

City of Moore
Fitness Center Attendant
Job Description

Exempt: No
Department: Parks & Recreation
Reports To: Aquatics and Fitness Coordinator
Location: Aquatics and Fitness Center
Date Prepared: January 15, 2016
Date Revised: February 11, 2016

GENERAL DESCRIPTION OF POSITION

To monitor the weight room and other fitness activities for maintaining cleanliness, safety practices and proper procedures. Assist customers with basic usage of fitness equipment. To assist with classes, special events, and attend workshops/training seminars.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor use of weight and cardio equipment. This duty is performed daily, about 50% of the time.
2. Setup adult and youth health and wellness programs, fitness classes, camps, fitness assessments, personal training and special fitness events as assigned by Aquatics & Fitness Coordinator. This duty is performed as needed, about 10% of the time.
3. Promote and monitor the cleaning of weight room and cardio equipment. This duty is performed daily, about 5% of the time.
4. Ensure weight room etiquette and safety is followed at all times. This duty is performed daily, about 20% of the time.
5. Assist Aquatics and Fitness Coordinator in improvements to all fitness areas and equipment. This duty is performed as needed, about 10% of the time.
6. Report any damage to equipment or fitness rooms to Aquatics and Fitness Coordinator. This duty is performed as needed.
7. Promote other recreation activities, classes, camps, programs, leagues, and special events. This duty is performed daily.
8. Good attendance and punctuality is required. This duty is performed daily.
9. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.

10. Assist in operations at The Station. This duty is performed as needed.
11. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

CPR, First Aid, and AED certification preferred
Will have to acquire CPR, First Aid, and AED certificate within 1st month of work
Possession of, or ability to obtain, valid Oklahoma D driver's license may be required
At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation.

Could cause further errors, losses, or embarrassment to the organization. The possibility for

error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and occasionally required to sit, climb or balance. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Communicating with many different types of people and personalities
- Methods and techniques of organizing and entering data into databases or computer software programs and filing critical paperwork
- Proper customer service skills
- State codes and regulations of health and safety practices in operating public facilities
- Pertinent, federal, state and local laws, codes and regulations

Ability to:

- A positive attitude, passion for fitness, and enthusiasm is required
- Concentrate and pay close attention to detail
- Make effective decisions concerning safety and maintenance
- Work well as a team member and independently
- Interpret and apply applicable federal, state and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Have the ability to follow verbal and written instruction
- Establish and maintain effective, working relationships with the customers and employees
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting or standing for extended periods of time, operating assigned equipment
- Work flexible hours, including weekends, evenings, holidays, and special events

Experience and Training Guidelines

Experience and training that would provide the required knowledge and abilities is as follows
Experience:

Experience with PC based applications including Word, Excel and internet browsers preferred.
Experience in fitness class instruction (Preferred)
Knowledge of weight/cardio equipment and basic exercise principles

Education:

High school diploma or acquiring high school diploma
Not required but preferred background in Kinesiology, Health Science or related field of experience

License or Certificate:

CPR, First Aid, and AED certification preferred
Will have to acquire CPR, First Aid, and AED certificate within 1st month of work
Possession of, or ability to obtain, valid Oklahoma D driver's license may be required
At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

WORKING CONDITIONS

Environmental Conditions:

Office/park environment; exposure to computer screens; work with others and alone; frequent contact with the public

Performs approximately 25% outdoors exposed to temperature extremes, dirt, dust, noise, etc75% in office/ fitness room environment

Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time; physical and manual dexterity; may be required to operate assigned vehicle. Must be able to perform attached essential job functions.

TASK DESCRIPTION

Employee must lift items such as supply boxes. Requires vertically/ horizontally transferring items weighing up to (50 – 100 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25-50 lbs)

Work requires continued walking, stooping, standing and some climbing

Work