

CITY OF COVINGTON  
JOB DESCRIPTION

Class Title: **Fitness Leader**  
Department: Parks and Recreation  
Division: Covington Sportsplex  
Performance Appraisal:

Grade Number: 2 (PT)  
Date: August 2018  
FLSA: Non-Exempt

**GENERAL PURPOSE**

Responsible for the daily operation of the fitness/wellness center, all fitness related equipment, and the users of the area.

**SUPERVISION RECEIVED:** Works under the immediate supervision of the Fitness Coordinator.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors and operates the fitness room and the use of exercise and fitness equipment.

Ensures proper and safe use of exercise equipment by participants.

Conducts fitness assessments.

Conducts equipment orientations

Performs daily preventive maintenance of all equipment.

Performs custodial duties as assigned.

Assist with clerical duties as necessary.

Performs all duties in conformance to appropriate safety and security standards.

**PERIPHERAL DUTIES:** Fill in for other facility employees as required, i.e., front desk clerk, recreation leader.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Any equivalent combination of education and experience which demonstrates the capability to perform the essential duties and responsibilities of the position.

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**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES :**

(A) Knowledge of exercise fundamentals and techniques, human anatomy/physiology, first aid methods and safety precautions;

(B) Skill in operation and maintenance of isometric exercise equipment, weight benches, powered treadmills and ellipticals.

(C) Ability to perform heavy lifting of exercise equipment; work safely; establish and maintain effective working relationships with patrons, supervisors and the public; understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS:** Valid State Driver's license, or ability to obtain one.

**TOOLS AND EQUIPMENT USED:** Isometric exercise equipment, powered treadmills, weight benches.

**PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works inside. The employee frequently works near moving mechanical parts.

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**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Pre-employment physical and drug screen required of selected applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

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Employee Signature/Date

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Supervisor Signature/Date

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Director Signature/Date