



**FITNESS TRAINER SENIOR**

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

**NATURE OF WORK:**

Performs professional and supervisory work overseeing the operation of the fitness area at both the James City-Williamsburg Community Center (JCWCC) and the James River Community Center (JRCC) which includes supervision of part-time staff.

Duties are performed under the general direction of the of the Recreation Program Coordinator (Fitness).

**ESSENTIAL FUNCTIONS OF THE JOB:**

Works with healthy and functionally limited populations including seniors, adults, teens, and children in facility allocation.

Supervises the work of assigned staff including Fitness Attendants; provides guidance and training to part-time and volunteer staff.

Oversees equipment maintenance and ordering for Fitness area.

Provides equipment orientation and training to staff and patrons.

Assists in the establishment and enforcement of unit rules, regulations and procedures.

Participates in Division planning teams where required.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

**JOB LOCATION A EQUIPMENT AND EQUIPMENT OPERATED:**

Duties are performed in the Fitness area at the JCWCC and the JRCC.

Operates standard office equipment (telephone, computer keyboard, calculator, copy machine, and fax machine), all exercise machines and fitness testing equipment.

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

Considerable knowledge of the principles and practices of fitness programming and supervision.

Knowledge of various software applications such as Microsoft Word and Excel.

Ability to establish and maintain effective working relationships with staff and the general public.

**MINIMUM QUALIFICATIONS:**

Personal Training Certification through one of the following organizations; ASCM, NSCA, AFAA, or ACE, considerable experience in fitness program design and implementation, some supervisory experience in a fitness-related work setting.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County criteria.

Requires a Virginia Criminal History Records check and drug test.

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fitness Trainer Senior Position Number: 377  
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:

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**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.

- |   |  |  |
|---|--|--|
| <b><u>Ladders</u></b>                                     | <b><u>Stairways</u></b>                                | <b><u>Steps</u></b>                                    |
| <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) _____			