and individual patron orientations.

Performs routine daily maintenance tasks such as cleaning equipment and minor repairs on equipment.

Documents and reports all accidents and incidents in the fitness area.

Aids patrons in daily operation of equipment and answers questions concerning operation of equipment.

Documents and reports all equipment malfunctions and safety hazards to Fitness Coordinator.

Schedules orientations for patrons.

Assists in the inventory and acquisition of supplies and parts for the fitness area.

Performs Working Towards Wellness fitness assessments for County employees.

Conducts body composition analysis for patrons.

Performs new trainer HealthFirst training.

Performs new employee orientation.

Assists Fitness Coordinator with oversight of Working Towards Wellness Program.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in the fitness areas of the JCWCC or JRCC. Requires working evenings, weekends, and some holidays. Operates all equipment associated with fitness area operations, including exercise and weight training equipment, telephone, and computer keyboard.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Excellent skill in customer service.

Ability to communicate effectively.

Knowledge of fitness systems and proper techniques.

Knowledge of physical fitness testing procedures.

Skill performing fitness assessments using HealthFirst TriFit System.

Skill performing new trainer HealthFirst training.

Skill in performing new employee orientation.

Ability to enforce operating policies and procedures in an effective and courteous manner.

Ability to repair fitness equipment.

Knowledge of how to use basic tools.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and some work experience which shall have involved assisting the public, and operation of fitness equipment; or any combination of training and experience providing the required knowledge, skills, and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess and maintain CPR-Professional Rescuer and Advanced First Aid Certificates.

Must have three years of experience as a Fitness Trainer I.

Must possess current American Council on Exercise Personal Trainer Certification, AFAA Personal Trainer Certification, or B.S. degree in fitness field.

Must possess American College of Sports Medicine Health Fitness Instructor or National Strength and Conditioning Association Certified Personal Trainer Certification.

Date: July 2004

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fitness Trainer II Position Number: 376  
Department: Community Services Division: Parks and Recreation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- Not essential to job function

## **2. Hearing/Listening:**

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

## **3. Reading:** (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>					✓	✓		✓	
<b>Push/Pull</b>					✓	✓			
<b>Hold/Carry</b>					✓	✓		✓	

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Step stool                       | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                           |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights          | <input checked="" type="checkbox"/> 2-3                |
| <input type="checkbox"/> Extension ladder                 | <input type="checkbox"/> 3 or more flights             | <input type="checkbox"/> 4 or more steps               |
| <input type="checkbox"/> Other _____                      | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function    | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>				✓					✓
<b>Sit</b>		✓						✓	
<b>Walk</b>			✓					✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x       5-20x       20-50x       50+x  
 Other \_\_\_\_\_       Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x       5-20x       20-50x       50+x  
 Other \_\_\_\_\_       Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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